



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council

17th February 2025 at 19.00, held at Memorial Hall, High Street, Southminster Essex.

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

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

25/025 Apologies for absence.

There were no apologies.

25/026 To receive and approve Minutes of the Parish Meeting held 20th January 2025.

Proposed by Cllr Mische, seconded by Cllr Fluker

RESOLVED: Minutes of meeting held 20th January 2025 were duly signed by Cllr Harrold, Chair.

25/027 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 McKee – Disclosable Pecuniary Interest – 25/039 Allotments – Allotment Holder.

25/028 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 asked why the proposed development of 140 new houses at Latchingdon is not on the agenda, Cllr Harrold informed that Southminster Parish Council had not been consulted, however, the Clerk will ask Officers at Maldon District Council if an extension to the response time can be granted to allow for Southminster Parish Council to make a response.

25/035 Purchase of laptops for Members, three residents voiced their objections to the purchase of laptops for Members.

A representative from Southminster United FC asked if the club could hold keys to the Pavilion as the current collecting and dropping off of keys is somewhat challenging at times. Members agreed for Southminster United FC to hold keys to the Pavilion, Cllr Harrold to arrange.

Signed by Cllr Harrold Chair
17th March 2025

It was reported that the goal nets have been vandalised, a brief discussion was had regarding potential solutions.

25/029 Planning

Week ending: 24th January 2025

25/00041/FUL PP-13582394

New access drive into High House Wedding Venue from Old Heath Road.
High House Old Heath Road Althorne Chelmsford

Southminster Parish Council recommend the REFUSAL of planning permission for the following reasons:

Concerns regarding Environmental Health issues – Noise

Incongruous form of development in rural countryside

Southminster Parish Council would support any recommendation by the Tree Officer.

Week ending: 7th February 2025

25/00099/PDE

Single storey rear extension which would extend beyond the rear wall of the original house by 8m, maximum height of 4m and the maximum height to the eaves of 2.6m.

Moorhill Kennels Tillingham Road Southminster Essex

Southminster Parish Council SUPPORT this planning application.

Planning

Decision

Week ending: 24th January 2025

24/00921 LDE

Claim for a lawful development certificate for existing shipping containers which have existed for over 17 years.

Land Adjacent Theedhams Farm Steeple Road Southminster Essex

REFUSE

Week ending: 31st January 2025

24/00982/PDE

Single storey rear extension which would extend beyond the rear wall of the original house by 4m, maximum height of 3.4m and the maximum height to the eaves of 2.6m

18 Pump Mead Close Southminster Essex CM0 7AE

PRIOR APPROVAL NOT REQUIRED

Cllr Fluker brought the following application to the attention of Members,

Ref 24/00921/LDE

Land Adjacent Theedhams Farm Steeple Road Southminster Essex

Proposal Claim for Lawful Development Certificate for existing shipping containers which have existed for over 17 years.

Application refused.

Southminster Parish Council did SUPPORT this planning application and had concurred that the containers had been in situ for many years and therefore had no issues with agreeing the application. The Clerk informed that a comment is not usually given when an application is supported.

Appeals Advised

Site Address:

Proposal:

Application Ref:

Appeal Ref:

Appeal Start Date:

Appeal Decisions

Appeal Reference:

Proposal:

Address:

25/030

Finance Matters: -

- a: To receive and approve payment and receipts reports for January 2025, 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 January 2025, proposed by Cllr Fluker, seconded by Cllr Melhuish.
- d: To receive and approve the Bank Reconciliation Statement to 31st December 2024 and 31st January 2025, proposed by Cllr Mische, seconded by Cllr Harrold.

Cllr Fluker spoke regarding Virements, Supplementary Estimates and Procurement Exemptions, indicating that should these be in place it would make movement of monies easier.

Cllr Fluker proposed the addition of Virements, Supplementary Estimates and Procurement Exemptions be added to future agendas, agreed by Ascent.

