



SOUTHMINSTER PARISH COUNCIL

New Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB

Tel: 01621 773868

Fax: 01621 773868

E-mail: clerk@southminsterparishcouncil.com

Website: <https://e-voice.org.uk/southminster-parish-council/>

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

16th September 2024 at 19.00 hrs.

J Jeffery
Parish Clerk

10th September 2024

A G E N D A

24/197 Apologies for absence.

24/198 To receive and approve Minutes of the Parish Meeting held 15th July 2024 and Extraordinary Meeting held 22nd July 2024.

24/199 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.)

24/200 Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only

Restricted to 15 minutes across both public sessions.

24/201 Planning

Week ending: 12th July 2024

24/00481/FUL PP-13105649

Single storey side and rear extensions with rooms in roof. New porch.

Changes to fenestration.

Moorhill Kennels Tillingham Road Southminster Essex

Southminster Parish Council recommend the GRANTING of planning permission.

Week ending: 2nd August 2024

24/00582/LDP PP-13281390

Claim for a lawful development certificate for proposed two-storey rear extension, addition of a dormer to the side elevation, and removal of chimney.
Cattolica 23 Burnham Road Southminster Essex

Southminster Parish Council recommend the REFUSAL of planning permission.

There appears to be a mistake in the site plan as follows, the plot shown as NO.21 Burnham Road is the Old Chapel. The plot that is shown as The Old Chapel is the "Manse". This appears to be a significant error as The Old Chapel 21 Burnham Road Southminster is adjacent to the application site and is a Grade II Listed Building.

The Council would also point out that when planning permission was granted previously a condition was agreed between parties that on highways safety grounds, mitigation measures (one way vehicle flaps) were to be installed to prevent vehicles from exiting from both ends of the driveway. It appears that these have fallen into disrepair and are now ineffectual and highways safety is being compromised as a result. It is the councils opinion that in the best interests of highway users any application should be conditioned to maintaining these safety features.

The council understands that a Lawful Development Certificate can only be issued by a Local Development Authority if it satisfies the policies in the local plan in this case the Maldon District Council Approved Local Development Plan 2014-2029.

With regards policy the Council comments as follows:

Policy D1.

1) It is considered that the proposed development does not enhance the character and local context and does not make a positive contribution in terms of:

- a) Architectural style
- b) Height size and scale

In particular the proposed new dormer window to the West (Front) Elevation is unsightly and unbalanced with regards the existing property's proportions. This elevation would be visible from the road and would be detrimental to existing street scene.

e) Historical environment particular in relation designated and non-designated heritage assets. The Council is particularly concerned that the properties either side of the application site are Grade II Listed Buildings of significant historical importance one being one of the oldest residential properties in the village and that the proposal would have detrimental impact on those buildings.

4) The proposed development does not protect the amenity of the surrounding area taking into account privacy, overlooking, outlook, visual impact, daylight and sunlight.

The proposed rear extension would impact on the sunlight and daylight afforded to the amenity areas of 21 and 25 Burnham Road. The proposed glass walling and balcony to the first floor and distances from the amenity space of the Old Chapel (21 Burnham Road) would mean overlooking would almost certainly occur.

8) The proposed development does not contribute to and enhance local distinctiveness.

In summary the Council considers the application incongruous to its surroundings, harmful to the adjacent listed buildings, detrimental to the amenity spaces of neighbouring properties and at odds with the existing property's proportions and the local street scene.

Week Ending: 23rd August 2024

24/00534/FUL PP-13220322

Replacement of existing storage units which are in disrepair with new structure.
Land Adjacent Theedhams Farm Steeple Road Southminster Essex

Week ending: 7th September 2024

24/00679/HOUSE PP-13365705

Conversion of existing garage to sunroom with alterations to fenestration.
Erection of outbuilding to rear including raised decking and new paving.

61 Station Road Southminster Essex CM0 7EW

Planning

Decisions

Week ending: 12th July 2024

HOUSE/MAL/24/00398

Installation of an air source heat pump

31 Steeple Road Southminster Essex CM0 7BD

APPROVE

PACUAR/MAL/23/01136

Prior notification for the change of use of an agricultural building to two dwellinghouses (Use Class C3) and for associated operational development Agricultural Building at Wraywick Farm The Marshes Southminster Essex

PRIOR APPROVAL REQUIRED AND GRANTED

Week ending: 9th August 2024

HOUSE/MAL/24/00178

Erection of a detached single storey wooden outbuilding/garage.

Land Adjacent To 65 Queen Street Southminster Essex

REFUSE

Week ending: 16th August 2024

FUL/MAL/24/00399

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 vineyard.

