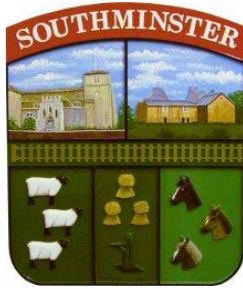


Signed by Cllr Harrold Chair  
16<sup>th</sup> December 2024



## **SOUTHMINSTER PARISH COUNCIL**

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

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### **Minutes**

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

**21<sup>st</sup> October 2024 at 19.00, held at Community Hall 2, King George V Playing Field,  
Station Road Southminster Essex.**

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

**In Attendance:** J Jeffery (Parish Clerk/RFO) and 10 members of the public.

#### **24/226 Apologies for absence.**

Cllr Cleary.

#### **24/227 To receive and approve Minutes of the Parish Meeting held 16<sup>th</sup> September 2024.**

The Clerk informed Members that she needed to make a correction to the minutes regarding insurance for buildings owned by Southminster Parish Council with Tenant Agreements. At the meeting held on 16<sup>th</sup> September 2024, Cllr Fluker had asked if the Clerk had all insurance documents for the leased buildings, the Clerk replied "Yes", however, upon review in the office the following morning the Clerk informed all Members that in fact insurance documents were held on file for only Southminster Preschool, however, the Clerk, informed the request had been made to the other tenants. The Clerk emailed the tenants again and was in receipt of the documents by Thursday 19<sup>th</sup> September 2024, The Clerk has not emailed them to Members due to concerns regarding GDPR, however, Members have been advised they can be viewed in the Parish Office, The Clerk also brought copies to the meeting.

Cllr Fluker asked the Clerk why she had said "Yes, when asked at the previous meeting", the Clerk replied, "Human error, as I had requested the documents".

Cllr Fluker commented that Maldon District Council had used Community Hall 1 for elections, when in fact the building was uninsured by the Tenant, Cllr Harrold informed that at that time the Tenant had roaming insurance which covered him, as he uses multiple buildings. Cllr Fluker informed that the lease conditions had not been met for works carried out to the MUGA as no request had been made for works to be carried out, the Clerk respond it was a resolution of Southminster Parish Council at a previous meeting that the remedial works were carried out to the MUGA immediately to make it safe, therefore they were carrying out the works at the request of Southminster Parish Council.

Cllr Harrold commented that the MUGA had been leased to the tenant with Southminster Parish Council aware that it was in a poor state, the Tenant could not obtain insurance for the MUGA until works to improve the area had been carried out, Members requested immediate works to repair the MUGA shortly after issuing a lease.

Cllr Fluker commented that he was not happy with Community Hall 1 lease, which is why he stepped away from the project to prepare the lease, Cllr Harrold replied that it was nothing to do with the MUGA why Cllr Fluker stepped away, it was other issues that he was not happy with.

Cllr Pratt proposed acceptance of the minutes of meeting held 16<sup>th</sup> September 2024, seconded by Cllr Mische.

**RESOLVED: The minutes of the meeting held 16<sup>th</sup> September 2024 were duly signed.**

J Jeffery

21-10-2024

**24/228 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 24/246 Disclosable Pecuniary Interest – Family Member attends the Preschool.

Cllr Wilcox 24/232 Disclosable Pecuniary Interest – Nearby resident of Goldsands Road.

**24/229 Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only**

Restricted to 15 minutes across both public sessions.

A resident commented that she had concerns about the prize money for the Competitive Music Festival and that monetary prizes should never have been considered. Cllr Harrold commented that the Events Committee are hopeful to obtain sponsorship for this event.

A resident commented regarding item 24/239, can “No Dogs” be added to the schedule as there is increasing dogs using King George V Memorial Field.

A representative from Southminster United FC commented that Managers are accessing the field early at the weekends to clear up dog's mess on the pitches. Cllr Fluker asked for an emergency budget item to be added to the next agenda, Community Protection Officers. It was also reported there are many rabbit holes appearing on the field, Cllr Harrold commented there is a sand pile near to the container, the Parish Warden and Members of Southminster United FC will continue to fill the holes when they appear. There was a discussion regarding pitch lining and the increase of pitches to be marked out, Cllr Harrold will work with the Parish Warden to find a suitable resolution.

