



# SOUTHMINSTER PARISH COUNCIL

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## Minutes

### The Meeting of Southminster Parish Council

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

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

**In Attendance:** J Jeffery (Parish Clerk/RFO) and 4 members of the public.

**24/091 Apologies for absence.**

Cllr Fluker.

**24/092 To receive and approve Minutes of the meeting held 18<sup>th</sup> March 2024 and Extraordinary meeting held 26<sup>th</sup> March 2024.**

Cllr Pratt proposed the signing of the minutes dated 18<sup>th</sup> March 2024, seconded by Cllr Mische. Cllr Mische proposed the signing of the Extraordinary Meeting minutes dated 26<sup>th</sup> March 2024, seconded by Cllr Wilcox.

**RESOLVED: Minutes of the meeting held 18<sup>th</sup> March 2024 and Extraordinary meeting held 26<sup>th</sup> March 2024 were duly signed by Cllr Harrold, Chair.**

**24/093 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.)

**There were none.**

**24/094 Public Session – Opportunity for Members of the Public to speak**

A resident asked that draft minutes are sent out with the agenda, prior to the Parish Council meetings.

**24/095 Planning**

Week ending: 22<sup>nd</sup> March 2024

24/00241/LDP PP-12894208

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

Heath Cottage Old Heath Road Southminster Essex

**Southminster Parish Council wishes to make no comment.**

Week ending: 29th March 2024  
24/00293/WTPO PP-12931943  
(A1 on TPO 1/74) T1 – Horse Chestnut – Remove lower limb over graveyard.  
The Chestnuts Burnham Road Southminster Essex  
**Southminster Parish Council support the Tree Officers recommendation.**

## **Planning**

### **Decisions**

Week ending: 22<sup>nd</sup> March 2024

FUL/MAL/23/00906

S73A application for the demolition of outbuildings and the erection of new outbuilding

The Memorial Hall High Street Southminster Essex

**APPROVE**

FUL/MAL/23/00978

S73A application for the change of use of part of detached garage from, domestic use to business use. The room is used as a beauty room.

10 Dukes Avenue Southminster Essex CM0 7HA

**APPROVE**

AGR/MAL/24/00143

Prior notification for two agricultural buildings

Lunendales Farm Steeple Road Southminster Essex

**PRIOR APPROVAL NOT REQUIRED**

Week ending: 29<sup>th</sup> March 2024

FUL/MAL/23/01187

Erection of 8 dwellings

Land Adjacent to 55 Kings Road Southminster Essex

**APPROVE**

OUTM/MAL/23/01244

Outline application for a residential development of up to 220 dwellings and associated infrastructure, public open space and highways access

Land North of Homefield Southminster Essex

**REFUSE**

### **FOR INFORMATION ONLY**

**Appeals advised:**

**Site Address:**

**Proposal:**

**Application Ref:**

**Appeal Ref:**

**Appeal start date:**

### **Appeal Decision**

**Site Address:**

**Proposal:**

**Application Ref:**

**Appeal Ref:**  
**APPEAL DISMISSED**

**24/096**

**Finance Matters: -**

- a: To receive and approve payment and receipts reports for April 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 April 2024, proposed by Cllr Cleary, seconded by Cllr Harrold.
- d: To receive and approve the Bank Reconciliation Statement to 31<sup>st</sup> March 2024, proposed by Cllr Cleary, seconded by Cllr Harrold.

**24/097**

**Highways**

To receive an update.

The Clerk informed that two potholes have been reported in Queenborough Road.

**24/098**

**Clerks Update**

De fib offline 4<sup>th</sup> April 2024

Internal Audit 29<sup>th</sup> April 2024

Kings Portrait has arrived, Cllr Pratt commented that it would be a nice gesture to offer the portrait to the local primary school, after a brief discussion Members agreed to offer the Kings Portrait to Southminster Primary School

A letter has been received from the NHS, following correspondence from Southminster Parish Council, the Clerk read the following reply:

Thank you for your letter dated 12<sup>th</sup> March 2024 asking specifically how the NHS intend to mitigate the impact and harm the additional patients will have on Southminster and the surrounding areas of the development proposals noted in the letter. It also aims to provide an update on the development of a new facility within the area.

Planning Applications As you note there have been several planning applications considered by the local planning authority. At present neither of the two quoted in your letter have been granted planning permission, neither has a similar application 23/01244/OUTM for 220 dwellings. Until such time that planning permission is granted, and developments commenced there is no impact to mitigate.

However, it is important to understand how the ICB responds to planning applications and what the financial contribution quoted in the letter is meant to mitigate. Whilst the ICB receives an annual allocation for the provision of healthcare based on patient's resident in the area, as part of planning applications the ICB can identify where developments are likely to result in additional healthcare provision being required, and request developer contributions to support changes to infrastructure, normally through the requirement of additional floorspace to create additional capacity.

