



# **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  
18<sup>th</sup> December 2023 at 19.30 hrs.**

**J Jeffery  
Parish Clerk  
12<sup>th</sup> December 2023**

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

**23/251 Apologies for absence.**

**23/252 To receive and approve Minutes of the Parish Council meeting held on 20<sup>th</sup> November 2023.**

**23/253 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.)

**23/254 Public Session – opportunity for members of public to speak:**

**23/255 Planning**

To discuss and respond to the following planning applications.

Week ending: 24<sup>th</sup> November 2023

23/01136/PACUAR PP-12604975

Prior notification for the change of use of an agricultural building to two dwellinghouses (Use Class C3) and for associated operational works.

Agricultural Building at Wraywick Farm The Marshes Southminster Essex

23/01088/LBC PP-12588567

Single storey rear extension following demolition of existing single storey rear extension.

High House Weddings Limited High House Farm Old Heath Road Althorne

23/01087/FUL PP-12588567

Single storey rear extension following demolition of existing single storey rear extension.

High House Weddings Limited High House Farm Old Heath Road Althorne

Week ending: 1<sup>st</sup> December 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

Week ending: 8<sup>th</sup> December 2023

23/01195/LDP PP-12661397

Claim for a lawful development certificate for a proposed single storey rear extension.

Birchwood The Chase Southminster Essex

## **Planning**

### **Decisions**

Week ending: 17<sup>th</sup> November 2023

FUL/MAL/23/00315

Repair and alterations to building and change of use to up to four separate units for planning use Class E purposes. Works include the replacement of the roof, repairs to the masonry, internal insulation to the walls and floor, installation of a new load bearing first floor immediately above the existing floor, and installation of glazing to existing openings. Removal of one internal wall and creation of new internal openings. Removal of redundant machinery. Installation of new stairs and new services. New external oil fired boiler and new heating oil storage tank. Installation of new hard surface.

**APPROVE**

Week ending: 8<sup>th</sup> December 2023

FUL/MAL/23/00979

Demolition of existing buildings and erection of a one to two-storey building to provide two commercial, business and service uses (Class E) units, including a convenience food shop, at ground floor and three flats (Class C3) at first floor together with modified access arrangements, parking, refuse storage, landscaping and other ancillary works

Queens Head Public House 36 Queen Street Southminster Essex.

**REFUSE**

FUL/MAL/23/00980

Partial demolition of existing buildings, conversion of retained frontage buildings, conversion of retained frontage building and erection of a one to two-storey rear extension to provide two commercial, business and service uses (Class E) units, including a convenience food shop, at ground floor and three flats (Class C3) at first floor together with modified access arrangements, parking, refuse storage, landscaping and other ancillary works.

**REFUSE**

## **FOR INFORMATION ONLY**

### **Appeal Decision**

**Site Address:**

**Proposal:**

**Application Ref:**

**Appeal Ref:**

**23/256**

#### **Finance Matters: -**

- a: To receive and approve payment and receipts reports for December 2023.
- b: To approve payments and to sign cheques.
- c: To receive and approve the budget status for December 2023.
- d: To receive and approve the Bank Reconciliation Statement to 30<sup>th</sup> November 2023.

**23/257**

#### **Budget/Precept 2024/2025**

To review budget

To discuss and agree precept for 2024-2025.

**23/258**

#### **Highways**

To receive an update.

**23/259**

#### **Clerks Update**

**23/260**

#### **Dist Cllr's Report**

**23/261**

#### **Allotments**

Cllr Harrold proposes the following amendment to item 3

3. We need to agree a carry forward surplus in the account to allow for any unexpected expenditure (£500 maybe)

Item 7, to receive an update from Cllr Fluker

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

To Note: Allotments holders were given notice on Tuesday 14<sup>th</sup> November 2023 at the Allotment Holders meeting of a potential rent increase for 2024/2025.

To discuss and pass any resolution

**23/262**

#### **Audit Committee**

An additional Member is required to join the Audit Committee.

To discuss and pass any resolution as necessary.

**23/263**

#### **Icyle Ride**

Update from Cllr Fluker

To discuss and pass any resolution as necessary.

**23/264**

#### **Amendment of Standing Orders for meeting start time of 7pm.**

To discuss the proposal of a 7pm meeting start time.

To discuss and pass any resolution as necessary.

- 23/265**      **Southminster Flower Show 2024**  
Southminster Flower Show Committee request the use of King George V Memorial Field on Saturday 20<sup>th</sup> July 2024.  
To discuss and pass any resolution as necessary.
- 23/266**      **Any matters that the Chair considers urgent.**  
To discuss and pass any resolutions as necessary.
- 23/267**      **Public Session– opportunity for members of public to speak:**
- 23/268**      **Date of the next meeting:**  
Monday 15<sup>th</sup> January 2023
- 23/269**      **Close of business.**