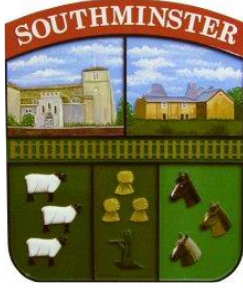


Signed by Cllr Harrold 18th December 2023



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council

**20th November 2023 at 19.30, held at Community Hall 2, King George V Playing Field,
Station Road Southminster Essex.**

Present: Cllr Harrold, Cllr Mische, Cllr Cleary, Cllr McKee and
Cllr M Wyn-Davies.

In Attendance: J Jeffery (Parish Clerk/RFO) and members of the public.

23/229 Apologies for absence.

Cllr Anderson and Cllr Wilcox.

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

Cllr Wyn-Davies commented that she had signed the bank reconciliations at the last meeting but did not feel comfortable in doing so, also Cllr Wyn-Davies proposed approval of payments and receipts report for October 2023, but again did not feel comfortable. Cllr Harrold confirmed he was happy to sign the bank reconciliation and approve payments and receipt report for October 2023.

With the above amendment Cllr Cleary proposed the acceptance of the minutes, seconded by Cllr McKee.

RESOLVED: The minutes of the meeting held 20th November 2023 were agreed with an amendment and duly signed by Cllr Harrold.

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.)

No interests were declared.

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

A resident informed that her grandson had been approached by two dogs on King George V Memorial Field on Sunday 19th November 2023, the dogs were intimidating, and concerns were raised if the child had been younger, the child may have been harmed. There was a brief discussion regarding Bye Laws at King George V Memorial Field, the Clerk will check for documents.

23/233 Planning

To discuss and respond to the following planning applications.

J Jeffery

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Week ending: 20th 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

Southminster Parish Council SUPPORT this application, subject to the protection of the trees on site, with guidance from the Tree Officer.

Week ending: 27th 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

Southminster Parish Council recommend the REFUSAL of planning permission, it is an incongruous design in relation to neighbouring properties, Policy D1, design, size, scale and bulk.

The garden complies with policy design for a 3 bed property but not if a 4 bed as shown on the plans.

The following application was added to the agenda, at the discretion of the Chair, Cllr Harrold.

Week ending: 17th November 2023

23/01105/TCA PP-12604500

T1 & T2 – Lime – 2.5m crown reduction

T3 – Bay – Crown lift over driveway to 4.5m above ground level

T4 – Cedar – 2m Crown reduction

The Manor Bungalow 1 Station Road Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

Planning

Decisions

Week ending: 20th 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

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FUL/MAL/23/00619

Proposed 7no. New dwellings

Land Adjacent to 55 Kings Road Southminster Essex

APPROVE

Week ending: 27th 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 to 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. Proposed by Cllr Cleary, seconded by Cllr Harrold.
- b: To approve payments and to sign cheques, proposed by Cllr Cleary, seconded by Cllr Pratt.
- c: To receive and approve the budget status for November 2023, proposed by Cllr McKee, seconded by Cllr Cleary.

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d: To receive and approve the Bank Reconciliation Statement to 31st October 2023, proposed by Cllr Cleary, seconded by Cllr Pratt.

23/235 Highways

To receive an update.

The Clerk informed that a Parish light in Northend has been reported and is waiting repair.

Queenborough Road, flooding issues, both Dist Cllr Fluker and County Cllr Stamp are carrying this forward to Essex County Council.

23/236 Clerks Update

High Street Defib – 3/11 and 20/11 taken offline for emergencies.

Fireworks – Total expenditure £4844.42, Income £1838.00 Event Total Cost £3006.42

Remembrance Parade – Addition of Sea Cadets kindly organised by Cllr McKee, County Councillor Stamp was invited to lay a wreath on behalf of Essex County Council, District Councillor Fluker laid a wreath on behalf of Maldon District Council. Piper has been booked for 2024.

High Street Toilets – disabled toilet lock was broken, locksmith has replaced the lock, however the door is damaged and needs to be replaced.

Cllr Fluker proposed a budget of £800 to replace the door as a matter of urgency, seconded by Cllr Cleary.

RESOLVED: Budget of £800 to replace the disabled toilet door.

We are just waiting for confirmation from the contractor with a start date and we will be able to arrange portaloos for the public and for the contractors.

I have just spoken to the contractors, and they are going through the diary this week to confirm the start date.

David Wilson Homes will be making a donation towards the cost of the dog bin for Steeple Road, the Clerk has issued an invoice as requested.

23/237 Dist Cllr's Report
Report from District Councillor Adrian S Fluker

South Eastern Area Planning Committee Meetings.

The meetings have been held in Burnham since 1974. The current administration at MDC are proposing to move the meetings to Maldon which will mean local residents will have to travel to Maldon to attend meetings. I spoke against the proposal at Council last week. The matter has been deferred for more information. Interested parties should consider writing to MDC to express their views. The matter will be considered at Council on 29th November.

Development Plan – Review (Formally the LDP Review)

I sit on the Planning Policy Working Group and would welcome comments on policy from interested parties.

The 5YHLS currently stands at 6.2 years.

Various consultations are due to take place in the coming months – details will be posted on the Councils website.

J Jeffery

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Council Budget

The budget gap for 23/24 (after windfall investment interest) is circa £200,000 and for 24/25 £1.2m. The shortfalls will be met by taking money from reserves. The Council has appointed a Finance Board I have brought forward a motion proposing that the board delivers a balanced budget in 24/25.