A representative from Southminster Preschool informed that Community Hall 2 had a leak in the roof, the Clerk confirmed she was aware, and this would be discussed under item 24/240.

**24/230 Planning**

Week ending: 27<sup>th</sup> September 2024

24/00751/WTPO PP-13428393

(TPO 08/20) T1 – Ash Tree – Crown reduction by 2m and lateral reduction by 1.5m.

The Cottage 25 Burnham Road Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

24/00769/LDP PP-13442479

Claim for lawful development certificate for proposed two storey rear extension. Alterations to fenestration.

Cattolica 23 Burnham Road Southminster Essex

Already decided by Maldon District Council

Week ending: 4<sup>th</sup> October 2024

24/00760/HOUSE PP-13437805

Two storey rear extension with single storey side and rear wrap around extension.

25 Queenborough Road Southminster Essex CM0 7AB

Southminster Parish Council recommend the GRANTING of planning permission subject to compliance with boundary policies.

24/00778/HOUSE PP-13448493

Proposed single storey side and rear extension. Addition of rooflights.

57 Cherry Orchard Southminster Essex CM0 7HE

Southminster Parish Council recommend the GRANTING of planning permission subject to compliance with amenity space policies.

Week ending 11<sup>th</sup> October 2024

24/00784/HOUSE PP-13452282

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Erection of a detached single storey wooden outbuilding/garage.  
Land Adjacent to 65 Queen Street Southminster Essex  
Southminster Parish Council recommend the REFUSAL of planning permission.

## **Planning Decisions**

Week ending: 27<sup>th</sup> September 2024

LDP/MAL/24/00582

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

**REFUSE**

Week ending: 11<sup>th</sup> October 2024

LDP/MAL/24/00769

Claim for lawful development certificate for proposed two storey rear extension. Alterations to fenestration.

Cattolica 23 Burnham Road Southminster Essex

**APPROVE**

## **Appeals Advised**

**Site Address:**

**Proposal: Application Ref:**

**Appeal Ref:**

**Appeal Start Date:**

## **Appeal Decisions**

23/01190/HOUSE

**Appeal Reference: APP/X1545/D/24/3342442**

**Proposal:** Single storey rear extension, first floor rear extension and alterations to fenestration.

**Address:** 7 Cripplegate, Southminster

**APPEAL DISMISSED**

## **24/231 Finance Matters: -**

a: To receive and approve payment and receipts reports for October 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 October 2024, proposed by Cllr Pratt, seconded by Cllr Fluker.

d: To receive and approve the Bank Reconciliation Statement to 30<sup>th</sup> September 2024, proposed by Cllr Mische, seconded by Cllr Fluker.

Cllr Fluker commented that an emergency budget of £20,000 is needed, works to Community Hall 1, £15,000, works to Car Park Building £5,000.

Cllr Fluker requested that the Clerk and Chair work under delegated powers to purchase suitable locks for the goal posts.

## **24/232 Highways**

To receive an update.

The Clerk informed that a pothole notified to Essex County Council on Queenborough Road has been upgraded to repair status.

Cllr Wilcox commented that a light had previously been removed by BT on Goldsands Road/Station Road. Hillside Road, following the replacement of a telegraph pole, however, the lamp was not replaced. Cllr Pratt commented that if Essex County Council felt this was a

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hazard, they would take the lamp on. Cllr Harrold asked that the Clerk writes to Essex County Council.

#### **24/233          Clerks Update**

Defib went offline 28<sup>th</sup> September 2024

Roof leak – Comm Hall 2

Cllr Fluker commented that this had been mentioned along with other items when he met with the tenant to discuss the rent review. He would cover this under agenda 24.246.