RESOLVED: Virements, Supplementary Estimates and Procurement Exemptions be added to future agendas

25/031

Highways

To receive an update.

Light outside 38 Queenborough Road is not working.

Update from last meeting regarding an application to South East Essex Parking Partnership has been made regarding double yellow lines for Kings Road and David Fisher Way.

Response received is as follows:

As both locations are in relation to new developments, this would fall under the remit of Essex Highways. We advise that you contact them with any queries relating to parking issues.

It was also reported that SEEPP were not aware if David Fisher Way had been adopted yet.

25/032

Clerks Update

Cllr Melhuish has been booked for Councillor training days 1 & 2 at EALC 24th and 31st March 2025.

Insurance claim from October 2021 has now been forwarded to our Insurers.

High Street toilets – light repair, smashed toilet seat and toilet roll dispenser, damage over two weekends.

Light 9038 The Chase is not working, contractor has been asked to attend.

De-fib went offline 12/2/25

A meeting was held with Rev'd Begley. It would appear that St Leonards Church, War Graves Commission and Southminster Parish Council all have an interest in the War Memorial. It was felt that the addition of names to the war memorial of civilians was not acceptable however, Rev'd Begley would be happy for a war memorial plaque in St Leonard's Church.

A discussion was had regarding the siting of the new flower show containers, Cllr Fluker asked when the Council paid the invoice for the purchase and delivery and siting of the new shipping containers and why given the time elapsed circa 6 months why they had not yet been installed. The farmer has been busy with farming activities and ground conditions are too wet at the moment for the new containers to be installed. Cllr Fluker suggested that they could be installed via the Station Car Park at minimal risk of damaging the surface of KGVPF. The Clerk will email the contractor for a further update.

25/033 Dist Cllr's Report

District Councillor Pratt reported the following:

Maldon District Council gave a budget speech last Thursday.

Green food waste bags are to be reinstated.

There is to be a new BMX track for Burnham

Dist Cllr Pratt attended the Holocaust Memorial at Rayleigh and also a day of dedication at Maldon Cemetery.

There are currently planning problems due to lack of staff.

20-02-2025 Essex Fire and Rescue Service are holding a water safety event at Promenade Park Maldon.

Report from Maldon District Councillor Adrian S Fluker

Devolution

Essex County Council has been accepted onto the Governments Fast Track Local Government Reform (LGF) Program

Under the Governments devolution proposal Maldon District Council will not exist in its current form from May 2026.

An extraordinary meeting of MDC will take place on Tuesday 25th February when LGF options will be considered.

It is unclear what will happen to Parish and Town Councils although mention has been made of 'Area Committees'

MDC budget

MDC budget was approved on 13th February. MDC Council tax will rise by 2.99% or roughly £6.40 per annum. Following me lobbying the Council and members the grant funding for the car park toilets has been retained.

The council is planning to make a series of changes that will result in it making significant savings as a result the Council has a balanced budget for 25/26

Development Plan

The Council's Housing Land Supply is 2.7 years which will mean it will be open to speculative planning applications which will mean in most cases it will not be able to refuse planning applications.

UK Shared Prosperity Fund

MDC have secured an additional £328k of funding and following the approval of the budget has agreed to match fund this amount. Interested parties should contact Leanda Cable at MDC for more information.

Signed by Cllr Harrold Chair
17th March 2025

Car Parking Charges in Burnham (Including the surgery car park)

MDC agreed not to charge for parking in the Burnham Car Parks

UFEST 2025

The event will be held on 15th August at the Promenade Park

Free Bike Security Marking

19th February at Heybridge Village Hall - SPC should be encouraged to do the same

Active Maldon

Grants are available to support activities that have positive impact on Health Fitness and well being

Young Entrepreneur Support

Available to 16-30 year olds to help develop business ideas. More information from the North Essex Economic Board

Special educational needs and disabilities (SEND)

ECC will holding a series of community led road shows more information from ECC Website

Essex County Fire and Rescue Service Water Safety Road Show

Prom Park Maldon 20th February Includes activities for children

Police Funding

Essex will receive an additional £2.3m of funding

Bus Fares

ECC & Govt will continue to support bus fares in the district the flat rate price will rise from £2 to £3.

