



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council 19th July 2021.

Present: Cllr J Anderson, Cllr Harrold, Cllr Noonan, Cllr Monks and Cllr Wyn-Davies

In attendance: Joanna Jeffery, Parish Clerk and one member of the public.

21/121 Apologies for absence.

Cllr Bridge, Cllr Mische, Cllr Pratt and Dist Cllr Fluker.

21/122 To receive and note any declarations of interest:

There were none.

21/123 To receive and approve Minutes of the last meeting – 14th June 2021 and EOM 12th July 2021

14th June 2021 Proposed by Cllr Noonan, seconded by Cllr Harrold

12th July 2021 Proposed by Cllr Noonan, seconded by Cllr Anderson.

21/124 Public Session – opportunity for members of public to speak:

None.

21/125 Planning

To discuss and respond to the following planning applications.

Week ending: 2nd July 2021

21/00684/HOUSE PP-09980643

Demolition of single storey side extension and erection of a larger side single storey extension with roof lantern.

18 Queenborough Road Southminster Essex CM0 7AB

Southminster Parish Council SUPPORT this planning application.

Week ending: 9th July 2021

21/00711/TCA PP-10003741

T1 Ash – Remove

The Kings Head Public House 2 High Street Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

21/00692/TCA PP-09988229

T1 Oak – fell

Brewers Yard Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

Planning Decisions

Week ending: 25th June 2021

VAR/MAL/21/00012

Variation of condition 19 (highway works) on approved planning

Permission 14/00613/OUT allowed on appeal APP/X1545/W/15/3132936 (Creation of a new Northern Bypass/Link Road. Conversion of Steeple Road to a cul-de-Sac. Residential development of approx. 3 hectares, for 94 houses in total, including 28 affordable houses, and all associated works. The provision of new Public Open Space. The allocation of 0.275 hectares of land reserved for the provision of a medical centre.)

Theedhams Farm Steeple Road Southminster Essex

APPROVE

OUT/MAL/21/00174

Outline planning application for the construction of 7No. detached two storey dwellings and garaging.

Land between Kings Road and Burnham Road Southminster Essex

REFUSE

RES/MAL/20/00102

Reserved matters application for the approval of appearance, landscaping, layout on approved planning application OUT/MAL/16/00105 allowed on appeal APP/X1545/W/17/3167607 (Outline planning application for the provision of up to 13 dwellings, provision of public open space and a new vehicular access from Vicarage Court.

APPROVE

Appeal Notifications –

Site Address- Land Adjacent Theedhams Farm Steeple Road Southminster Essex

Proposal – Demolition of existing building and construction of new building to be divided into up to 8 business units for Class B1 and/or use Class D1 purposes.

Application Ref: 19/01335/OUT

Appeal Ref: APP/X1545/W/21/3268138

Appeal Start Date: 29 June 2021

Site Address- Land Adjacent Theedhams Farm Steeple Road Southminster Essex

Proposal – Outline application with all matters reserved for the demolition of existing building and construction of new building to be divided into up to 8 business units for Class E (formerly Class B1 and/or use Class D1) purposes.

Application Ref: 19/01181/OUT

Appeal Ref: APP/X1545/W/21/3277767

Appeal Start Date: 9 July 2021

Appeal Decisions –

Appeal Ref: APP/X1545/D/20/3264089
52A Queenborough Road, Southminster, CM0 7AD
APPEAL ALLOWED

Appeal Ref: APP/TPO/X1545/7865
Cherry Croft, Station Road, Southminster CM0 7EW
APPEAL DISMISSED

21/125.01 To discuss and agree the proposal of Chair, Vice Chair and Cllr Bridge responding to planning applications on behalf of Southminster Parish Council during the period 20th July 2021 to 19th September 2021, to accommodate no August parish council meeting.

Proposed by Cllr Noonan, seconded by Cllr Monks.

21/126 Finance Matters: -

- a: To receive and approve payment and receipts reports for July 2021, proposed by Cllr Harrold, seconded by Cllr Noonan.
- b: To approve payments and to sign cheques, proposed by Cllr Noonan, seconded by Cllr Harrold.
- c: To receive and approve the budget status for April, May, June & July 2021, proposed by Cllr Noonan, seconded by Cllr Harrold.
- d: To receive and approve the Bank Reconciliation Statement to 8th July 2021, deferred to next meeting.

21/127 Dist Cllr's Report

No report.

21/128 Audit Committee recommendations

Following the Audit Committee meeting held on 16th June 2021 the following recommendations are made for agreement by Southminster Parish Council.

Financial Regulations - no revisions needed, document is fit for purpose.

Statement of Internal Control - no revisions needed, document is fit for purpose

Code of Conduct – Recommendation to adopt.

