



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council

**15th July 2024 at 19.00, held at Community Hall 2, King George V Playing Field,
Station Road Southminster Essex.**

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

In Attendance: J Jeffery (Parish Clerk/RFO) and 17 members of the public.

24/168 Apologies for absence.

Cllr Mische.

24/169 To receive and approve Minutes of the Parish Meeting held 24th June 2024.

Subject to the submission of District Councillor Fluker's report the minutes of the meeting held Monday 24th June 2024 were proposed by Cllr Fluker for approval, seconded by Cllr Wilcox.

Cllr Fluker asked for an update on item 24/151, Tennis Club meeting, Cllr Harrold informed a meeting had been held on Thursday 4th July 2024, with the Chair, Coach Mark Cain and one other member of the Tennis Club. A discussion was had regarding the club's contract, it was agreed to meet again, but no date specified.

Item 24/151 - Strategic Development Committee, a date has been set for Wednesday 24th July 2024 @ 10am in the Parish Office.

RESOLVED: The minutes of the meeting held on 24th June 2024 were duly signed by Cllr Harrold, Chair.

24/170 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 Fluker declared a Non-Registerable Interest regarding Kew Law.

Cllr McKee declared a Pecuniary Interest regarding item 24/181 Allotment Rent Review.

24/171 Public Session – Opportunity for Members of the Public to speak

Signed by Cllr Harrold 16th September 2024

24/195 Renewal of Lease/Review of Charges – Community Hall 2 – Southminster Preschool. The Preschool Manager asked for Members to consider exclusivity for Southminster Preschool when reviewing/renewing the lease.

24/181 Allotments, A resident asked for an explanation of the Ear Marked Reserves, The Clerk informed this was a historic carry over figure.

A resident asked if there was an update on the Solar Array – Cllr Fluker replied that there was no update on Solar Array which is proposed to the East of Burnham, however the footprint is larger than Burnham.

Mr Mackler from Southminster Primary School asked Members to confirm if the tennis courts and MUGA are available to use by Southminster Primary School, it was confirmed not as they are under contract.

A resident informed that a planning application considered at last meeting, Land Adjacent to 65 Queen Street, Southminster, had a footpath running through the land, Cllr Fluker informed that Essex County Council lay the footpaths over all plans when reviewing them. Members asked that the Clerk write to Maldon District Council to inform that Footpath 10 runs through the land, but it was not contained in the documents sent.

Burnham Ramblers football club have expressed an interest to use any space capacity on the football pitches, potentially Saturday training and Sunday matches.

A representative from Southminster United FC informed she had previously offered to tidy and decorate the Pavilion and had asked to be able to make refreshments. Cllr Harrold informed this would not be acceptable on Health and Safety issues and that any decorating would be carried out by Southminster Parish Council or their instructed contractor's.

It was also commented that the Ladies Football Team had been using the facilities at the Pavilion without adequate hygiene supplies, Cllr Harrold informed that following a discussion with the club Chairman, who brought this to his attention, Southminster Parish Council have now provided a Cleaner to go in prior to the Ladies games.

It was commented that the Club did not feel welcome by Southminster Parish Council, and they have been offered facilities elsewhere. Cllr Harrold informed that Southminster United FC had never not been welcomed and there is capacity for all interested parties.

A discussion took place regarding the change of locks on the Pavilion, with there being no access to Southminster United FC Wildcats for toilet facilities during training on the previous weekend. The Clerk informed that the Council had not been notified that training was commencing and there would be a cost implication to open the changing rooms to use the facilities. Cllr Harrold will work with Southminster United FC to remedy this situation.

24/172 Planning

Week ending:

Planning

Decisions

Week ending: 26th June 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 Chelmsford

APPLICATION WITHDRAWN

Signed by Cllr Harrold 16th September 2024

24/173 To discuss and agree the proposal of Chair, Vice Chair and Cllr Fluker responding to planning applications on behalf of Southminster Parish Council during the period 16th July 2024 to 15th September 2024, to accommodate no August parish council meeting.