Locality Fund Claim £574.91 for Health and Wellness Event submitted

Vat Reclaim submitted for £4016.70

The following response has been received from Maldon District Council regarding Land at 55 Kings Road, Southminster,

The Officer's Report which is on our planning portal sets out the Local Planning Authority's assessment of the application against its compliance with policy.

A few residents have made their own complaints into Maldon District Council about whether procedures had been followed. These are in the process of being checked and the complaint investigated before we respond back to them.

Cllr Fluker asked if the outstanding invoice to Mr Hoveland had been paid, the Clerk informed that the contractor had not been paid to date as although after chasing he has submitted his invoice, he had not submitted his public liability insurance documents. Cllr Fluker asked that the invoice be paid as soon as possible, the Clerk asked what the difference between Mr Hoveland and the Contractor's for MUGA repairs was, Cllr Fluker replied that the works had been carried out and the invoice should be paid regardless.

#### **24/234          Dist Cllr's Report**

Cllr Pratt gave the following report,

Resident and Business Survey 2024 being conducted by Maldon District Council, it is an anonymous survey to share your views.

The new play area at Prom Park will be officially opened on 28<sup>th</sup> October 2024 @ 9am.

Remembrance Services will be on Maldon District Council websites.

Pension Credit may be available to over 65's who are eligible, it is advisable to check online.

Mr Doug Wilkinson is the new CEO at Maldon District Council and Paul Dodson is the new deputy.

511 people took part in the Saltmarsh Walking Festival.

Cllr Pratt attended the Royal British Legion Poppy Awards.

#### **Report from Maldon District Councillor Adrian S Fluker** **New Chief Executive Officer**

I've met with the new CEO and will be meeting with him again to discuss the progress and costs of the LDP review, Leisure Contract renewal and funding of the public conveniences in Southminster

#### **Deputy Chief Executive Officer**

The former Director of Strategy Performance and Governance Paul Dodson has been appointed Deputy CEO.

#### **Medium Term Financial Strategy**

A review is underway but shortfalls of £1m are likely in 24/25 and 25/26

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

No policies have been presented to Council

It has been reported that the budget has been exceeded

### **St Peters Hospital**

The new Mid Essex PHC Trust CEO is reviewing the public consultation and any proposals have been delayed until the New Year.

### **Leisure Contract**

The meeting for considering options planned for October was cancelled,

### **Promenade Park**

A public consultation will be started soon.

### **Residents & Business Survey**

Have your say – is on the MDC Wens Site

### **Valley Play Site – Prom Park**

The new galleon is installed

### **Essex County Fire and Rescue Services Survey**

Views are sought on 13 new proposals – visit their website for more details

### **24/235 Performance, Governance and Audit Committee**

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

Adoption of Financial Regulations for Municipal year 2024-2025.

To agree and pass any resolution as necessary.

Cllr Fluker proposed the adoption of Financial Regulations for Municipal year 2024-2025, seconded by Cllr Pratt.

**RESOLVED: Financial Regulations for Municipal Year 2024-2025 were duly adopted.**

### **24/236 Events Committee**

Fireworks Event Task Form – Cllr Wyn-Davies

To note the monetary prizes for the Southminster Competitive Festival of Music 2025.

To adopt minutes of Events Committee meetings held 22<sup>nd</sup> May 19<sup>th</sup> June 24<sup>th</sup> July 21<sup>st</sup> August 11<sup>th</sup> September and 16<sup>th</sup> October 2024.

To discuss and pass any resolution as necessary.

Cllr Wyn-Davies informed that 14 tasks at the Fireworks event have been covered by Councillors, Volunteers and Security.

Cllr Harrold commented that although there will be monetary prizes for the Competitive Music Festival equating to £675, Members are confident on obtaining sponsorship. Cllr Fluker commented that he had already raised £800 sponsorship towards the Christmas Light 2024 and he was confident he would be able to obtain corporate sponsorship again for the music festival.

Fireworks Event - Cllr Mische proposed adoption of minutes of Events Committee meetings held 22<sup>nd</sup> May 19<sup>th</sup> June 24<sup>th</sup> July 21<sup>st</sup> August 11<sup>th</sup> September and 16<sup>th</sup> October 2024, seconded by Cllr Harrold.