The calculation applied takes:

1. the average number of people in a household based on local data, and applies this to the number of dwellings to identify likely population growth,
2. applies DH guidance on space requirement at a rate of 120m<sup>2</sup> per 1,750 patients to identify the additional floor space required to meet the impact of population growth, and
3. applies a BCIS cost multiplier per sqm for new build and extensions to health centres rebased for Essex to identify the capital required to create the additional floor space.

A worked example for the development of 249 dwellings included in your letter is shown in the table below.

Additional Population Growth (249 dwellings)<sup>1</sup> Additional floorspace required to meet growth (m<sup>2</sup>)<sup>2</sup> Capital required to create additional floor space (£)<sup>3</sup> 598 41.0 123,600

This calculation then forms the basis of a formal request for a planning obligation to be made to support an increase in capacity within the area.

In respect to service provision as residents move into new dwellings, they are likely to register with a local GP. Under the GP contract each registration results in additional income for the GP provider and they are then able to make any necessary adjustments to the provision of General Medical Services as they see necessary to meet the needs of the growing population. On occasion this may include a practice choosing to extend their estates to accommodate growth, providing that Section 106 monies and a contribution from the practice, are sufficient to fund the cost of the building works.

As way of update on the progression of a new medical centre at Southminster as you will be aware this is being progressed by a private developer. The ICB is currently in discussions with the developer around the affordability of the proposals as they currently stand and as such is not able to provide further updates as to timelines. As I am sure you can appreciate these discussions can take time to ensure the NHS is getting best value from the available public funds.

#### **24/099 Dist Cllr's Report**

Cllr Pratt informed he had not attended any meetings in April.

Cllr Pratt informed he had attended a memorial service for Basildon District Council Mayor.

At the SouthEast Area Planning Committee, a new town quay was approved for Burnham on Crouch, it will be a like for like replacement.

At the District Planning Committee, a 19Kw Solar Farm at Keelings Farm, Dengie was approved.

#### **24/100 Pump Mead Allotments**

To receive an update.

The Clerk informed that an email had been received from Moat Housing regarding land ownership at Pump Mead Allotments. A land registry search did not prove ownership; therefore, Kew Law have been instructed to carry out a search, Southminster Parish Council have maintained the area for more than 45 years. Kew Law will apply for Adverse Possession should Land Registry show a different landowner.

The Clerk informed that all ID documents had been submitted, terms and conditions signed, and initial payment made.

#### **24/101 Southminster Flower Show**

To consider a request for a donation towards Southminster Flower Show 2024

To discuss and pass any resolution as necessary.

Having considered Southminster Flower Show accounts, Cllr Pratt proposed that due to no budget for a donation, no donation is made, Southminster Flower Show can re-apply next year, and Members will revisit the request, seconded by Cllr Wilcox.

**RESOLVED: No donation to be given to Southminster Flower Show for year 2024.**

To discuss siting of replacement container

To discuss and pass any resolution as necessary

A discussion was had regarding removal of the existing container, laying of appropriate base and siting of new container.

Cllr Mische suggested contacting local scrap dealers to see if they would be interested in removing the container.

It was agreed to contact three contractors for quotes for an appropriate base.

**RESOLVED: Clerk to obtain three quotes for container base, Clerk to contact scrap dealers regarding removal of existing container.**

#### **24/102 Pavilion Electrics**

To discuss the provision of upgrade to the electrics.

To discuss and pass any resolution as necessary.

The Clerk expressed concerns that the electrical works are messy and need upgrading, this has been quoted before, but no action taken. Cllr Harrold commented that the area can be locked from the public as a remedial, quotes to be obtained and funding application to be made to the Rural Prosperity Fund.

**RESOLVED: Electrical cupboard to be locked, three quotes to be obtained, funding to be applied for.**

#### **24/103 Playground Repairs**

To discuss repairs.

To discuss and pass any resolution.

The Clerk informed she had contacted three companies for quotes to repair the play equipment. Only one quote has been received, one contractor has sent a schedule of charges to come and quote. Members asked that the schedule of charges and quote are circulated. Cllr Mische to provide another contact number for quotation.

The Clerk informed that when the brighter weather arrives the picnic benches will be painted by the Parish Warden.

#### **24/104 Health and Wellbeing Event**

Cllr McKee

To discuss and pass any resolution as necessary

Cllr McKee prepared a short visual presentation of an event she would like to organise for the community, highlighting Health and Wellbeing for all.

Cllr Harrold asked that the proposal be referred to the Events Committee.

