



## **SOUTHMINSTER PARISH COUNCIL**

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### **Minutes**

#### **The Annual Parish Meeting of Southminster Parish Council 20<sup>th</sup> May 2024, held at Community Hall 2, King George V Memorial Field, Station Road, Southminster, Essex.**

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

**In attendance:** Joanna Jeffery, Clerk/RFO and nine members of the public.

#### **24/123 Election of Chairman**

The Chairman called for nominations for Chairman of the Southminster Parish Council for the ensuing municipal year to May 2025. Cllr Pratt proposed that Cllr Harrold be elected as Chairman. This was duly seconded by Cllr Wyn-Davies.

There being no other nominations it was:

**RESOLVED** that Councillor G Harrold be elected Chairman of Southminster Parish Council for the ensuing Municipal Year.

IN THE CHAIR: COUNCILLOR G HARROLD

#### **24/124 Elected Chairman to sign Acceptance of Office**

Councillor G Harrold made the Statutory Declaration of Acceptance of Office of the Chairman of the Council.

#### **24/125 Election of Vice Chairman**

The Chairman called for nominations for Vice Chairman of the Southminster Parish Council for the ensuing municipal year to May 2025. Cllr Wyn-Davies proposed that Cllr Mische be elected as Vice Chairman.

There being no other nominations it was:

**RESOLVED** that Councillor C Mische be elected Vice Chairman of Southminster Parish Council for the ensuing Municipal Year.

#### **24/126 Apologies for absence.**

There were none.

#### **24/127 Members reminder to review their Register of Interests**

Noted.

#### **24/128 Election of Parish Council Members to committees and organisations.**

Signed by Cllr Harrold – Chair 24<sup>th</sup> June 2024

1. Allotment Committee, Cllr Harrold, Cllr Fluker
2. Performance, Governance and Audit Committee, Cllr Fluker, Cllr Harrold, Cllr Cleary, Cllr Pratt
3. Cheque Signatories, Cllr Harrold, Cllr Mische, Cllr Pratt, Cllr Fluker
4. D.H.G.P.C., Cllr Harrold, Cllr McKee, Cllr Mische
5. Emergency Committee, All Councillor's subject to policy.
6. Footpaths and PROW, Mr Neale, Cllr Wilcox, Cllr McKee
7. F.O.S.C.O.S, Cllr Fluker
8. Henry Gilder Drake Trust, Cllr Pratt
9. King George V Playing Field Committee/Strategic Development Committee, Cllr Harrold, Cllr Wilcox, Cllr Cleary, Cllr Pratt
10. Memorial Hall, Cllr Wyn-Davies, Cllr Mische
11. Employer Committee, Cllr Harrold, Cllr Cleary, Cllr Fluker
12. Grievance and discipline, allocated when necessary
13. Public Transport, Cllr Harrold
14. Events, Cllr Harrold, Cllr Wyn-Davies, Cllr Mische, Cllr Fluker, Cllr Wilcox, Cllr Cleary, Cllr McKee.

**24/129 To receive and approve Minutes of the Extraordinary meeting held 1<sup>st</sup> May 2024.**

Defer to next meeting.

**24/130 To receive and note any declarations of interest:**

There were none.

**24/131 Public Session – opportunity for members of public to speak:**

A resident commented regarding Glebe Meadow, a sewerage overflow pipe that runs under Vicarage Meadow and discharges into Oak Lake Fisheries started to discharge on 11<sup>th</sup> May 2024. This is the 2<sup>nd</sup> time in a year that this sewerage overflow has discharged into the lakes. Cllr Fluker advised the resident to write to Mr Marsh at Maldon District Council and the Environment Agency. Mr Neale requested a copy of the Allotment Rules to be emailed to him.

A resident asked for an update on the closure of the playground at King George V Memorial Field. Cllr Harrold informed that following a playground inspection, several items were found to be medium to high risk, the Playground Inspector advised us to deal with them as a matter of urgency.

The park has been shut and the equipment has been removed until essential maintenance has been carried out.

A resident informed that garden waste is being dumped in Brickhill, the Clerk will ask the Parish Warden to address. It was agreed to erect signs stating, please, don't dump rubbish here.

Southminster Flower Show are holding a quiz night on 8<sup>th</sup> June 2024, Members agreed to enter a team.

A resident asked if the give way priority sign outside William Fisher Medical Centre would be reinstated, Cllr Fluker commented that it is a dangerous junction and road markings have worn away. 20mph speed limit is also being exceeded throughout the village. Clerk to write to Highways and Mr Hirst.

**24/132 Planning**

To discuss and respond to the following planning applications.

