



## **SOUTHMINSTER PARISH COUNCIL**

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### **Minutes**

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

**24<sup>th</sup> June 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 Fluker, Cllr McKee,  
Cllr Wyn-Davies and Cllr Wilcox.

**In Attendance:** J Jeffery (Parish Clerk/RFO) and 7 members of the public.

**24/148 Apologies for absence.**

There were none.

**24/149 To receive and approve Minutes of the Extraordinary Meeting Held on 1<sup>st</sup>  
May 2024 and the Annual Parish Meeting held 20<sup>th</sup> May 2024.**

Extraordinary meeting held 1<sup>st</sup> May 2024, proposed by Cllr Fluker, seconded by Cllr Mische.

Parish Council meeting held 20<sup>th</sup> May 2024 proposed by Cllr Pratt, seconded by Cllr McKee

**RESOLVED: The minutes of the Extraordinary Meeting held 1<sup>st</sup> May 2024 and Parish  
Council Meeting held 20<sup>th</sup> May 2024 were duly signed by Cllr Harrold, Chair.**

**24/150 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.)

Cllr Mische 24/152 24/00398 HOUSE PP-13040615, Pecuniary Interest

Cllr Fluker 24/166 Pecuniary Interest

Cllr Wilcox 24/166 Pecuniary Interest

**24/151 Public Session – Opportunity for Members of the Public to speak**

Bridgewyck Farm – A resident came to express dissatisfaction with Maldon District Council  
regarding planning enforcement and breaches. District Councillor Fluker responded that he is in  
correspondence with Maldon District Council.

The Chair from Southminster Tennis Club asked why a rent increase of 15% had been given to  
the club, when other clubs increase was lower. The Clerk informed that historically a rent  
increase had been given and paid, however, the previous Treasurer referred to the lease and  
requested three months' notice. Therefore, no increase made last year, but the increase this  
year reflects that and will bring fees back into line going forward.

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

There was a discussion regarding the Tennis Club future, a meeting will be arranged with Cllr Harrold, the Clerk and Southminster Tennis Club with feedback at next meeting.

A resident asked about Combat Academy for Sports Ltd, questions regarding Southminster St Leonard's Football Club and a replacement multi use games area, a lively debated followed.

Cllr Fluker proposed the Strategic Development Committee hold a project meeting and report to Members at next Parish Council meeting, seconded by Cllr Mische.

Cllr Pratt informed the Chair that Standing Orders only allow for a fifteen-minute public session, which had over run to twenty-five minutes and asked for the Chair to close the session and move on to other business. Residents were informed by the Chair that there would be a second public session with an opportunity to talk at the end of the meeting, however, two residents left the meeting.

**RESOLVED: Strategic Development Committee to hold a project meeting and report back at next Parish Council meeting.**

**24/152 Planning**

Week ending: 17<sup>th</sup> May 2024

24/00400/LBC PP-13020078

Removal of existing temporary marquee at High House Farm Barn and replacing a new Orangery marquee structure.

Improvements to be made to the surrounding landscape, including the creation of a new access drive and vineyard.

High House Old Heath Road Althorne

Southminster Parish Council recommend the GRANTING of planning permission

Week ending: 24<sup>th</sup> May 2024

24/00399/FUL PP-13020078

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Improvements to be made to the surrounding landscape, including the creation of a new access drive and vineyard.

High House Old Heath Road Althorne

Southminster Parish Council recommend the GRANTING of planning permission.

Cllr Mische left the meeting at 7.39pm

24/00398/HOUSE PP-13040615

Installation of an Air Source Heat Pump

31 Steeple Road Southminster Essex CM0 7BD

Southminster Parish Council recommend the GRANTING of planning permission.

Cllr Mische returned to the meeting at 7.41pm

Week ending: 14<sup>th</sup> June 2024

24/00178/HOUSE PP-12836264

Erection of a detached single storey wooden outbuilding/garage.