Soultasia Prom Park 7th June

Tickets available from the MDC website last years event was sold out.

Correction

Previously I reported that Combat Academy for Sport received £32k via the UK Shared Prosperity Fund I can now confirm that sum was actually £23k. I have since written to Mr Mallon apologising for the misunderstanding, offering to support him with future funding opportunities and wishing him well for the future development of his facility.

District Council Fluker requested that Bike Marking enquiries are made, with a view to bringing an event to Southminster during the school holidays.

25/034 Strategic Development Committee

Terms of Reference revision, Members requested the following:

Budget and Expenses an increase for project delivery subject to a limit of £1500 on any single transaction and subject also to all other provisions of Southminster Parish Council Financial Regulations to £5,000.

To discuss and pass any resolution as necessary.

Cllr Harrold read the following Strategic Development Proposal

Full discharge of Conditions 3 & 4

Preparation of surface water and foul water drainage designs for the purposes of obtaining full discharge of Conditions 3 and 4. Designs to be based on the submitted designs, taking into account the drainage strategy proposals contained within the JP Chick Level 1 Flood Risk Assessment and drainage strategy report.

For the sum of **£2975.00** excluding VAT

Preparation of enquiries for the engagement of 3rd party surveys to undertake noise impact assessment for the purposes of full discharging Condition 9. Please note that our fees for this element would be 10% of the instructed quotation value.

Preparation and submission of all necessary documentation required for the validation of applications for discharge of conditions 3, 4 and 9 and partial discharge of condition 5.

For the sum of **£1525.00** excluding VAT

TOTAL £4500.00 PLUS VAT
Plus 10% of Noise Impact Assessment fee
Plus Noise Impact Assessment fee

2024/2025 Budget – available monies

4940/120 Professional and legal service £3764 in budget
4220/120 Budget Contingency £1000

Cllr Fluker commented that any professional fees should be taken from the Development Fund and not the general fund. This will ensure Southminster Parish Council can demonstrate their funding source.

Cllr Fluker asked if the Business Plan had been created as per the Terms of Reference for the Strategic Development Committee, the Clerk informed not to date. It was agreed that a business plan and project plan need to be developed and circulated to all Members. Cllr Fluker asked that caution is given to spending any sums of money before funding is awarded.

The National Lottery Fund and Sports England were both offered as potential funding streams. Cllr Fluker commented that a Biodiversity Plan and Construction Plan would also need to be developed.

Building regulations will also need to be submitted, a quote should be sourced.

A discussion was had regarding reapplying for planning permission should the time lapse.

Cllr Pratt proposed to progress the new community building project that financial regulations are suspended, Barker Associates are appointed to discharge conditions 3, 4, 9 and partial discharge of 5, seconded by Cllr Fluker.

RESOLVED: To progress the project forward and comply with planning, Barker Associates to be appointed to discharge conditions 3, 4, 9 and partial discharge of 5 of planning permission FUL/MAL/22/0068, monies to be taken from the Community Building Development Fund.

25/035 Gov.uk Domain

To discuss the provision of .gov.uk domain and website upgrade.

To discuss and agree provision of laptops for Clerk and Councillors.

To discuss and pass any resolution as necessary

Two quotes were received regarding the upgrade of the website, both circa £3,000, after a brief discussion Members agreed not to proceed with a website upgrade.

Cllr Fluker asked the Clerk to contact Mayland Parish Council for information regarding their recent purchase of tablets. Clerk to gather more information regarding .gov.uk website. Clerk to obtain three quotes for licensing microsoft business multi user. Enquiries to be made if we could share a Multi User Licence with another Council. Cllr Fluker commented that Box Fish Training is used by Maldon District Council.

25/036 Events Committee

To adopt minutes of meetings held 15th January 2025, 5th February 2025 and 12th February 2025.

