



## **SOUTHMINSTER PARISH COUNCIL**

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### **Minutes**

#### **The Meeting of Southminster Parish Council**

**18<sup>th</sup> March 2024 at 19.00, held at Community Hall 2, King George V Playing Field,  
Station Road Southminster Essex.**

**Present:** Cllr Harrold, Cllr Pratt, Cllr Fluker, Cllr Mische, Cllr Cleary, Cllr McKee,  
Cllr Wyn-Davies and Cllr Wilcox.

**In Attendance:** J Jeffery (Parish Clerk/RFO) and 9 members of the public.

**24/059 Apologies for absence.**

There were none.

**24/060 To elect a Vice-Chair**

To elect a Vice-Chair for the remainder of municipal year 2023-2024.

Cllr Fluker proposed Cllr Mische, seconded by Cllr Wyn-Davies.

**RESOLVED: Cllr Mische was elected Vice Chair for the remainder of the municipal year  
2024-2024. Cllr Mische duly signed the acceptance of office.**

**24/061 To receive and approve Minutes of the meeting held 19<sup>th</sup> February 2024.**

Proposed by Cllr Cleary, seconded by Cllr Wilcox.

**RESOLVED: The minutes of the meeting held 19<sup>th</sup> February 2024 were duly signed by Cllr  
Harrold, Chair.**

**24/062 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.)

24/064 AGR/MAL/24/00143 Cllr Fluker Non-Registerable Interest

24/073 Cllr McKee Allotments Registerable Interest

24/078 Cllr Harrold – Non-Registerable Interest.

**24/063 Public Session – Opportunity for Members of the Public to speak**

A resident commented regarding the puddle outside Stammers Court/Burnham Road, the Clerk informed she had received an email regarding this, and it appears to be a natural puddle. It was agreed the Clerk would report to Highways.

A resident asked for an update on the medical centre, Cllr Fluker informed that the land has been transferred to the developer and it looks like the land will be developed Jan/Feb 2025, although this date may be brought forward.

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

A resident asked for an update on proposed lighting on the footpath adjacent to Pantile Hill Allotments, The Clerk informed the street lighting contractor has been instructed to do a site visit and quote for low level bollard lighting, which Members suggested at a previous meeting, once the specification is given by the contractor, the Clerk will gather two additional quotes and bring to a future meeting.

A resident informed the broken tree in Pump Mead does not need a tree surgeon, new shoots have grown, so the dead wood needs to be removed. The Clerk will ask the Parish Warden to remove.

**ACTION: Clerk to report surface laying water at Burnham Road/Stammers Court to Essex Highways.**

**Solar bollards - Clerk to chase contractor for quote.**

**Pump Mead Tree – Clerk to instruct Parish Warden to remove the dead wood.**

**24/064**

**Planning**

Week ending: 23<sup>rd</sup> February 2024

AGR/MAL/24/00143

Prior notification for two agricultural buildings

Lunendales Farm Steeple Road Southminster Essex

Southminster Parish Council recommend the GRANTING of planning permission.

Week ending: 2<sup>nd</sup> March 2024

24/00180/WTPO PP-12836282

A1 on TPO 1/74 - T18 Lime-Crown lift to 4m above ground, Crown reduce by 4m. T19 – Lime-Crown lift to 4m above ground and crown reduce by 4m. T32 Sycamore – Crown reduction by 4m

1 Stammers Court Burnham Road Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

Additional application added to the agenda at the Chair's discretion.

24/00216/TCA

T1 – Eucalyptus – Fell. T2 & T3 – Conifers – Fell

Rosedene 42 Station Road Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

To agree as a matter of urgency to consider the following:

Replacement Essex Minerals Local Plan review 2025 to 2040.

