



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council

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

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

In Attendance: J Jeffery (Parish Clerk/RFO) and 9 members of the public.

25/047 Apologies for absence.

Apologies were received from Cllr Cleary and Cllr Pratt.

25/048 To receive and approve Minutes of the Parish Meeting held 17th February 2025.

Cllr Fluker asked that Supplementary Estimates, Virements and Procurements be added to tonight's agenda as per resolution of council on 17/02/2025, item 25/030.

Cllr Fluker asked for clarity over the Noise Impact Assessment as the minutes were not clear. The Clerk responded at Barkers charge 10% to project manage the Noise Impact Assessment, however we are currently awaiting the quote.

Minutes of 17th February 2025 were proposed by Cllr Mische, seconded by Cllr McKee.

RESOLVED: Minutes of meeting held 17th February 2025 were duly signed by Cllr Harrold, Chair.

25/049 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, Pecuniary Interest - 25/054 Clerks Report – Allotments plot holder.

25/050 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 how the figure of £2000 allotments reserve had been reached. The Clerk read minute 25/039 of meeting held 17th February 2025. Cllr Harrold commented that as the reserve had been exceeded there would be no need for further discussion.

25/051 Planning

Signed by Cllr Harrold, Chair, 14th April 2025

Week ending: 14th February 2025

For Information Only

25/00111/LDP PP-13664292

Claim for lawful development certificate for a proposed garage conversion

22 Kings Croft Southminster Essex CM0 7ER

Southminster Parish Council SUPPORT this planning application subject to application meeting SPD parking standards requirement.

For Information Only

25/00100/PADADD

Prior approval for the enlargement of an existing dwellinghouse by the construction of an additional storey with a maximum height of 7.67m

Moorhill Kennels Tillingham Road Southminster Essex

Noted.

Week ending: 28th February 2025

24/01004/OUTM PP-13623594

Outline planning application with all matters reserved except for means of access, for up to 140 no. Dwellings (Use Class C3) including affordable housing; new site access and internal access roads; a new village centre (Use Class E (a)); flexible employment space (Use Class E); car and cycle parking; landscaping; sustainable urban drainage systems; public open space and footpaths; community woodlands and allotments; together with associated infrastructure.

Land South of Threeways and 45 The Street Latchingdon Essex

Southminster Parish Council OBJECT planning application for the following reasons:

Lack of capacity at local schools and medical centres.

Highways – Poor condition of Rectory Lane Latchingdon

Highways – Lack of capacity at Kitts Hill roundabout (Palepit Corner), Latchingdon Roundabout, Butchers Corner, Rectory Lane/Lower Burnham Road junction.

Week Ending: 7th March 2025

25/00122/FUL PP-13685437

Proposed dwellinghouse 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

Southminster Parish Council SUPPORT this planning application subject to Essex Highways and Moat Housing support.

Planning

Decision

Week ending:

Appeals Advised

Site Address:

Proposal:.

Application Ref:
Appeal Ref:
Appeal Start Date:

Appeal Decisions
Appeal Reference:
Proposal:
Address:

25/052a Supplementary Estimates, Virements and Procurements

Cllr Fluker informed that whilst the contractor has been carrying out works on Community Hall 2, a vermin issue has been exposed, the vermin are coming from underneath the building. The contractor has quoted £785 to build a concrete plinth around the bottom to stop access. Cllr Fluker proposed acceptance of the quote, seconded by Cllr Harrold, agreed by ascent. Cllr Fluker asked that a new budget line is created within the accounts to show the exemption.

RESOLVED: Quote of £785 was accepted for a concrete plinth at Community Hall 2.

25/052 Finance Matters: -

- a: To receive and approve payment and receipts reports for February 2025. Proposed by Cllr Mische, Seconded by Cllr Melhuish.
- 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 February 2025. Proposed by Cllr Fluker, Seconded by Cllr Harrold.
- d: To receive and approve the Bank Reconciliation Statement to 28th February 2025. Proposed by Cllr Mische, seconded by Cllr Harrold.
- e. To consider ear marking the following:

Professional and legal fees	£3500
Allotments	£1291
Lease agreement depsoit	£1800
Parish machinery and plant	£4000
Jubilee Woods	£3500

To discuss and pass any resolution as necessary.

A discussion was had regarding money on deposit from tenants, Cllr Fluker suggested using carry forward rather than Ear Marked, it was agreed The Clerk will seek advice from Rialtas regarding the best wording.

Cllr Fluker proposed the acceptance of suggested ear marking, seconded by Cllr Melhuish.

RESOLVED: Professional and legal fees £3500, Allotments £1291, Lease agreement deposit £1800, Parish machinery and plant £4000, Jubilee Woods £3500 to be earmarked.

25/053 Highways

To receive an update.