Cllr Mische proposed the allocation of 5 wristbands to all volunteers, seconded by Cllr Harrold, agreed by assent.

Cllr Fluker spoke about the Music Festival, it will be a four-day event with the Competitive Music Festival being held on the Saturday in St Leonard's Church. The four licensed premises in the village will be hosting various genres of music throughout the weekend. The event is to promote the village and provide entertainment for residents and visitors and support local businesses.

Cllr Wyn-Davies will be attending the Essex County Council Arts and Culture grant briefing to gain information with a view to applying for a grant.

**24/237 Strategic Development Committee.**

Cllr Harrold to give an update.

Members to discuss and pass any resolutions as necessary.

Cllr Harrold reported no meeting had been held but will look to hold a meeting and give an update.

**24/238 Hedging at King George V Memorial Field.**

To discuss and pass any resolution as necessary.

Cllr Fluker informed that he had spoken with Mr Foss who informed the Clerk had not been in touch to provisionally book the works, The Clerk replied that she had spoken with Mrs Foss and had an email trail to prove it.

Despite many attempts to obtain quotes, only one quote had been received.

Cllr Pratt proposed acceptance of the quote provided by Manor Tree Services, seconded by Cllr Wilcox.

**RESOLVED: Acceptance of quote from Manor Tree Services for hedging at King George V Memorial Field.**

**24/239 White lining at King George V Memorial Field**

To discuss quote.

To discuss and pass any resolution as necessary.

Members agreed the addition of No Dogs to be added before the first speed bump to the works schedule. The Clerk informed the quote is £950 with a provisional booking for October half term to avoid disruption, there is a budget of £1000.

**RESOLVED: Cllr Mische proposed acceptance of the works with the addition of No Dogs added before the first speed bump, seconded by Cllr Fluker subject to obtaining the contractors third party liability insurance and risk assessment, agreed by assent.**

**24/240 Any matters that the Chair considers urgent.**

To discuss and pass any resolutions as necessary.

The Clerk informed there is a leak in the roof of Community Hall 2, a quote for repair and a quote for replacement had been obtained. Due to the costs involved Members agreed to obtain further quotes.

Cllr Harrold informed that he has concerns regarding the extensive pitch lining that is now being carried out, a pitch was not marked out resulting in the movement of a Under 8's football match. Cllr Harrold advised he will look for a resolution but was giving Members an update on the situation.

The Clerk informed that BT had requested use of a suitable area to promote the withdrawal of copper wires for two days in January. Cllr Fluker proposed an invitation to the fireworks event at a cost of £675, or a cost of £500 per day for the use of Southminster Parish Council owned car parks, seconded by Cllr Wyn-Davies.

**RESOLVED: Clerk to invite BT to Fireworks event at a cost of £675, or use of Southminster Parish Council owned car parks at a cost of £500 per day.**

**24/241 Public Session— opportunity for members of public to speak on items of mutual interest:**

A resident informed that Maldon District Council would be visiting Land at 55 Kings Road, Southminster tomorrow, Maldon District Council have accepted they are unsure of the boundary lines. The distance measured to the resident's fence is 12.1 metres.

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Maldon District Council will be visiting four properties to have a look at perspectives, some are at Stage Two complaints. Cllr Fluker proposed that the Clerk writes to Maldon District Council to advise Officers are attending the site tomorrow, however Southminster Parish Council have been informed the application was policy compliant. Southminster Parish Council would like to understand what is happening.

A resident commented that the Police, Fire and Crime Commissioner meeting held in the village on 7<sup>th</sup> October 2024 had been poorly advertised.

Cllr Fluker and One other District Councillor were at the meeting, however, the resident felt it was a poor performance on Southminster Parish Council's part. Cllr Mische informed that two Councillors were attending another meeting at the same time in the front hall of the Memorial Hall.