**Planning**

**Decisions**

Week ending: 16th February 2024

LDP/MAL/23/01220

Claim for lawful development certificate for proposed outbuilding with alterations to existing garage

Heath Cottage Old Heath Road Southminster Essex

**PART APPROVED AND PART REFUSED**

Week ending: 23<sup>rd</sup> February 2024

FUL/MAL/23/01216

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

Change of use to 5 no. Dwellings. Demolition works to main building and erection of a single storey extension to north elevation. Single storey extensions to the east and west elevations of existing outbuilding and part demolition of that building. Alterations to fenestration and inclusion of associated landscaping, car parking, cycle parking and refuse store.  
Former Southminster Library Queenborough Road Southminster Essex  
**APPROVE**

LBC/MAL/23/01217

Change of use to 5 no. Dwellings. Demolition works to main building and erection of a single storey extension to north elevation. Single storey extensions to the east and west elevations of existing outbuilding and part demolition of that building. Alterations to fenestration and inclusion of associated landscaping, car parking, cycle parking and refuse store.  
Former Southminster Library Queenborough Road Southminster Essex  
**GRANT LISTED BUILDING CONSENT**

FUL/MAL/23/01087

Single storey rear extension following demolition of existing single storey rear extension.  
High House Weddings Limited High House Farm Old Heath Road Althorne  
**APPROVE**

LBC/MAL/23/01088

Single storey rear extension following demolition of existing single storey rear extension.  
High House Weddings Limited High House Farm Old Heath Road Althorne  
**GRANT LISTED BUILDING CONSENT**

WTPO/MAL/24/00014

(TPO 6/91) T8 Ash on TPO – Removal of 5 meters of growth back to previous pollard points.  
T19 Ash on TPO – Removal of 5 meters of growth back to previous pollard points. Removal of Ivy.  
Minster House 29 Burnham Road Southminster Essex  
**APPROVE**

### **FOR INFORMATION ONLY**

#### **Appeals advised:**

**Site Address:** 7 Cripplegate Southminster Essex CM0 7DW

**Proposal:** Proposed rear single storey extension, first floor rear extension and alterations to fenestration.

**Application Ref:** 23/00777/HOUSE PP-12360566

**Appeal Ref:** APP/X1545/D/23/3335684

**Appeal start date:** 23<sup>rd</sup> January 2024

#### **Appeal Decision**

**Site Address:** 7 Cripplegate Southminster Essex CM0 7DW

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

**Proposal:** Proposed rear single storey extension, first floor extension and crown roof over.

**Application Ref:** 23/00777/HOUSE PP-12360566

**Appeal Ref:** APP/X1545/D/23/3335684

**APPEAL DISMISSED**

**TOWN AND COUNTRY PLANNING ACT 1990**

**The Town and Country Planning (Tree Preservation) (England) Regulations 2012**

**TREE PRESERVATION ORDER NO: 03/24**

**Title: Orchard Meadows, Land South of Queen Street, Southminster**

**24/065**

**Finance Matters: -**

a: To receive and approve payment and receipts reports for March 2024.

Proposed by Cllr Cleary, seconded by Cllr Harrold

b: To approve payments and to sign cheques.

Proposed by Cllr Cleary, seconded by Cllr Harrold

c: To receive and approve the budget status for March 2024.

Proposed by Cllr Cleary, seconded by Cllr Harrold.

d: To receive and approve the Bank Reconciliation Statement to 29<sup>th</sup> February 2024.

Proposed by Cllr Cleary, seconded by Cllr Harrold.

**24/066**

**Highways**

To receive an update – nothing to report.

**24/067**

**Clerks Update**

Natwest Bank Savings Account, application is now complete, awaiting instructions from Natwest.

Pavilion – Roof has been repaired; referees room toilet/shower base have been repaired.

Ayletts Trust – Donation to Little Lions for the purchase of 2 x baby bouncers, 10 large storage boxes and Magic Gel Children's Ice Packs.

Pantile Hill Footpath – Contact has been made with a contractor to provide a site visit and quote for bollard lighting.

KGVMF Gate – Temporary repair has been completed.

Email has been sent to County Cllr Stamp for an update re Asheldham Bridge.