The Clerk informed that following a complaint from a resident regarding the Kings Road development, a response had been received from Maldon District Council, advice regarding verbal abuse from contractors and no MOT to vehicle should be reported to Essex Police. Obstruction of Highway should also be reported to Essex Police.

Signed by Cllr Harrold, Chair, 14th April 2025

Cllr Wilcox commented that yellow lines have been painted on the junction of Goldsands Road outside Hillside Nursery, parking is still occurring on the busy bend, Members agreed to report to South East Essex Parking Partnership.

North Street Lamp post, junction with North End has not been reinstated.

North End to White Horse Pub, pavement needs repairing, Clerk to report.

25/054 Clerks Update

Pump Mead Allotments – Correspondence from Solicitor

I have just received a call from Moat in respect of the above. They apologized for the time it has taken to come back to us.

They are happy to consider transferring ownership of the allotments to Southminster Parish Council but they are currently dealing with a similar transaction in Burnham which has taken a considerable amount of time but is nearing completion. They have requested that we delay work on this matter until the Burnham transfer is complete and they have become familiar with the process and requirements – it could save a lot of complications.

The person I spoke to advised that she will be in touch once the Burnham matter has completed so we can pick your matter up. I have her email address and have diarized to contact her again in a couple of months for an update

Repairs have been completed to the climbing rope at KGVMF.

War Memorial – Interested Parties – Southminster Parish Council, St Leonard's Church and Imperial War Museums War Memorials Register.

Rev'd Begley is happy for a remembrance plaque inside the church to remember the three civilians killed in North Street.

A social media post to identify family members has had no response.

There is no current budget for such plaque, however, an application for grant funding for 50% of costs may be applied for, however, not guaranteed.

Motion Sensor has been replaced in High Street Toilets.

Cllr Fluker asked if Bike Marking would be available, the Clerk informed a provisional date of 14th April 2025 has been booked, awaiting confirmation.

Cllr Fluker asked why the flower show containers had not been installed as access could be gained via the Railway Station. The Clerk to chase.

Cllr Fluker asked for an update regarding parking issues at the High Street Car Park, Cllr Fluker suggested considering using a system similar to those used in Burnham Yacht Harbour or the Con Club in Burnham, The Clerk informed she had spoken with a Community Engagement Officer to obtain information.

25/055 Dist Cllr's Report

Local Government Reform

The Govt has now requested the 15 Essex Councils and the PFCC Office to come up with a scheme for reform in Essex.

10 of the Councils concerned prefer the option of 5 Unitary Councils

Of the other 5 other Councils their proposals were for 2 and 3 Unitary Councils.

The Government benchmark is a minimum of 500,000 people per Unitary. 2m people live in Essex.

Signed by Cllr Harrold, Chair, 14th April 2025

The ratio of Councillors to people in District, City and Borough Councils is roughly 1:2,600. Under any new scheme it is likely to be 1:18,000 or more
Maldon District Council will not exist from May 2027 although this may be extended to April 2028

At the extraordinary meeting of MDC on Tuesday 25th February MDC agreed to support 5 Unitary Councils covering the whole of Essex

It is still unclear what will happen to Parish and Town Councils although mention has been made of centralised 'Area Committees' with shared resources.

Development Plan

The Council's Housing Land Supply is 2.3 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.

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

Active Maldon

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

Soultasia Prom Park 7th June

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

Plume Library

The library is running the following events:

Fitness seminar 27th March

Mens Gaming Cove 24th 31st March

West Maldon Skate Park

Has been completed and is open to all free of charge

Rivenhall Waste Plant

The plant has now received a development consent order

Saltmarsh Half Marathon

6th April

Essex Fire Service

Hosting a Water safety event at Prom Park on the 8th April

Thames Sailing Barge Trust

Hosting a children's activity day on Hythe Quay on 17th April

Planning Appeal – Development North of Homefield

I attended the planning enquiry on 26th February and gave evidence on behalf of the residents of Southminster in relation to the objections they and the Parish Council had raised in principal the impact the development would have on the village. Although not reasons for refusal I pointed out to the Inspector that regardless of what the NHS and ECC (Education) and ECC (Highways) had said the Medical centre and school were at or close to capacity and the road networks were saturated at peak times and that s106 contributions would not be able to mitigate the situation. I asked the Inspector to dismiss the appeal. The inspector seemed surprised that, so few people turned up to speak. The only other person who attended and spoke was Shalab Aggarwal who corroborated the points I raised.

Cllr Harrold informed he had heard rumours that the proposed medical centre would now not be going ahead, with a preferred option of expanding the existing medical centre, Cllr Fluker commented that he understood that having made an agreement with the NHS Assura a nationwide contractor had purchased the land in advance of building the centre and handing it over to the NHS/Southminster Surgery since then the NHS had encountered financial issues and were trying to renegotiate their position.