#### **24/105 King George V New Build Project**

To discuss quote received for works to discharge planning conditions

To discuss and pass any resolution as necessary

Cllr Pratt raised concerns that if no funding is in place, it is a significant amount of money to spend to discharge the conditions. Cllr Pratt suggested that Maldon District Council Planning are approached to ask for an extension to discharge the planning conditions as no funding is in place at the present time.

Cllr Harrold asked Members who would be willing to join a working group to push the project forward. Cllr Harrold, Wilcox and Cleary all expressed an interest to join the group.

Cllr Pratt commented that the Responsible Financial Officer should be at all meetings.

#### **24/106 Meeting recordings**

To discuss the provision of recording meetings.

To discuss and pass any resolution as necessary.

Cllr Harrold proposed the purchase of recording equipment to record all meetings and for the recordings to be placed on the website, this was seconded by Cllr Pratt, all Members present except Cllr Mische agreed.

**RESOLVED: Recording equipment to be purchased for the recording of meetings.** [OBJ]

**24/107 Any matters that the Chair considers urgent.**

To discuss and pass any resolutions as necessary.

**There were none.**

**24/108 Public Session– opportunity for members of public to speak:**

A resident commented that any professional services needed for funding of the new community building would need to be looked at quickly.

It was commented that the previous planning application for tree works at The Chestnuts, 29 Burnham Road, Southminster was refused, however, the Tree Surgeon has said the tree is dangerous, hence the new planning application.

**24/109 Date of the next meeting:**

Annual Parish Council meeting 20<sup>th</sup> May 2024.

**24/110 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 Wyn-Davies

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

**24/111 Appraisal and authorised overtime**

Clerks' appraisal is still outstanding.

The following dates were set Thursday 25<sup>th</sup> April 2024 – 2pm Pre PMR

Wednesday 1<sup>st</sup> May 2024 – 10am Clerks Appraisal.

To discuss and agree provision of overtime for all Staff Members.

A discussion was had regarding staff attendance at events, Cllr Pratt commented that any overtime is for discussion between the Chair and Staff, payment in lieu does not work when you only have one staff member doing a particular job as the workload increases.

Cllr Wyn-Davies commented that it is about cutting costs, Cllr Pratt responded that having no Proper Officer at the events leaves Southminster Parish Council very vulnerable.

Cllr Wyn-Davies commented that the Clerk would be welcome to attend any events, to which the Clerk informed she would not attend as she does not live in Southminster and the events were for the community. The Clerk also felt that as she speaks to many residents throughout her working week, residents would presume she was in attendance in her working role.

Cllr Fluker who was absent from the meeting sent a text to Cllr Harrold to suggest the appointing of an Assistant Clerk on National Living Wage.

Members present agreed to overtime for extraordinary meetings, any ad hoc overtime is to be agreed by the Chair.

Cllr Wyn-Davies proposed that no staff members are required to attend any events at the present time, Cllr Harrold, Wilcox and Mische were in agreement. Cllrs Cleary, Pratt and Mckee objected to this proposal.

**RESOLVED: Clerk to be paid overtime for extraordinary meetings, all ad hoc overtime to be agreed by the Chair.**

**No staff members are required to attend any events at the present time.**

#### **24/112 Community Hall One**

To receive an update on SUFC Holdings Ltd, to discuss ongoing functions and responsibilities.

To discuss and pass any resolutions as necessary.

Members agreed that Community Hall One was now vacant, however, the revised proposal offered by SUFC Holdings Ltd was not accepted.

Members agreed to proceed with legal proceedings.

**RESOLVED: Revised proposal was not accepted by Members, legal proceedings to be instructed.**

#### **24/113 Community Hall One proposal**

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

To discuss and pass any resolutions as necessary.

Two proposals have been submitted for Community Hall One.

Proposal One to run a Combat Academy, to include free activity provision, dancing, pilates and yoga.

Proposal Two to run a licenced premises.

After a brief discussion Cllr Mische proposed that the following is offered to Combat Academy - a 5-year lease or once the new build has been built whichever comes first, rental of Community Hall One and existing MUGA at a rent of £500 per month, with a rent review yearly. This was seconded by Cllr Cleary.

Cllr Wilcox will prepare the initial draft lease to include the following:

3 Months' rent deposit, £300 bond for electricity, Guarantor, References to be taken up

**RESOLVED: Combat Academy to be offered -a 5-year lease or once the new build has been built whichever comes first, rental of Community Hall One and existing MUGA at a rent of £500 per month, with a rent review yearly**

**Initial Draft Lease to include: 3 Months' rent deposit, £300 bond for electricity, Guarantor, References to be taken up.**

#### **24/114 Close of business.**

Meeting closed at 9.30pm.