



SOUTHMINSTER PARISH COUNCIL

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

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Councillors are summoned to attend the Annual Southminster Parish Council Meeting on the Monday 19th May 2025 at 7pm, at Southminster Memorial Hall, High Street, Southminster

**Joanna Jeffery
Clerk to the Council
12th May 2025**

A G E N D A

- 25/101 Election of Chairman**
Propose and elect Chairman for Municipal Year 2025/26.
- 25/102 Elected Chairman to sign Acceptance of Office**
- 25/103 Election of Vice Chairman**
Propose and elect Vice Chairman for Municipal Year 2025/2026
- 25/104 Apologies for absence.**
- 25/105 To receive and approve Minutes of the meeting held 14th April 2025.**
- 25/106 To receive and note any declarations of interest:**
- 25/107 Members reminder to review their Register of Interests**
- 25/108 Election of Parish Council Members to committees and organisations.**
1. Allotment Committee.
 2. Audit Committee.
 3. Cheque Signatories/Internet Banking.
 4. D.H.G.P.C.
 5. Emergency Committee.
 6. Footpaths and PROW
 7. F.O.S.C.O.S.
 8. Henry Gilder Drake Trust.
 9. King George V Playing Field Committee/Strategic Development Committee
 10. Memorial Hall.
 11. Employer Committee
 12. Grievance and discipline
 13. Planning Committee
 14. Public Transport
 15. Events Committee
- 25/109 Public Session – opportunity for members of public to speak:**
J Jeffery 19-05-2025

25/110

Planning

To discuss and respond to the following planning applications.

Week ending: 11th April 2025

25/00230/FUL PP-13849409

Erection of new single storey detached stable building incorporating attached tack room

The Hawthornes Scalby Road Southminster Essex

Week ending: 18th April 2025

25/00046/FUL PP-137 04047

Retrospective application for erection of Poly tunnel to store vegetation inline with needs of business.

Land Adjacent Theedhams Farm Steeple Road Southminster Essex

Week ending: 25th April 2025

25/00255/FUL PP-13669543

Permanent siting of No. 9 mobile homes for seasonal agricultural worker accommodation.

New Moor Farm Tillingham Road Southminster Essex

25/00264/FUL

Change of use from gate house sui generis to E(f) day nursery/pre-school

Land at Colleton Foxhall Road Southminster

Week ending: 2nd May 2025

25/00246/FUL PP-13561595

Demolition of existing garage, stable building and former piggery. Change of use to Cattery and erection of cattery building with associated parking and access.

Land at Three Willows Old Heath Road Southminster

Week ending: 9th May 2025

HOUSE/MAL/24/00896 PP-13500595

S73A application for installation of an air source heat pump

29 Cherry Orchard Southminster Essex

TOWN AND COUNTRY PLANNING ACT 199 (as amended)

REQUEST FOR ENVIRONMENTAL IMPACT ASSESSMENT SCOPING

OPINION

Application No: ESS/36/25/MAL/SPO

Proposal: Proposed southern extension to Asheldham Quarry for the extraction, processing, sale and distribution of sand and gravel and subsequent restoration using inert materials.

Location: Asheldham Quarry, Tillingham Road, Asheldham, Essex CM0 7DZ

Planning

Decisions

Week ending: 11th April 2025

24/00760/HOUSE

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

25 Queenborough Road Southminster Essex CM0 7AB

APPROVE

Week ending 2nd May 2025

25/00122/FUL

Proposed dwelling with associated private amenity space and parking on land associated with 15 Pump Mead Close. Revised parking arrangement for donor dwelling.

Land at 15 Pump Mead Close Southminster Essex

REFUSE

Appeals advised:

Site Address:

Proposal:

Application Ref:

Appeal Ref:

Appeal start date:

Appeal Decision

Site Address:

Proposal:

Application Ref:

Appeal Ref:

25/111

Finance Matters: -

- a: To receive and approve payment and receipts reports for May 2025.
- b: To approve payments and to sign cheques.
- c: To receive and approve the budget status for May 2025
- d: To receive and approve the Bank Reconciliation Statement to 30th April 2025.

25/111.01

To discuss and agree insurance proposal for 2025/2026.

25/111.02

To discuss and agree the Fixed Asset Register

25/111.03

To discuss and agree creation of savings for new community building specialist fees.

25/111.04

To discuss and approve upgrade of Rialtas Accounting system from Alpha package to Omega package to reflect Southminster Parish Council now becoming a larger council. Accounts will now be presented as income and expenditure, no longer receipts and payments. Cost of £3603.00 plus VAT. To discuss and pass any resolution as necessary.

25/111.05

To discuss the provision of enhanced DBS checks for all Staff and Members at a cost of £49.50 per person. To discuss and pass any resolution as necessary.

25/112

Supplementary Estimates, Virements, Procurements Exemption and use of reserves.

To discuss and pass any resolution as necessary.

- 25/113 Clerks Report**
- 25/114 Dist Cllr's Report**
- 25/115 Highways Report**
- 25/116 Highways/Village Lighting**
Resident request for discussion regarding lighting and double yellow lines from High Street to Goldsands Road.
To discuss and pass any resolution as necessary.
- 25/117 Southminster Competitive Music Festival report**
Update from Cllr Wyn-Davies
- 25/118 Events Committee**
To adopt minutes of meeting held 19th March 2025 and 30th April 2025.
To receive an update.
To discuss and pass any resolution as necessary.
- 25/119 Request for waiver of pitch fees**
Europlaz have requested a waiver of pitch fee, £61.92 in support of their charity launch day supporting the Helen Rollason Cancer Charity to be held on Friday 23rd May 2025.
To discuss and pass any resolution as necessary.
- 25/120 King George V Memorial Field Toilets**
Update from Cllr Mische
To discuss and pass any resolution as necessary
- 25/121 Terms and conditions of hiring pitches at King George V Memorial Field.**
To discuss and pass any resolution as necessary.
- 25/122 Renewal of agreement/Review of Charges - Car Park building – All Raw**
Cllr Fluker to update.
To discuss and pass any resolution as necessary.
- 25/123 Public Session**
- 25/124 Date of the next meeting:**
Parish Council meeting Monday 16th June 2025.
- 25/125 Close of business:**