Cllr Fluker proposed acceptance of Chair, Vice Chair and Cllr Fluker responding to planning applications on behalf of Southminster Parish Council during the period 16th July 2024 to 15th September 2024, however large or strategic applications must come before council, seconded by Cllr Wilcox, all agreed by ascent.

RESOLVED: Chair, Vice Chair and Cllr Fluker to respond to planning applications on behalf of Southminster Parish Council during the period 16th July 2024 to 15th September 2024, however large or strategic applications must come before council.

24/174 Finance Matters: -

- a: To receive and approve payment and receipts reports for July 2024. Proposed by Cllr Harrold, Seconded by Cllr Wyn-Davies.
- b: To approve payments and to sign cheques, proposed by Cllr Pratt, seconded by Cllr Harrold.
- c: To receive and approve the budget status for July 2024, proposed by Cllr Pratt, seconded by Cllr Fluker.
- d: To receive and approve the Bank Reconciliation Statement to 30th June 2024, proposed by Cllr Harrold, seconded by Cllr Wyn-Davies.

24/175 To consider Internal Auditor's report

Cllr Fluker to update.

To discuss and pass any resolutions as necessary.

Cllr Fluker expressed concerns that the debt for electricity owed by Southminster United Holdings Ltd had not been shown in the accounts.

The Council agreed to write to the auditors confirming that the question regarding debtors and creditors had not been answered correctly and that the auditors should be informed that at the end of both 22/23 and 23/24 the Council was owed money by a debtor who is still refusing to pay

Cllr Fluker proposed that a meeting is held with PKF Littlejohn prior to the external audit being carried out, to be attended by Cllr Fluker, Cllr Harrold and Cllr Wilcox, seconded by Cllr Wilcox.

Action plan to be created to close off matters identified in the Internal Auditor's report 22/23 and 23/24.

RESOLVED: The Council resolved to agree to write to the auditors confirming that the question regarding debtors and creditors had not been answered correctly and that the auditors should be informed that at the end of both 22/23 and 23/24 the Council was owed money by a debtor who is still refusing to pay

A meeting is to be arranged with PKF Littlejohn prior to the external audit being carried out, to be attended by Cllr Fluker, Cllr Harrold and Cllr Wilcox.

It was also resolved that the clerk would provide an Action Plan in accordance with the short comings of the 22/23 and 23/24 Auditors report and circulate it to members as soon as possible clarifying why no Plan was delivered following the 22/23 Audit

Signed by Cllr Harrold 16th September 2024

24/176 To consider new Ear Marked Reserves and the opening of additional savings account to hold remaining carry over figure.

Carry Over 2023/24		£66897.00
Transfer to Ear Marked Reserves	Allotments	£ 847.00
	Events	£ 8231.00
	Total	£57819.00

To discuss opening of new savings accounts, The Clerk has circulated to Members information from Redwood Bank, Cambridge Building Society and Co-Operative Bank.

To discuss and pass any resolution as necessary.

Cllr Harrold proposed that an allocation of £10,000 is ear marked from the carry over figure for the purchase of a container for the Flower Show with surplus funds being transferred back, Allotments £847.00 and events £8231.00 to be earmarked, carry over figure of £47819.00 seconded by Cllr Pratt, agreed by ascent.

Members discussed the FSCS level of £85,000 and the possibility of opening several new accounts, however, Cllr Fluker proposed leaving money as is at the present time and review monthly, seconded by Cllr Cleary.

Cllr Pratt requested a recorded vote, For: Cllr Fluker, Cllr Wilcox, Cllr Cleary and Cllr McKee, Against: Cllr Pratt and Cllr Wyn-Davies, Cllr Harrold abstained from the vote.

RESOLVED: An allocation of £10,000 is ear marked from the carry over figure for the purchase of a container for the Flower Show with surplus funds being transferred back, Allotments £847.00 and events £8231.00 to be earmarked, carry over figure of £47819.00 No new savings account to be opened at the present time, to reviewed monthly.

24/177 To consider the use of a Corporate Multipay Card/Debit Card.

One off set up fee of £50, followed by £3 per month per card.

The office does not hold any petty cash and at the present time staff are paying for supplies and claiming reimbursement.

To discuss and pass any resolution as necessary.