To agree and pass any resolution as necessary.

Cllr Wyn-Davies asked that the minutes of 20th November 2024 were adopted as following amendments all Members were now satisfied the minutes were correct.

RESOLVED: Members adopted the minutes of Events Committee meetings held 20th November 2024, 15th January 2025 and 5th February 2025.

25/037 Christmas Light 2025 – 2027

To discuss the quotations received and agree to a supplier and design for 2025-2027

Cllr Wyn-Davies proposed the quotation for nineteen seasonal column decorations from Lamps and Tubes for a three-year contract (2025 – 2027), be awarded at a cost of £5492.00 per annum, seconded by Cllr Mische.

Members agreed for an assortment of three decorations ref: 12829, 123526 and 12390.

RESOLVED: Acceptance of quotation from Lamps and Tubes for nineteen seasonal column decorations for a three-year contract 2025-2027, at a cost of £5492.00 per annum.

25/038 Footpaths

To receive an update from Mr Neall.

Mr Neall reported that the brambles recently cut back on Southfield Way need to be removed. Steeple Road heading towards the roundabout also needs attention.

25/039 Allotments

To receive an update from Allotment Holders meeting held on 11th February 2025.

The Clerk informed that both allotment sites are full and there is currently a small waiting list.

Cllr Harrold commented that the Allotment Holders had asked for justification why the Allotments reserve had been increased to £2,000 at the 16th September 2025 meeting Ref 24/204. Cllr Fluker responded that it was not felt that £500 was enough to cover any costs.

25/040 King George V Memorial Field Public Toilets

To receive an update from Cllr Mische.

Cllr Mische informed that she had contacted several companies for a new toilet block, however an electric point would be needed, quotes received so far were around £4,999 for the block, this would not include costings for transportation to site, connections to supplies or running costs.

Cllr Mische suggested refurbishing the current toilet block, however, Cllr Fluker reported that he has inspected the existing toilet block and felt that it was uneconomical to repair. Cllr Fluker recommended the removal of the existing toilet block.

It was suggested that a grant may be obtained from the wind farm or shared prosperity fund.

25/041 Public Session– opportunity for members of public to speak on items of mutual interest:

A resident asked for an update for the new doctor's surgery, Cllr Fluker informed that the land has now been sold to the turnkey provider.

A resident informed that the pavements on the High Street and around the Kings Head pub need repair, the Clerk will report to Essex Highways.

A resident asked that Southminster Parish Council write to Maldon District Council Planning to ask to be consulted on all large-scale planning applications for the Dengie, due to the impact on infrastructure.

A resident informed there is a water leak on Station Road, this has been reported.

A resident asked what the fees to date for the new community building were, it was reported around £6,000.

A resident commented that Southminster deserves to have public toilets on the King George V Memorial Field.

It was commented that a Management Plan and New Build plan would be needed for the new Community Building.

A representative from Southminster United FC commented that the pavilion needs to be upgraded, will there be any investment in the building? There is also rubbish at the back of the container, the Clerk will ask that the Parish Warden removes it.

It was asked if a coffee stand could be used at King George V Memorial Field by Southminster United FC, The Clerk informed that it would need to be an agenda item for Members to discuss, but there would need to be Insurance, Health and Hygiene Certificate and Risk Assessments in place, there may also be a charge as other external vendors are charged for the use of the area.

25/042 Date of the next meeting:
Monday 17th March 2025.

25/043 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 Mische.

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

25/044 Renewal of agreement/Review of Charges - Car Park building – All Raw
Cllr Fluker to update.

To discuss and pass any resolution as necessary.

Cllr Fluker informed that the contract is still being worked on.

There are issues surrounding long stay parking at the High Street Car Park, it was agreed to look in depth into ANPR parking.

25/045 To discuss information disclosure

Cllr Harrold reminded all Members of the need for confidentiality when sharing documents.

25/046 Close of business.

Meeting closed at 9.13pm.