High House Old Heath Road Althorne

APPROVE

Appeals Advised

Site Address: Land at Little Acre Scotts Hill Southminster

Proposal: Demolition of an outbuilding and erection of a self-contained dwelling with vehicular parking and amenity space

Application Ref: 23/00999/FUL PP-12205275

Appeal Ref: APP/X1545/W/24/3346303

Appeal Start Date: 30th July 2024

Tree Preservation Order 23rd July 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

Tree Preservation Order 21st August 2024

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**

24/202

Finance Matters: -

- a: To receive and approve payment and receipts reports for August and September 2024.
- b: To approve payments and to sign cheques.
- c: To receive and approve the budget status for August and September 2024.
- d: To receive and approve the Bank Reconciliation Statement to 31st July and 31st August 2024.
- e: To add an additional cheque signatory, to discuss and pass any resolution as necessary.

24/203

Action Plan

To receive Action Plan to address Internal Auditor's comments.

To discuss and pass any resolution as necessary.

24/204

Allotments

Ear Marked Reserves

To consider moving Ear Marked Reserve Allotments maintenance - £296.34 and Ear Marked Reserve Allotments Grass Cutting - £462.00 to Ear Marked Reserve Allotments, due to these being historic reserves. Allotment Holders now carry out grass cutting themselves.

To discuss and pass any resolution as necessary.

Allotments Rent 2024/2025

The Allotments Chair Mr Plumb has advised that Allotment Holders are happy with the reserves accumulated and reported at the 17th July 2024 meeting ref 24/181. Allotment Holders would prefer the Annual Allotment Holders meeting to be held in October 2024 to allow for the end of the season. However, Mr Plumb has informed that he has spoken with many of the Allotment Holders who are happy for there to be no increase in rents for 2024/25 as a reflection of the reserves.

To date Allotments Ear Marked reserves of £1605.34

Standing Notice of one year for any increase in fees for 2025/2026

To discuss and pass any resolution as necessary.

24/205

Highways

To receive an update.

24/206

Clerks Update

24/207

Dist Cllr's Report

24/208

Performance, Governance and Audit Committee

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

Statement of Internal Control – Revisions Made

2.2: It will be reviewed January 2025

3.1: The meeting of the Council in December 2023 approved the level of precept for the following financial year.

Lone Worker Policy.

Addition:

7.2 Employees must tell their approved point of contact where they are planning to operate and expected time of return. Maintain contact through appropriate channel.

Building Maintenance Policy.

Addition of Playing fields/vegetation

Tennis Court (Land)

Allotments Pantile Hill and Pump Mead.

Following areas maintained by others:

Strip of land at King George V Memorial Field – Network Rail

Crown Way, Hillside Rd, Devonshire Rd, Coombe Rd, Spells Close, Queenborough Rd, Entrance to Pump Mead, Cripplegate, Orchard Rd, North End, New Moor Crescent, New Moor Close, Kings Rd, Burnham Rd, Rose Drive, Southfield Way, High St, West House Estate, Scotts Hill culvert, Scotts Hill roundabout, Vicarage Meadow – Essex County Council

Council will undertake a third party review every five years.

Risk Register – Revisions/additions highlighted in red.

<u>N</u> <u>br</u>	<u>Risk</u>	<u>Likelihood</u> <u>of</u> <u>occurrence</u>	<u>Impact on</u> <u>business</u>	<u>Mitigation plan</u>
1	Computer malfunction and loss of data	Low	High	Back up to online storage daily.
2	Paper data destroyed or lost	Low	Medium	Store important documentation in a locked fireproof cabinet Archive data to ECC archiving facility yearly
3	Failure to keep proper records	Medium	High	Back up and archive Meeting Minutes. Record of SPC Meetings and Minutes taken .
4	Corporate Memory	Medium	V High	Record kept of Chairman's contacts, activity, decisions and authorising Councillors Operational contacts and functions are executed in accordance with policies. Contact list created and updated on a regular basis
5	Major Incidents Local emergency e.g. Large fire requiring evacuation of residents.	Low	medium/high	Maldon District Council emergency room sited in Maldon. Southminster Parish Council to allocate specific space. In the event of an emergency Southminster Parish Council will contact relevant agencies. available for local control room. Chairman and Clerk trained to set up initial rest centre prior to MDC arrival.