Week ending:

**Planning  
Decisions**

Week ending: 26<sup>th</sup> April 2024

Signed by Cllr Harrold – Chair 24<sup>th</sup> June 2024

WTPO/MAL/24/180

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 Fell, T33 – Sycamore – Crown reduction by 4m

1 Stammers Court Burnham Road Southminster Essex

**ALLOWED**

TCA/MAL/24/00216

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

Rosedene 42 Station Road Southminster Essex

**ALLOWED TO PROCEED**

**FOR INFORMATION ONLY**

**Appeals advised:**

**Site Address:**

**Proposal:**

**Application Ref:**

**Appeal Ref:**

**Appeal start date:**

**Appeal Decision**

**Site Address:**

**Proposal:**

**Application Ref:**

**Appeal Ref:**

**24/133**

**Finance Matters: -**

- a: To receive and approve payment and receipts reports for May 2024, proposed by Cllr Mische, seconded by Cllr Harrold.
- b: To approve payments and to sign cheques, proposed by Cllr Mische, seconded by Cllr Harrold.
- c: To receive and approve the budget status for May 2024, proposed by Cllr Mische, seconded by Cllr Harrold
- d: To receive and approve the Bank Reconciliation Statement to May 2024, proposed by Cllr Mische, seconded by Cllr Harrold

24/133.01 To discuss and agree insurance proposal for 2024/2025.

It was agreed to renew the insurance proposal at a cost of £1752.98, Clerk to circulate papers. Cllr Harrold and Cllr Fluker to assess buildings for appropriate cover.

**RESOLVED: Acceptance of insurance renewal for 2024/2025.**

24/133.02 To discuss and agree the Fixed Asset Register

**RESOLVED: Members agreed and noted the Fixed Asset Register.**

**24/134 Clerks Report**

A ten-year-old resident has written to the council regarding the bin men, I have replied and forwarded the letter to Maldon district council.

22<sup>nd</sup> April 2024

Mr Harvey reported that the pavilion had been left open overnight and the lights left on, an email was sent to Southminster United FC to remind them to secure the building when leaving.

Signed by Cllr Harrold – Chair 24<sup>th</sup> June 2024

The van MOT has been carried out. It was agreed to source quotes for repair of dents on van.

### **24/135 Dist Cllr's Report Development Plan – Review (Formally the LDP Review)**

The initial review indicated that an additional 3500 houses were needed to satisfy the plan. This has now been reviewed and a figure closer to 1800 has now been determined as satisfactory. The Council is currently reviewing its Green and Heritage policies which will be consulted on in the coming weeks.

The soundness of the plan including the number of house required will be determined by the Planning Inspectorate.

#### **Proposed Developments**

North East of the Village (Homefield)

Queenborough Road

Scott's Hill

The applications have all been refused. Notifications of appeal have not been received. It is believed that before doing so the applicants will wait until the appeal at Latchingdon has been decided.

#### **Proposed Development North of Stoney Hills**

No further information.

#### **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 and am still awaiting a response.

#### **Soultasia And Ibiza Classics at the Promenade Park**

Featuring Lisa Stansfield Promenade Park 8<sup>th</sup> June tickets available via the MDC website

#### **New Pontoon at Burnham**

The project is progressing with the support of the Govts Rural Prosperity Fund

#### **Leisure Contract**

The Contract which includes the Blackwater Leisure Centre, and the Dengie 100 Sports Centre is being reviewed as part of the terms of existing agreement.

#### **Waste Contract**

A review of some routes is being undertaken on efficiency grounds, but the frequency of collections will not change.

To date it has not been confirmed how many green bin subscriptions have not been renewed.

#### **Promenade Park – New Skate Park**

A public survey is being conducted via the MDC Web Site

#### **Ride London**

25<sup>th</sup> May Starts 11.00am from Prom Park. Roads in the area will be disrupted throughout the day. Maldon Hill will feature in the course at approximately 1pm 1.40pm and 2.15pm

#### **D-Day Commemorations**

J Jeffery

Annual Parish Meeting 20-05-2024 Minutes

Signed by Cllr Harrold – Chair 24<sup>th</sup> June 2024  
A beacon will be lit at the Prom Park on Thursday 6<sup>th</sup> June at 8.45pm

### **Levelling Up Funding**

The Council has been granted up to £5m funding for culture projects. The Council has asked the Govt if the money can be used to access health services. If the Govt refuse, then the Council will submit a bid to revamp Hythe Quay.

### **Saltmarsh Coast Walking Festival**

27<sup>th</sup> September – 6<sup>th</sup> October. Details on the MDC website.

### **Maldon District Council rated 4<sup>th</sup> best performing Council in the Country**

The performance was rated against Waste Management, Corporate and Finance and Planning

District Councillor Pratt informed that a new walking incentive aimed at getting people motivated called “Beat the Street” has been launched in the district, so far it has been successful.

Maldon District Council have held their Statutory Annual Meeting.

#### **24/136 May Day event**

Cllr Harrold informed that although the weather was poor there was a good turnout. Cllr Harrold Thanked all volunteers for their hard work on the day.