MDC What's On – For 2024 SPC can upload events to website.

Letter to NHS has been sent.

The Clerk has met with the Rural Prosperity Fund Officer to discuss funding options for Southminster Parish Council.

**24/068**

**Dist Cllr's Report**

**Report from Maldon District Councillor Adrian S Fluker**

**Development Plan – Review (Formally the LDP Review)**

No update

**23/24 Council Budget**

It was reported to Council that the income from the Waste Contract is now on course to rise by £94,000 to £2,628,000.

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

Given the majority of Councillors voted to increase the Green Bin charge by 24% to £75 per annum I have asked the Director of Service Delivery for an explanation.

### **Proposed Developments**

#### **North East of the Village (Homefield)**

It is understood that the application will be determined by 29<sup>th</sup> March.

It is understood that the Planning Authority is minded to refuse the application.

#### **Proposed Development at Latchingdon and Subsequent Appeal**

With regards to sustainability the decision will have a bearing on all proposed developments in the District.

#### **Access to the Waste Recycling Centre in Burnham by SPC to dispose of small fly tips and other detritus.**

Following the ban on the Council vehicle entering the site I have made an exemption request to ECC via MDC .

#### **Soultasia And Ibiza Classics**

Featuring Lisa Stansfield Promenade Park 7<sup>th</sup> 8<sup>th</sup> and 9<sup>th</sup> June including with Raver Tots on the 9<sup>th</sup> June tickets available via the MDC website

#### **Mid & South Essex NHS ICB Consultation – St Peters Hospital Consultation**

The Consultation regarding the proposed closure of St Peters and relocation of services is live on the MDC website. The response time has been extended to the 4<sup>th</sup> April. MDC along with other Councils have now responded. Local residents are asked to do the same.

#### **Maldon Food and Drink Festival**

Easter Monday Promenade Park 10.30am to 5pm.

#### **Rural England Prosperity Fund – Now open for applications**

Applications from local businesses including ‘producers’ etc are being sought from local businesses more information from the MDC website or direct from [leanda.cable@maldon.gov.uk](mailto:leanda.cable@maldon.gov.uk) who will assist applicants

#### **ECC Mineral Consultation Plan**

The time to respond has been extended to 9<sup>th</sup> April it is important that residents respond as the traffic from the proposed extension to Asheldham Quarry will impact on the village.

#### **Downs Traditional Fun Fare**

Promenade Park 25<sup>th</sup> May – 2<sup>nd</sup> June

#### **UCI Ride London**

Will be visiting the District on 25<sup>th</sup> May

#### **Levelling Up Funding (Culture)**

MDC has been asked to apply for funding for culture projects up to £5m

#### **Village Hall Funding**

An additional £5m has been added to the Platinum Jubilee Fund

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

## **Domestic Abuse**

MDC has a page on its website dedicated to those who may need help regards Domestic Abuse

## **Recycling Centres**

Bookings are now mandatory

## **Forthcoming Elections**

Please be advised that to vote you will need photo ID

District Councillor Pratt informed he had attended the High Sheriff's awards, voluntary organisations can be awarded up to £5,000, it was noted that there was no applications for this award from anywhere on the Dengie.

An event was held for Ukranian Families in the district, this was attended by Dist Cllr Pratt.

District Councillor Pratt commented that he was disappointed to read remarks regarding the additional council tax cost of 10% to Southminster residents. District Councilor Pratt commented that Southminster hold many events and he felt that it was good value.

### **24/069 Performance, Governance and Audit Committee recommendations**

To receive the following recommendations from the Performance, Governance and Audit Committee:

To adopt the following policies

Training Policy

Budget/Precept/Process policy

Service Promise

Health and Safety Policy

Statement of Internal Control

Recommendation Internal Auditor is fit for purpose.

Code of Conduct for Members

Lone Working Policy

Building Maintenance policy

To note updated Risk Register

Recommendation to Council to Ear Mark Reserve Election budget and to increase reserve in case there is a contested by-election.