6	Loss of communication. In the event of an emergency Southminster Parish Council will work with relevant agencies to mitigate impact on local residents.	low	medium	Clerks mobile telephone number known to Chair.
7	Loss of utilities	low	medium/high	Register of shops who supply Gas, Batteries, generators etc. to be available in the Parish Office. Parish Room, Queenborough Road, available for local control room.
9	Animal health issues e.g. foot and mouth / bird flu Public Health issues	Low	High	Under government guidelines. Staff to be informed and compliant with legislation.
10	Public order e.g. environmental protest, Civic Disorder	Low	low	Under Police and MDC control. Southminster Parish Council to work with relevant agencies.
11	Fraud Computer fraud and security Fraud by Clerk	low	medium/high	Reconciled Accounts presented to the Council for approval at each monthly meeting including schedules of payments and receipts. Two signatories required for cheques. Cheques are not signed unless they have the bill/invoice attached. Minimum of Two signatories required for direct payments (BACS). Direct payments are not authorised unless they have the bill/invoice attached. Cash transactions are receipted. Computer passwords to be changed at least every 6 months with automatic reminders set. Council to review and reconcile bank statements.
12	Long term unavailability of Clerk or office facility, preventing the normal running of Council business	low	High	See Business Continuity Plan. Corporate memory in place.
13	Failure to maintain built assets	Medium	High	See Buildings Land and Property Policy.
14	Failure to maintain other assets	Medium	High	All other assets including vehicles, plant machinery and plant to be inspected on a regular basis. Log kept showing dates of inspections and deficiencies and repairs carried out Portable appliance testing.
15	Failure to respond to Tenants concerns	Low	High	All Tenants concerns to be dealt with in a timely manner and mitigated as soon as possible. Recorded in line with policy.
16	Failure to deliver Corporate Projects	High	High	Clerk to maintain Corporate Projects log and report to Council accordingly.
17	Councillors unable to make informed decisions	Low	High	Training programme provided.
18	Failure to maintain Risk Register	Medium	Medium	Review to be undertaken annually.
19	Availability of passwords	Low	High	Clerk and Chair to maintain copies. Kept in locked safe.
20	Emergency Planning	Low	High	Clerk to engage with MDC
21	Best value accountability	Low	High	The Council will act within its procurement procedures.
22	Election Costs	Low	High	Council maintains sufficient funds for elections
23	Illegal activity or payments	Low	High	All payments to be made with the resolve of Council
24	Insurance	Low	High	Clerk/RFO to ensure all assets are correctly insured. Insurance Policies to be reviewed annually by Performance, Governance and Audit Committee. Asset register checked regularly.

25	Members Interests	Low	High	Members must declare conflicts of interest and pecuniary registered and non-registered interests and keep their register of interests upto date. Clerk to ensure Members are aware of their responsibilities.
26	Data Protection	Low	Low	The Council will act in accordance with the Act
27	Freed of Information	Low	Low	The Council will respond in accordance with ICO guidelines and reserves the right to charge for such applications
28	Governance	Low	High	Performance, Governance and Audit Committee reviews governance and the performance of the Council on a regular basis
29	Decisions of Council and committees not executed	29	Low	Clerk to ensure and confirm all decisions and resolves are carried out
30	Budget not delivered	30	Low	Reported to Council meetings monthly.

Co-Option Policy – reviewed, fit for purpose.

24/209 Southminster Swim School

A request has been received from Burnham on Crouch Town Council to assist with funding to support the Family Summer Swims at Southminster Swimming Pool.

To discuss and pass any resolution as necessary

24/210 Events Committee

To receive an update.

To discuss and pass any resolution as necessary.

24/211 Christmas Lights Sponsorship

Cllr Fluker and Cllr Wyn-Davies to update.

To discuss and pass any resolution as necessary.

24/212 Strategic Development Committee.

Cllr Harrold to give an update.

Members to discuss and pass any resolutions as necessary.

24/213 Request for Support - Funding School Counselling Services

A Request has been received from Southminster Primary School.

Members to discuss and pass any resolution as necessary.

24/214 Ayletts Trust

To discuss a beneficiary for 2024 share of Ayletts Trust monies - £127.50.

To discuss and pass any resolution as necessary.

24/215 To discuss the addition of CCTV cameras

To discuss and pass any resolution as necessary.

24/216 Request from Southminster Girl Guides

A request has been received to use the village sign artwork on a badge, which will be used by Southminster Girl Guides as part of their informal uniform when attending events and also for exchanging at international events.

To discuss and pass any resolution as necessary.

24/217 Community Hall 1

Cllr Fluker to update

To discuss and pass any resolution as necessary.

24/218 Any matters that the Chair considers urgent.

To discuss and pass any resolutions as necessary.

24/219 Public Session– opportunity for members of public to speak on items of mutual interest:

24/220 Date of the next meeting:

Monday 21st October 2024.

24/221 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.

24/222 Update from Solicitor regarding SUFC Holdings Ltd

To discuss and pass any resolution as necessary.

24/223 Renewal of lease/Review of Charges - Car Park building – All Raw

To discuss and pass any resolution as necessary.

**24/224 Renewal of lease/Review of Charges – Community Hall 2 – Southminster
Preschool.**

To discuss and pass any resolution as necessary.

24/225 Close of business.