Cllr Pratt proposed the application for a Corporate Multipay card with a set limit of £500, seconded by Cllr Fluker.

RESOLVED: Clerk to apply for a Corporate Multipay card with a limit of £500.

24/178 Highways

To receive an update.

The Clerk informed there are loose kerb stones at the entrance to King George V Memorial Field, this has been reported to Essex Highways.

24/179 Clerks Update

Van repairs booked for 5th August 2024

VAT Return Apr – Jun 24 has been submitted, vat reclaim £2489.68

Pantile Hill Allotments – A complaint has been made from a homeowner regarding mess behind her fence, Cllr Harrold, Cllr Fluker and Mr Neale will assess and report back.

Northend Street Lights – A resident has asked if Southminster Parish Council would consider upgrading 5 old lights owned by Southminster Parish Council to LED lamps.

Signed by Cllr Harrold 16th September 2024
Clerk to contact A&J Lighting for a quote.

Email to Roger Hirst PFCC – Public meeting has been rescheduled for Monday 7th October 2024, 7pm – 8pm @ Southminster Memorial Hall.

Cllr Fluker asked the Clerk to circulate the letter sent to Fields in Trust regarding boundary fences at King George V Memorial Field.

Pump Mead Tree update – The Clerk informed that Moat Housing have been chased regarding the broken tree, it is on their schedule.

24/180 Dist Cllr's Report

District Councillor Pratt reminded residents that refuse, and recycling days would be changing from 23rd July 2024 to allow for re-routing, Southminster collection day will be changing from Tuesday to Thursday.

Full Council after a long debate have agreed for a break of one month to explore reasons for refusal if Councillors decide against the Planning Officers recommendation to approve.

Dist Cllr Pratt has attended the High Sheriff's Garden Party but could not attend the Basildon Mayor's Civic Service or Rochford Mayor's Garden Party.

Report from District Councilor Adrian S Fluker

Development Plan – Review (Formally the LDP Review)

Following the change of government the review is continuing but until such time as it is known what is happening to the NPPF and Strategic Housing numbers progress is likely to be low.

Planning Appeal at Latchingdon

The planning application has been approved on appeal. The Inspector accepted that the Council could demonstrate that it had a 5YLHS but reiterated that this was a minimum number. The Inspector also concluded that the Council had not delivered on its affordable housing targets.

On that basis it is likely that the applications at:

North East of the Village (Homefield)

Queenborough Road

Scott's Hill

Will proceed to appeal

Leisure Contract

The issue was deferred at Council on 11th July.

Waste Contract

The new collection routes will start on 23rd July Southminster's collection day will change from Tuesday to Thursday.

Saltmarsh Coast Walking Festival

27th September and 6th October, Details on the MDC website.

Volunteers are sought to assist with the event.

Antiques Fair

Signed by Cllr Harrold 16th September 2024
Will be held at the Prom Park on 1st September.

Grant for the provision of the Public Toilets at the Village Centre Car Parks

As part of its budget cutting process the Council is proposing to stop paying the grant.

Welcome to Maldon District Guide

Has now been published – Southminster does not feature of any note.

St Lawrence Bay Seascape

24th and 25th July – Climate Action – Nature Talks – Kids Beach Safaris – Alfresco Yoga – More info Eventbright

North Essex Business Expo

11th September – More info via Eventbright

Free Taster Days Blackwater Leisure Centre

29th July 31st July – Drop in sessions to try badminton table tennis basket ball multi sports etc

Council Office Opening Times

Have changed to 10am – 4pm

ACTION: Cllr Fluker asked that Cllr Harrold writes to the Tourism Office to express dissatisfaction that Southminster have not been included in the guide.

24/181 Allotments Rent Review

Members to discuss rent review for 2024/2025.

Ear Marked Reserves Allotments Maintenance £296.34

Ear Marked Reserves Grass Cutting Allotments £462.00

Minute Ref 23/261, 18th December 2023

Resolved: A minimum £500 surplus will be carried forward until August 2024

Carry over figure for 2023/2024 £847.00

To discuss and pass any resolution as necessary.

Following the decision to ear mark £847.00, item 24/176, allotments have total ear marked reserves of £1605.34.