Complaints Procedure - no revisions needed, document is fit for purpose

Freedom of Information – Recommendation to revise office opening hours to Monday to Thursday 9.00am to Noon.

Risk Assessment – Recommendation to revise the following:

- 4. Addition of computer diary
- 5. Delete – List of vulnerable people available in the Parish Office.
- 10. Delete – List of vulnerable people available in the Parish Office.

Following the Audit Committee meeting held on 7th July 2021 the following recommendations are made for agreement by Southminster Parish Council.

Training Policy - no revisions needed, document is fit for purpose

Press and Social Media Policy - no revisions needed, document is fit for purpose

Budget/Precept Process Policy - no revisions needed, document is fit for purpose

Corporate Equality Policy - no revisions needed, document is fit for purpose

Service Promise - no revisions needed, document is fit for purpose

Health and Safety Policy - no revisions needed, document is fit for purpose

Cllr Anderson proposed the acceptance of the Audit Committee recommendations, seconded by Cllr Monks.

21/129 Proposed new building at King George V Memorial Field

Update from Cllr Anderson and Cllr Harrold.

To discuss and agree the future strategy of the existing buildings.

Cllr Anderson advised that Southminster St Leonards Football Club will be working with Cllr Harrold to sort through the football container and pavilion. It was also discussed those surplus supplies which have been stored in one of the containers will now be sorted and disposed of in preparation for the Flower Show to move their belongings over to a more stable container.

21/130 Jubilee Woods

Update from Cllr Harrold/Cllr Anderson and Cllr Mische.

To discuss and agree the purchase of a NO BBQ's sign.

It was agreed to purchase two x black and white NO BBQ signs.

Cllr Anderson proposed a contingency budget of £2,500 to allow for the additional works for siting and securing of the carved animals, picnic benches and bin, seconded by Cllr Noonan.

21/131 Essex County Council Locality Fund

County Cllr Stamp has asked for applications over £300 for small/medium projects for consideration by the Locality Fund.

After a brief discussion, Members agreed that an application for funding a Map/Noticeboard for Jubilee Woods would be applied for.

21/132 White lining at King George V Memorial Field

Cllr Noonan request.

Cllr Noonan to obtain quotes and bring to a future meeting.

21/133 Queens Platinum Jubilee Beacon

To discuss and agree and necessary action.

After a brief discussion, it was decided to defer to the September meeting to allow Members to give more thought to the project.

21/134 Christmas Lights

Cllr Anderson Thanked Cllr Wyn-Davies, explaining to Members that since undertaking the project 3 years ago, Cllr Wyn-Davies has gradually taken over the project and this year has completed all paperwork herself.

Members agreed that the Christmas Lights will be switched on at 5pm on Sunday 28th November 2021. Cllr Wyn-Davies will speak with Southminster Primary School in September and the Scouts in the hope that we can build on the event held in 2019.

21/135 Public Session– opportunity for members of public to speak:

A short discussion was had regarding potholes.

A resident enquired that pre covid, discussions were being held with regards to new toilet facilities at the King George V Memorial Field, it was agreed to agenda this item for the next meeting.

A resident informed that the recycling bin has had rubbish dumped around it.

Signed by Cllr J Anderson Chair 20th September 2021

21/136 Date of the next meeting:

20th September 2021.

21/137 Exclusion of Press and Public:

To determine a proposal that the press and public should now be excluded from the meeting in accordance with The Local Government Act 1972, ss100.

Proposed by Cllr Harrold, seconded by Cllr Noonan.

21/138 Village Pump

To discuss and agree quotation received for cleaning and spraying of Village Pump. Cllr Monks proposed the acceptance on the quote, seconded by Cllr Harrold.

21/139 To discuss costings - architect for King George V building.

To discuss final costings for planning project.

Following a discussion centred around the traffic survey, it was agreed that Members would be happy to proceed if the traffic survey were carried out first.

Cllr Harrold proposed acceptance of the quote subject to the traffic survey schedule, seconded by Cllr Anderson.

21/140 To discuss Community Hall 2

To discuss usage and agree fees.

It was agreed by Members that from September a charge of £10 per hour will be made to the Rainbows, Brownies and Rangers for the use of Community Hall 2.

Proposed by Cllr Monks, seconded by Cllr Harrold.

21/141 Re Opening of Parish Office

To discuss and agree re-opening date of parish office.

It was agreed by Members that the Parish Office will reopen on Monday 6th September 2021, subject to no further restrictions being applied.

21/142 Containers on KGVMF

To discuss and agree potential disposal of container and contents.

See item 21/129.

21/143 Close of business:

Meeting closed at 9.10pm.