The Clerk informed that the Police, Fire and Crime Commissioner had shared the details on their facebook page on 27<sup>th</sup> September 2024, Maldon District Council then shared this information on 1<sup>st</sup> October and 4<sup>th</sup> October, the Parish Clerk shared the information to the Parish Council facebook page on 7<sup>th</sup> October 2024, following return from Annual leave. The Clerk informed that a previous meeting held in Maldon had been very well attended, but no advertising information had been sent to her.

Cllr Fluker asked that the Clerk writes to the Police, Fire and Crime Commissioner to invite them to host another meeting in the village in the next twelve months.

A resident commented that the Health and Wellness event, whilst being a very good event had also received poor advertising. Cllr Mckee responded that the event had been very well advertised and there had been a 10ft x 4ft banner outside the Memorial Hall on the day highlighting all the other facilities that were involved.

The Clerk informed that whilst the event was advertised on facebook it was also advertised via Maldon District Council, Mayland Mayl, village notice boards, various shops and doctors in the village and banners on display entering the village.

Mr Neall gave the following footpaths information:

Far end of Kings Road/Burnham Road, outside The Wellingtons, there is an overhanging tree.

Southfield Way roundabout there is an over hanging willow tree.

Princes Avenue/Elsden Chase, overgrown vegetation.

The Clerk will report to Essex County Council.

Residents informed that the van with trailer and digger has again parked on double yellow lines outside Morrisons, this time for the previous weekend.

A resident asked for the Allotments meeting to be scheduled.

Cllr Fluker asked for item 24/244 to be moved into public session, as the matter is in the public domain. Members agreed to consider the item in public session.

#### **24/244            Update from Solicitor regarding SUFC Holdings Ltd**

To discuss and pass any resolution as necessary.

The Clerk read the letter received from the solicitor informing that the letter sent to Mr Howells had been returned as not known at this address.

Cllr Fluker proposed the instruction to use a tracing agent and that a County Court Judgement against Mr Howells is instigated, seconded by Cllr Wilcox.

**RESOLVED: Instruction to use a tracing agent and that a County Court Judgement is issued against Mr Howells.**

#### **24/242            Date of the next meeting:**

Monday 18<sup>th</sup> November 2024.

#### **24/243            Exclusion of Press and Public:**

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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 McKee

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

**24/245            Renewal of lease/Review of Charges - Car Park building – All Raw**

To discuss and pass any resolution as necessary.

Cllr Fluker confirmed that Council had asked him to negotiate on behalf of the Council and that he had met with the Tenant on site and that the Tenant had met with the terms of their agreement with regards the condition of the premises which were seen to be in good condition. Cllr Fluker informed Council that since meeting with the tenant and sending emails they had not responded. Cllr Fluker asked that the Clerk writes a letter without prejudice and subject to contract asking the Tenant to respond to Cllr Fluker's emails within 14 days.

The proposed new terms were agreed by Council.

**24/246            Renewal of lease/Review of Charges – Community Hall 2 – Southminster  
Preschool.**

To discuss and pass any resolution as necessary

Cllr Fluker confirmed that Council had asked him to negotiate on behalf of the council and that he had met with the tenant on site. There are works that need to be carried out to the building, Cllr Fluker to prepare a schedule but these include repairs to the roof and floors, replacement doors cladding and gutters. A conservative estimate for the repairs would be £15,000.

Cllr Fluker confirmed that two options had been put to the Play School Manager.

Option one a percentage uplift to the current rent with no charge to the principal agreement for a period of two years.

Option two a percentage uplift to reflect exclusivity agreement based on a four year agreement with a review at two years.

Either offer would have to be agreed by the trustees of the Play School Charity whose decision was awaited.

The proposed new terms were agreed by Council.

**24/247            To review insurance details for all tenants.**

To discuss and pass any resolution as necessary.

All insurance documents were made available at the meeting.

Cllr Fluker stated that it is the Clerks responsibility to ensure the councils buildings and property is properly insured and that where tenants are involved their current insurance details must be held by the council.

**24/248            Close of business**

Meeting closed at 9.45pm