Land Adjacent to 65 Queen Street Southminster Essex

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

Southminster Parish Council recommend the GRANTING of planning permission subject to condition of planting added to road boundary.

**Planning  
Decisions**

Week ending: 17<sup>th</sup> May 2024

LDP/MAL/24/00241

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

Heath Cottage Old Heath Road Southminster Essex

**APPROVE**

Week ending: 24<sup>th</sup> May 2024

WTPO/MAL/24/00293

(A1 on TPO 1/74) T1 – Horse Chestnut – Remove lower limb over graveyard

The Chestnuts Burnham Road Southminster Essex

**REFUSE**

**Tree Preservation Order 4<sup>th</sup> June 2024**

**TOWN AND COUNTRY PLANNING ACT 1990**

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

**Regulations 2012**

**TREE PRESERVATION ORDER NO.09/24**

**Title: New Moor Farm – Tillingham Road – Southminster**

The Order became provisionally effective on the date it was made and remains so until confirmed or otherwise within the period of six months from that date.

**24/153**

**Finance Matters: -**

- a: To receive and approve payment and receipts reports for June 2024, proposed by Cllr Mische, seconded by Cllr Wyn-Davies
- b: To approve payments and to sign cheques, proposed by Cllr Mische, seconded by Cllr Wyn-Davies.
- c: To receive and approve the budget status for June 2024, proposed by Cllr Pratt, seconded by Cllr Wilcox.
- d: To receive and approve the Bank Reconciliation Statement to 31<sup>st</sup> May 2024,

**24/153.01 To consider Internal Auditor's report**

To discuss and pass any resolutions as necessary.

Defer to next meeting.

**24/153.02** To approve and sign section 1, the Annual Governance Statement of the Annual Governance and Accountability Return for 2023/24 (appendix 4).

Proposed by Cllr Pratt, seconded by Cllr Cleary.

**RESOLVED: Cllr Harrod and The Clerk Joanna Jeffery duly signed section 1, the Annual Governance Statement of the Annual Governance and Accountability Return for 2023/2024 (appendix 4).**

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

**24/153.03** To approve and sign section 2 of the Annual Governance Statement of the Annual Governance and Accountability Return for 2023/24 (appendix 5).  
Proposed by Cllr Pratt, seconded by Cllr Wilcox.

**RESOLVED: Cllr Harrod and The Clerk Joanna Jeffery duly signed section 1, the Annual Governance Statement of the Annual Governance and Accountability Return for 2023/2024 (appendix 5).**

**24/154 Dengie Group of Parish Councils**

The annual subscription payment of £40 is requested, however, due to the Dengie Hundred Group of Parish Councils no longer having access to the account following the bereavement of the secretary, Chairman Cllr Fittock has offered the use of a dormant account, whilst the new account is opened. Are Members happy to make this payment?

Members to discuss and pass any resolution as necessary

Proposed by Cllr Harrold, seconded by Cllr Pratt.

**RESOLVED: Payment of £40 to be made to Cllr Fiitock, for Dengie Hundred Group of Parish Councils subscription.**

**24/155 Highways**

To receive an update.

Footpath 1 – overgrown Ref 2924731 – cutting on summer schedule

Damage fingerpost – Junction Steeple Road/Foxhall Road Ref 2926492 inspection within 56 days.

Cllr Mische informed of overgrown vegetation at the junction of Devonshire Road/Crown Way opposite Hillside, Clerk to report.

**24/156 Clerks Update**

11<sup>th</sup> May, 7<sup>th</sup> June – Defib went offline

20<sup>th</sup> May – Parish Room – Boiler Service and Landlords Certificate carried out

18<sup>th</sup> June – Attended a Clerks Refresher course at Essex Association of Local Councils

**Winter salt bag partnership** – we have declined the offer this year, as we still have plenty of salt from previous years.

