



# **SOUTHMINSTER PARISH COUNCIL**

**New Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB**

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**Councillors are summoned to attend a Meeting of Southminster Parish Council to be held at Community Hall 2, King George V Memorial Field, Station Road, Southminster on the  
20<sup>th</sup> November 2023 at 19.30 hrs.**

**J Jeffery  
Parish Clerk  
15<sup>th</sup> November 2023**

## **A G E N D A**

**23/229 Apologies for absence.**

**23/230 To receive and approve Minutes of the Parish Council meeting held on 23<sup>rd</sup> October 2023.**

**23/231 To receive and note any declarations of interest:**

To disclose the existence and any nature of any Disclosable Pecuniary Interests. Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members.

(Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)

**23/232 Public Session – opportunity for members of public to speak:**

**23/233 Planning**

To discuss and respond to the following planning applications.

Week ending: 20<sup>th</sup> October 2023

23/00999/FUL PP-12205275

Demolition of an outbuilding and erection of a self-contained dwelling with vehicular parking and amenity space.

Land at Little Acre Scotts Hill Southminster

Week ending: 27<sup>th</sup> October 2023

23/01026/FUL PP-12516990

Construction of detached two storey house with associated access driveway with 2 car parking spaces and residential amenity area off shared access driveway.

Site Rear of 10 High Street Southminster Essex

**Planning**

## **Decisions**

Week ending: 20<sup>th</sup> October 2023

FUL/MAL/23/00179

Construction of 1no detached 3 bedroom dwelling and shed with associated works.

Land at 11 Coombe Road Southminster Essex

**APPROVE**

HOUSE/MAL/23/00721

Single storey rear extension, repositioning of porch and alterations to existing dormers on main dwelling house and erect detached garage with room above.

Heath Cottage, Old Heath Road Southminster Essex

**APPROVE**

FULM/MAL/23/00626

Replacement of low level fencing and gates with new 2.4m high fencing and gates to existing boundary.

Southminster Church of England Primary School Burnham Road Southminster

**APPROVE**

FUL/MAL/23/00619

Proposed 7no. New dwellings

Land Adjacent to 55 Kings Road Southminster Essex

**APPROVE**

Week ending: 27<sup>th</sup> October 2023

WTPO/MAL/23/00872

T1 Yew – Crown lift by 1m. Crown reduction of 1m.

T2 – Ash – Crown reduction by 3m.

T3 – Sycamore – Pollard by 5m tp previous pruning points. Remove one lower limb.

T4 – Lime –Pollard by 5m to previous pruning points.

T5 – Oak. Reduce by 1.5m.

T6 – Ash – Crown reduction by 3m. Crown lift by 1m. Remove Ivy, A balancing of crown and some correction work to unauthorised work is also required.

Minster House 29 Burnham Road Southminster Essex

**APPROVE**

## **FOR INFORMATION ONLY**

23/00774/PACUAR PP-12223718

Proposed conversion of an agricultural building to form 5 dwellings

Agricultural Building at Wraywick Farm The Marshes Southminster Essex

**APPLICATION WITHDRAWN**

## **Appeal Decision**

**Site Address:** Land Adjacent Ivydene Scalby Road Southminster

**Proposal:** New detached single storey 4 bedroom bungalow with detached 2 bay garage with access driveway and parking/turning space with new boundary fencing, external works and landscaping for private residential use.

**Application Ref:** 22/00579/FUL

**Appeal Ref:** APP/X1545/W/22/3313237

**APPEAL DISMISSED**

**Site Address:** Oaklands, Scalby Road, Southminster

**Proposal:** Demolition of existing buildings and erection of a single residential dwelling

**Application Ref:** 22/00428/FUL

**Appeal Ref:** APP/X1545/W/22/3309631

**APPEAL DISMISSED**

**23/234**

**Finance Matters: -**

- a: To receive and approve payment and receipts reports for November 2023.
- b: To approve payments and to sign cheques.
- c: To receive and approve the budget status for November 2023.
- d: To receive and approve the Bank Reconciliation Statement to 31<sup>st</sup> October 2023.

**23/235**

**Highways**

To receive an update.

**23/236**

**Clerks Update**

**23/237**

**Dist Cllr's Report**

**23/238**

**Allotments**

Cllr Harrold discussed the following with allotment holders at the meeting held on 14<sup>th</sup> November 2023

1. The allotment accounts will be done and signed off by the auditor in April
  2. The allotment meeting will be held in August so as the correct figures will be available before any decision on increasing the fees in line with inflation or not can be made
  3. We need to agree a carry forward surplus in the account to allow for any unexpected expenditure (£500 maybe)
  4. Invoices will be sent out in September date to be agreed via email to all allotment holders
  5. Payment to be received in October date to be agreed via bacs payment or bank transfer
  6. Each allotment will be given a reference number for bank payment (no cheque or cash)
  7. The yellow tractor will be sold and the ford tractor will be used to empty the trailer for as long as is viable or the allotment holders pick up the running costs of tractor
  8. Any problems or points of discussion over the allotments must come through the allotment chairman whom will then discuss with the clerk and Adrian then if needed put as an agenda item for the next council meeting
- No rent increase for year 2023/2024.  
To discuss and pass any resolution

**23/239**

**Fireworks 2023/2024**

J Jeffery

20.11.2023

To receive an update on Fireworks held 4<sup>th</sup> November 2023.  
To discuss the provision of Fireworks event on Sunday 3<sup>Rd</sup> November 2024  
To discuss and pass any resolution as necessary.

**23/240 Christmas 2023**

Christmas Lights 26<sup>th</sup> November 2023, help need to erect gazebos and Christmas lights.

Sunday 17<sup>th</sup> December 2023 @ 5pm, St Leonard's Carol Service, Volunteer is needed to give a reading on behalf of Southminster Parish Council.

**23/241 May Day Celebration**

Cllr Harrold to discuss the proposal of a May Day event to be held on Monday 6<sup>th</sup> May 2024.

To discuss and pass any resolution as necessary

**23/242 Any matters that the Chair considers urgent.**

To discuss and pass any resolutions as necessary.

**23/243 Public Session– opportunity for members of public to speak:**

**23/244 Date of the next meeting:**

Pre budget/Precept meeting 23<sup>rd</sup> November 2023.

Monday 18<sup>th</sup> December 2023

**23/245 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.

**23/246 Tennis Courts**

To receive an update.

To discuss and pass any resolution as necessary

**23/247 Leases**

To receive an update.

To discuss and pass any resolution as necessary

**23/248 Staff Contracts and Pay Review**

To discuss recommendation from Employer Committee.

To discuss and pass any resolution as necessary.

**23/249 2023/2024 Local Government Services Pay Agreement**

To note pay increase of Clerks salary by £1.00 per hour backdated to 1<sup>st</sup> April 2023, SCP 32.

**23/250 Close of business.**