All documents have been circulated to all Members prior to the meeting.

To discuss and pass any resolution as necessary.

Cllr Harrold proposed the adoption of the above policies, seconded by Cllr Fluker.

**RESOLVED: Training Policy, Budget/Precept/Process policy, Service Promise, Health and Safety Policy, Statement of Internal Control, Code of Conduct, Lone Working Policy, Building Maintenance Policy and Risk Register were adopted.**

### **24/070 Textile Recycling Bank**

To receive an update from existing recycling banks.

To discuss offers received.

To discuss and pass any resolution.

The Clerk informed following a request at the last meeting, she had contacted the current textile bin company and asked if they had been paying others to site two textile bins at King George V Memorial Field. They have confirmed they have made no payments to others or Southminster Parish Council. All Members agreed to execute the resolution made at January 2024 meeting minute reference 24/018, following the additional information obtained.

**RESOLVED: New textile bank to be provided by Recycled Clothing Banks, paying an upfront £300 yearly payment.**

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

**ACTION: Clerk to contact existing textiles bank and ask for removal. Clerk to contact Recycled Clothes Banks to confirm acceptance of £300 upfront payment for siting a textiles bin at King George V Memorial Field.**

**24/071 Community Hall 2**

Southminster Preschool have been offered installation of CCTV free of charge by two companies for recording the playground area when the preschool is closed, Southminster Preschool are asking for approval of installation by Members.

To discuss and pass any resolution as necessary.

Cllr Pratt proposed the installation of free CCTV by others for monitoring of the preschool play area, seconded by Cllr Mische. Cllr Wilcox requested that a copy of Southminster Preschool ICO certificate is kept on file by Southminster Parish Council.

**RESOLVED: CCTV to be installed by others to record the preschool play area when not in use.**

**ACTION: Clerk to inform Southminster Preschool of decision and ask for a copy of ICO certificate to hold on file.**

**24/072 Footpath**

Improvement of Wonston Road/Woodside footpath.

Cllr Wyn-Davies

To discuss and pass any resolution as necessary.

Cllr Pratt informed this is Footpath 26, it was agreed this is a Health and Safety issue and the footpath should be maintained or closed.

**ACTION: The Clerk will contact Maldon District Council to assess.**

**24/073 Any matters that the Chair considers urgent.**

To discuss and pass any resolutions as necessary.

Cllr Harrold, Chair informed that an email had been received from Moat Housing regarding ownership of Pump Mead Allotments. It was agreed that Southminster Parish Council had used the allotments for over 45 years.

**24/074 Public Session– opportunity for members of public to speak:**

Cllr Fluker informed that the Case Officer recommendation for the Homefield planning application was to refuse the application.

A resident asked how many houses there are in the village, Cllr Fluker replied 2010.

**24/075 Date of the next meeting:**

Wednesday 3<sup>rd</sup> April 2024 Annual Parish Assembly

Monday 15<sup>th</sup> April 2024 Parish Council meeting.

Members agreed to hold the Annual Parish Assembly at 6.30pm on 15<sup>th</sup> April 2024, to be followed by the Parish Council meeting.

**24/076 Exclusion of the Press and Public**

To resolve that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, and that this satisfies the public interest test.

Proposed by Cllr Pratt, seconded by Cllr Cleary.

Signed by Cllr Harrold Chair 15<sup>th</sup> April 2024

**RESOLVED: Exclusion of Press and Public under Section 100A (4) of the Local Government Act 1972**

**24/077            Community Hall One**

To receive an update on SUFC Holdings Ltd, to discuss ongoing functions and responsibilities, see circulated Chair's statement.

To discuss and pass any resolutions as necessary.

See confidential report 18-03-2024.

**24/078            Community Hall One proposal**

To discuss proposal for Community Hall one previously circulated to Members.

To discuss and pass any resolutions as necessary.

See confidential report 18-03-2024.

**24/079            Close of business.**

Meeting closed at 9.05pm