A payment of £107.82 has been received from Maldon District Council due to an administration error and late payment of the Parish Precept.

The money has been claimed under Local Authorities (Funds) (England) Regulations 1992 S.I. 1992/2428 all Parishes affected were paid interest at 2% above base rate for the period 1 May to 7 May on the precept sums not paid in time.

**Pump Mead Tree** – Moat Housing – this was notified on 4/4/24, a chaser email has been sent on 12/6/2024 as an email was sent with a case number and an officer was due to be in touch within 5 working days, which has not happened.

**Allotment rules** have been forwarded by email to Mr Neall, website has also been updated with rules and information.

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

**Pump Mead Allotments** – Solicitors are contacting Moat Housing Association and will give a further update when they have one.

**Brickwall footpath**, signs have been put up to discourage fly tipping, limited waste has been removed due to the location of dumping being inaccessible.

**Traffic Act Mandatory Sign** at Southminster – email was sent to County Councillor Cunningham and County Councillor Stamp on 22<sup>nd</sup> May 2024, chased on 12<sup>th</sup> June 2024, response received 12<sup>th</sup> June 2024 - the site was attended to on 3 June and assessed. Works are scheduled for replacement priority signage and a new bollard on the traffic island. This work is currently with the programming team awaiting permit approval.

It is hoped that the work will be programmed within the next few weeks.

In regard to the worn markings, these have been added to the list of re-lining works required and will be attended to when the team are next in the area.

**Email sent to Roger Hirst regarding 20mph through village** on 22<sup>nd</sup> May 2024, chased on 5<sup>th</sup> June 2024. Email response from the District Commander 18<sup>th</sup> June 2024.

I am aware that Mr Hirst has already responded to you in relation to these specific matters of signs and infrastructure not being in his remit however I wanted to contact you to outline some of the recent activity that has been undertaken in respect of speed enforcement in Southminster. I can advise that staff from the local Community Policing Team do conduct speed enforcement deployments throughout the district, with the most recent one in Southminster taking place on the 11<sup>th</sup> June. Additional support is provided by centralised police teams like Roads Policing and the Rural Engagement Team, and I am aware that the Rural Engagement Team were also recently in Southminster completing speed enforcement checks. There is also further speed enforcement deployments conducted throughout the district by officers from Maldon district council.

Clerk to write to Roger Hirst, expressing disappointment that the meeting due to be held in Southminster was cancelled due to the election to ask for a future date.

Insurance papers have been circulated, Cllr Harrold and Fluker still to assess.

**Pavilion Electrics** – three quotes – still in process.

**King George V Memorial Field** – Ownership of fence – deed has been circulated to all Members; it does not make it clear who is responsible for the fence. Clerk to write to Fields in Trust regarding ownership of the fence adjacent to King George V Memorial Field.

Email addresses - Clerk to contact a suggested company.

**Rent Review** – all invoices have been sent.

**Community Hall one lease** – due diligence checks have been made, lease was signed on 31<sup>st</sup> May 2024, all financial liabilities have been paid.

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

**Flower Show Container update** – one quote has been received; specification needs to be discussed. Members asked the Clerk to contact a local company to come and take the redundant container away. Agenda item for replacement at next meeting.

Sound Recording Policy and CCTV policy to be written. To be addressed by Performance, Governance and Audit Committee.

**Southminster United FC** – the Clerk gave an update regarding the club training and their requirements, Members agreed to agenda this for next meeting.

### **24/157 Dist Cllr's Report**

District Councillor Pratt informed that Maldon District Council Performance, Governance and Audit Committee have proposed a change to policy for South East Area Planning meetings, should Councillors go against an Officer's recommendation of approval, there should be a cool down period and brought back to committee at next meeting.

Dist Cllr Pratt has attended D Day Memorial Service, Chelmsford Mayor Civic Service and East Anglian Regiment open evening.

There have been two successful prosecutions in Maldon and Heybridge for fly tipping.