The budget will be discussed at the Strategy & Resources meeting on 23rd November and Council on 29th November.

Great Essex Authority (Devolution)

At the last meeting I reported that The Council is supporting the principal of a Greater Essex Authority headed by an elected Mayor. This has now been revised to model whereby a mayor is unlikely to be included and that as result the new authority is unlikely to receive as much funding. The Government will make the final decision.

Proposed Developments

North East of the Village

The application has not yet been validated

Proposed Development at Queenborough Road

Following the refusal no contact has been made by the applicant

Proposed Development at Scotts Hill

The Highways Authority have withdrawn their objection.

Proposed Development North of Stoney Hills

Information is circulating that a proposal is being brought forward to build circa 900 dwellings at the old quarry Ratsborough Farm. No further information is known.

Waste management

Maldon District is in the top 10% of all councils in England for recycling.

The waste contract is currently under review given that we provide a better service than most other Councils in Essex it is unlikely that the proposed government interventions will affect the way we collect waste in the district.

Corporate Projects

The Council is involved in several corporate projects most of which are confidential in nature. After 7 years the Council is still trying to decide what to do with its offices in Prince's Road. The cost of running the offices outweighs the rent generated. In answer to a question on average less than 5% of staff attend the offices on a daily basis.

Customer Service.

Residents can contact me direct if they have any issues with the customer service they receive from Maldon District Council.

Queenborough Road Flooding

I have yet again contacted ECC and sent them images of the flooding and highlighted the fact that it is a health and safety issue that is only likely to get worst with the onset of winter.

Residents Survey

The survey is still open see the landing page of the MDC website for more details

J Jeffery

Minutes 20-11-2023

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Free Car Parking at Maldon

The Christmas Free Parking Scheme at Maldon town centre car parks will be operating again this year – full details of dates and times are on the Council's website

Dist Cllr Pratt informed that Maldon District Council will make their car parks available free of charge on the following dates: 30th November from 4pm, 7th, 14th, 21st December from 2pm and 24th December all day.

The recycling consultation is due to end on 22nd November 2023.

Dist Cllr Pratt also informed he had attended the Design and Conservation Awards.

23/238 Allotments

Cllr Harrold discussed the following with allotment holders at the meeting held on 14th 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
9. No rent increase for year 2023/2024.

To discuss and pass any resolution

Members discussed the disposal of the yellow tractor, Cllr Fluker will ask for offers.

Cllr Fluker asked for the insurance policy to be checked for road use of the tractor.

It was felt by Members that more information is need on tractor costs.

Item 8, Members agreed to remove Adrian and add the Councils Representative.

Cllr Pratt proposed acceptance of items 1,2,4,5,6,8 with amendment and 9, seconded by Cllr Fluker. It was agreed to have a future allotments agenda item.

RESOLVED: Members accepted items 1,2,4,5,6,8 with amendment and 9.

23/239 Fireworks 2023/2024

To receive an update on Fireworks held 4th November 2023.

To discuss the provision of Fireworks event on Sunday 3rd November 2024

To discuss and pass any resolution as necessary.

Cllr Harrold informed that a new security team had been hired this year, they were very proactive and gave a good service.

Cllr Harrold informed that this year had been the most troublesome since the event started, three families were spoken to for bringing/lighting sparklers at the event. People attempted to use cut

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throughs to enter without wristbands. Glass and alcohol was also removed whilst residents attended the event and returned at the end. Youngsters were spotted in the field behind where the fireworks were due to fire. The security team advised that a consideration of two extra security guards could walk the boundary of future event.

Cllr Mische commented that the speed bumps need to be painted to avoid a trip hazard.

Cllr Harrold suggested that next years fireworks is held on Sunday 3rd November 2024, with a firing time of 5.30pm.

Cllr Pratt proposed acceptance of fireworks to be held on Sunday 3rd November 2024, seconded by Cllr Mische.

RESOLVED: Fireworks will be held on Sunday 3rd November 2024.

23/240 Christmas 2023

Christmas Lights 26th November 2023, help needed to erect gazebos and Christmas lights.

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

Cllr Fluker and Cllr Mische will help erect the gazebos on 26th November 2023.

Cllr Wyn-Davies offered to give the reading on 17th December 2023.

23/241 May Day Celebration

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

To discuss and pass any resolution as necessary

Cllr Pratt proposed the hosting of a May Day event on Monday 6th May 2023, seconded by Cllr Cleary.

RESOLVED: A May Day event will be held on Monday 6th May 2023.

23/242 Any matters that the Chair considers urgent.

To discuss and pass any resolutions as necessary.

None.

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

A resident asked why Southminster Parish Council recommended that allotment fees were to increase by inflation. Cllr Fluker informed that it was not him personally, it was a resolution passed at a previous meeting. Cllr Fluker reiterated that all discussions should go through the allotments Chair, as agreed in item 23/238 of this meeting.

There was a short discussion regarding additional new builds and the impact on the Dengie.

23/244 Date of the next meeting:

Pre budget/Precept meeting Tuesday 12th December 2023 @ 5.30pm

Monday 18th 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.

Proposed by Cllr Pratt, seconded by Cllr Harrold.

See confidential report 20-11-2023

23/246 Tennis Courts

To receive an update.

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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 1st April 2023, SCP 32.

23/250

Close of business.

Meeting closed at 10.35pm.