Cllr Fluker proposed that the event is repeated next year, seconded by Cllr Wilcox.

**RESOLVED: May Day event to be held Monday 5<sup>th</sup> May 2025 – Provisional date.**

#### **24/137 Pavilion**

To discuss a request from Southminster United FC to tidy up the pavilion.

To discuss and pass any resolution as necessary.

Cllr Harrold invited a representative from Southminster United FC to speak. The club would like to paint the kitchen area, tidy the changing rooms and be able to provide teas and coffees from the kitchen area. A discussion took place amongst Members, it was agreed by Members to obtain three quotes to streamline the electrics to make them Health and Safety compliant. Any improvements to decoration will be carried out by Southminster Parish Council.

#### **24/138 King George V Memorial Field – Deterrent planting**

Following the repair to the fence which backs onto Epsom Mews a suggestion of deterrent planting has been made by Cllr Pratt.

To discuss and pass any resolution as necessary.

It was agreed to establish ownership of the fence.

It was agreed to obtain quotes for planting of pyracantha as a deterrent.

#### **24/139 Councillor email addresses**

To discuss the provision of Councillor email addresses using .gov.uk or .org.uk.

To discuss and pass any resolution as necessary.

Clerk to bring costings to next meeting.

#### **24/140 Footpath 26 – Wonston Road**

To receive an update.

It was reported the footpath is muddy and slippery, a resident has slipped over.

The Clerk to report to highways regarding health and safety issues.

#### **24/141 Public Session**

A resident asked if Southminster United FC will still be able to use the pitches. The response from Cllr Harrold was yes, but Southminster Parish Council are in negotiations with a third party for

Signed by Cllr Harrold – Chair 24<sup>th</sup> June 2024

additional usage. The Clerk informed in previous years three clubs used the pitches, the Essex FA prepare the fixtures to avoid clashes.

**24/142 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 Mische.

**RESOLVED: EXCLUSION OF PRESS AND PUBLIC IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 1972, ss100.**

**24/143 Rent Review for year 2024-2025**

To discuss rents for Southminster Tennis Club, Southminster Bowls Club, Southminster Scouts, and football pitch fees.

To discuss and pass any resolution as necessary

Members discussed and agreed the following rent increases for the year 2024/2025.

Tennis club 15%

Bowls Clubs 7.5%

Scouts £6.50, however if paid by Bacs, cost will be held at £5 reflecting no change.

Football Pitches 3.2%

**RESOLVED: The following fees for 2024/2025, Tennis club 15%**

**Bowls Clubs 7.5%, Scouts £6.50, however if paid by Bacs, cost will be held at £5 reflecting no change, Football Pitches 3.2%**

**24/144 Pump Mead Allotments**

To discuss correspondence received from solicitors.

To discuss and pass any resolution as necessary.

**RESOLVED: MEMBERS AGREED FOR THE SOLICITOR TO WRITE ON BEHALF OF SOUTHMINSTER PARISH COUNCIL TO ASK FOR TRANSFER OF ALLOTMENT LAND WITH ZERO CONSIDERATION, GIVEN THE PARISH COUNCIL HAVE MAINTED THE ALLOTMENTS FOR SO LONG.**

**24/145 Update from Solicitor regarding SUFC Holdings LTD**

To discuss and pass any resolution as necessary.

**LETTER HAS BEEN SENT FROM SOLICITOR REMINDING THE DIRECTOR OF SUFC HOLDINGS LTD OF FINANCIAL OBLIGATIONS IN RELATION TO THE CONTRACT.**

**URGENT ITEM OF BUSINESS, DUE TO NON COMPLETION OF THE CONTRACT FOR COMMUNITY HALL ONE.**

Discussions were held regarding non completion of the contract for Community Hall one with Combat Academy.

Cllr Fluker proposed that Cllr Harrold, Cllr Wilcox and Cllr Fluker are authorised to review the lease and agree that once the lease is completed and satisfied, the lease does not need to be brought back to council. The Clerk and Cllr Harrold (Chairman) are authorised to sign the agreement, seconded by Cllr Harrold.

**RESOLVED: Cllrs Fluker, Harrold and Wilcox to review the lease, once the lease has been agreed and satisfied, the lease does not need to be brought back to council. The Clerk and Cllr Harrold (Chair) are authorised to sign on behalf of Southminster Parish Council.**

It was commented that clubs using our facilities need to provide details of Safeguarding Officer.

Cllr Cleary commented he did not feel it was acceptable for Combat Academy to have priority over the football pitches.

Signed by Cllr Harrold – Chair 24<sup>th</sup> June 2024  
**24/146**      **Date of the next meeting:**  
Parish Council meeting Monday 17<sup>th</sup> June 2024.

**23/147**      **Close of business:**  
Being no other items of business, Cllr Harrold closed the meeting at 9.40pm.