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

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

The Planning Policy Working Group of which I am a member is meeting regularly and is considering base policies areas included include the Environment and Green Issues and Listed Buildings and Heritage assets.

#### **Proposed Developments**

North East of the Village (Homefield)

Queenborough Road

Scott's Hill

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.

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

ECC has refused to issue an exemption certificate.

#### **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. A new contract will be issued following the next meeting of Council.

#### **Watsse Contract**

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

The new collection routes will start on 25<sup>th</sup> July. It is likely that the collection day may change from Tuesday to Thursday.

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

### **Ride London 2025**

The event will not take place in 2025

### **Saltmarsh Coast Walking Festival**

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

Volunteers are sought to assist with the event.

### **Macbeth at the Prom Park**

The play will be performed at the Promenade Park on the 5<sup>th</sup> and 6<sup>th</sup> July.

### **Antiques Fair**

Will be held at the Prom Park on 1<sup>st</sup> September

### **Splash Park**

The opening was delayed due to a health and safety issue it is now up and running and will stay open for the rest of the season. Book online.

### **General Election 4<sup>th</sup> July**

Voters MUST produce photo ID at the time of voting. Acceptable types are listed on the MDC website.

### **24/158 Path Lights – footpath adjacent to Pantile Hill Allotments**

To discuss options for quotes.

To discuss and pass any resolution as necessary.

Members looked at quote provided and asked for the Clerk to obtain a further quote.

### **24/159 Wonston Road path**

To receive an update

After investigation by the Clerk, it has been determined that it is not the responsibility of Southminster Parish Council.

### **24/160 Maldon District Council contribution to High Street Public Conveniences.**

A purchase order was raised for the financial year 2023/2024 for no more than £3,800, there is a significant shortfall.

Members to discuss and pass any resolutions as necessary.

Cllr Fluker asked the Clerk to email Maldon District Council first thing as he has a meeting at Maldon District Council tomorrow where he will raise the matter and report back at next meeting.

Cllr Pratt informed that it was a resolution of Maldon District Council to cover all running costs, should this not be the case, Cllr Pratt proposed the closure of the High Street Toilets until the financial issue is resolved, seconded by Cllr Fluker.

Members agreed to await the outcome of Cllr Fluker's meeting and agenda for July meeting.

### **24/161 Hedging for King George V Memorial Field**

To receive an update from Cllr Pratt.

Signed by Cllr Harrold – Chair Monday 15<sup>th</sup> July 2024

Cllr Pratt informed he had approached three companies but had only received one quote. Members agreed to obtain two more quotes and revisit in September 2024, planting season.

**24/162 Any matters that the Chair considers urgent.**

To discuss and pass any resolutions as necessary.

There were none.

**24/163 Public Session– opportunity for members of public to speak:**

A resident asked when the play area would be reopened, the Chair informed that essential works are due to be carried out week commencing 1<sup>st</sup> July 2024.

A resident informed that her green waste recycling bin had been damaged, she currently has had no collection for four weeks as Maldon District Council have removed her from the collection route. Dist Cllr Fluker assured the resident he would help in this matter.

**24/164 Date of the next meeting:**

Monday 15<sup>th</sup> July 2024.

**24/165 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 Wyn-Davies.

**RESOLVED: Press and public should now be excluded from the meeting in accordance with The Local Government Act 1972, ss100.**

Cllr Fluker and Wilcox left the meeting at 9.15pm

**24/166 To discuss quotes for Van repairs**

To discuss three quotes received.

To discuss and pass any resolution as necessary.

Members discussed quotes received, Cllr Pratt proposed the acceptance of quote received from MD Groom Car Body Repairs for £600.00, seconded by Cllr Cleary.

**RESOLVED: Clerk to instruct van repairs to be carried out by MD Groom Car Body Repairs.**

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**24/167 Close of business.**

Meeting closed at 9.23pm.