Cllr Fluker proposed Cllr Harrold and Cllr Fluker to hold a meeting with Peter Plumb, Allotments Chair to discuss any issues prior to Allotment Holders meeting, seconded by Cllr Pratt.

Cllr Fluker asked that allotments income figures are circulated to all Members.

RESOLVED: Cllr Harrold and Cllr Fluker to hold a meeting with Peter Plumb, Allotments Chair to discuss any issues prior to Allotment Holders meeting.

24/182 Football Pitch Hire - Season 2024/2025

To discuss pitch hire for 2024/2025.

To discuss use of pavilion for training sessions.

To discuss the purchase of goal posts.

To discuss and pass any resolution as necessary.

Members noted that the plan of the pitches and requests received so far had not been reported to Council. Cllr Harrold will produce the plan of pitches and requests made and bring to next meeting.

Signed by Cllr Harrold 16th September 2024

Cllr Fluker suggested there is a hierarchy of users with Southminster based interest taking priority.

Cllr Fluker asked the Clerk to confirm that Combat Academy for Sports Ltd had meet all of their commitments to Southminster Parish Council, The Clerk confirmed that they had, and all payments were upto date.

Southminster United FC brought to the attention of all Members that there is still dispute over ownership of property stored in a container leased by Combat Academy, Cllr Fluker suggest the Clerk writes to Combat Academy to request a resolution. Cllr Fluker also commented to Southminster United FC that ownership of property is a civil matter that should be resolved by the parties concerned.

Southminster United FC were asked to provide storage expectations for the coming season. Cllr Harrold will meet with Southminster United FC on Saturday 20th July 2024

Burnham Ramblers FC informed they are happy to fit in should there be space to accommodate them

Due to the timescale of the meeting to comply with Standing Orders, Members asked that an Extraordinary meeting is held on Monday 22nd July 2024 to continue with items on the agenda that have not been discussed, this was due to the lengthy debate regarding facilities and usage at King George V Memorial Field.

Mrs Neale read the following before the meeting was closed at 9.26pm.

I think Cllr Pratt's instruction to the Chairman at the June meeting to end the Public session and move on to the next item was rude and disrespectful. I have been attending Council meetings for many years, in face longer than any of the current Councillor's and to my knowledge this has never happened before. The public have a right to comment on decisions that the Council makes or are about to make. We wanted to raise a point about one of the planning applications but were prevented from doing so. Might I respectfully ask the Chairman that if he thinks the Public session is taking up too much time, he asks the members of the public present if they wish to comment on an Agenda item before it is to be discussed and a decision made, or if they could wait until the public session at the end of the meeting.

Meeting closed at 9.26pm.

24/183 Events Committee

To discuss and agree the creation of an Events Committee. To discuss creation of Terms of Reference for the committee.

To discuss and pass any resolution as necessary.

24/184 Christmas Lights Sponsorship

Cllr Fluker and Cllr Wyn-Davies to update.

To discuss and pass any resolution as necessary.

24/185 Maldon District Council contribution to High Street Public Conveniences.

Cllr Fluker to give an update.

Members to discuss and pass any resolutions as necessary.

24/186 To discuss purchase of Memorial Tree for Cllr John Anderson

Cllr Harrold to update.

Members to discuss and pass any resolution as necessary.

Signed by Cllr Harrold 16th September 2024

24/187 Flower Show replacement container

To discuss the purchase and installation of a replacement container.
To discuss and pass any resolution as necessary.

24/188 Events attended by Members

To receive an update.

24/189 Any matters that the Chair considers urgent.

To discuss and pass any resolutions as necessary.

24/190 Public Session– opportunity for members of public to speak:

24/191 Date of the next meeting:

Monday 16th September 2024.

24/192 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.

24/193 Update from Solicitor regarding SUFC Holdings Ltd

To discuss and pass any resolution as necessary.

24/194 Renewal of lease/Review of Charges - Car Park building – All Raw

To discuss and pass any resolution as necessary.

**24/195 Renewal of lease/Review of Charges – Community Hall 2 – Southminster
Preschool.**

To discuss and pass any resolution as necessary.

24/196 Close of business.