Cllr Fluker commented that part of the Section 106 monies from the Barley Meadows development for medical facilities for Southminster was spent on digitalising patient records.

25/056 Performance, Governance and Audit Committee

To receive the following recommendations:

Standing Orders – Fit for purpose, no revisions

Adoption of Playground Risk Management Policy

Adoption of CCTV Policy

Adoption of Sound Recording Policy

To Discuss and pass any resolution as necessary.

Cllr Wilcox proposed acceptance of recommendation from the Performance, Governance and Audit Committee, except for Sound Recording Policy, which is to be deferred to next meeting, seconded by Cllr Harrold.

RESOLVED: Adoption of CCTV Policy and Playground Risk Management Policy. Standing Orders, fit for purpose.

25/057 Strategic Development Committee

To adopt minutes of meetings held 22nd January 2025, 5th February 2025 and 6th March 2025.

To discuss and pass any resolution as necessary.

Cllr Fluker asked if any update had been given from Cllr Pratt regarding item 06/03/2025, 25/17 Cllr Pratt to speak with Maldon District Council to confirm if a delay of approval can be extended. The Clerk will contact Cllr Pratt for an update.

Cllr Fluker asked why a third party is being asked to create a Project Plan when the Committee Terms of Reference stats Members are to deliver the Project Plan, Cllr Harrold responded timings and experience.

Cllr Fluker asked if a formal approach had been made to Sport England and National Lottery, a community consultation is needed and a process of delivery. Cllr Fluker commented that planning conditions should be included in the Project Plan. Cllr Fluker commeted that a Business Plan should be created by Southminster Parish Council and a sustainability assessment should be built into the plan.

Cllr Fluker proposed the adoption of minutes held 22nd January 2025, 5th February 2025 and 6th March 2025, seconded by Cllr Wilcox.

RESOLVED: Minutes of meetings held 22nd January 5th February and 6th March 2025 were duly adopted.

25/058 To discuss adoption of Procurement Regulations.

To discuss and pass any resolution as necessary.

To be reviewed by Performance, Governance and Audit Committee. The Clerk informed that Financial Regulations will also need to be reviewed due to changes within the procurement section.

25/059 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

Cllr Wilcox to work with the Clerk to provide a fully costed scheme for delivery of .gov.uk domain, with tablets or laptops for consideration by Members.

25/060 Events Committee

Signed by Cllr Harrold, Chair, 14th April 2025

To receive an update from Cllr Wyn-Davies

To agree and pass any resolution as necessary.

Cllr Wyn-Davies commented that the Competitive Music Festival is progressing in a timely manner. The event has had an over whelming response and will now run between 8.30am and 5.30pm.

There will not be a May Day evet this year.

Xmas lights, the unmetered supply certificate has been granted.

Fireworks will be held on Sunday 2nd November 2025.

The next Events Committee meeting will be held on 19th March 2025.

Cllr Fluker proposed a vote of Thanks to Cllr Wyn-Davies for all her hard work with the Competitive Music Festival.

25/061 Southminster United FC

A request has been made from Southminster United FC to create a locked storage area of 2.4m x 2.2m in the Pavilion.

To discuss and pass any resolution as necessary.

Cllr Mische asked Southminster Football Club if they would continue to rent the container from Combat Academy for Sports Ltd, Mr Dymond responded, yes.

Cllr Wilcox proposed that a request for a storage area of 2.4m x 2.2m in the Pavilion is accepted, seconded by Cllr Mische.

It was asked who would be building the area, Southminster United FC will undertake the works. The Club have been asked to provide a method statement and risk assessment before works commence. The Clerk asked if there would be any additional charge, Members agreed to no additional charge, but this will be reviewed in six months.

RESOLVED: A request for a locked storage area of 2.4m x 2.2m was approved.

25/062 Footpaths

To receive an update from Mr Neall.

Mr Neall reported that a car is parking on the footpath at Pantile Hill.

Opposite The vicarage s a derelict house, the fence is dangerous.

Kings Road/Robinson Close footpath, concerns have been raised that someone is walking a horse on the narrow footpath.

25/063 King George V Memorial Field Public Toilets

To receive an update from Cllr Mische.

Cllr Mische has emailed all Members of details received to date. Costings are approximately £11,000 to include a gents toilet, ladies/disabled/baby changing.

Costs for vandal proof toilets, still awaiting quotes.

It was commented that consideration should be given to oncosts for opening, closing, cleaning and utility supplies. There is no current budget, Cllr Fluker suggested a community consultation.

Cllr Harrold asked that Cllr Mische brings all additional information to next meeting.

25/064 King George V Memorial Field

To discuss quote received for playground maintenance.

To discuss and pass any resolution as necessary.

A quote of £320 plus vat has been received for preparation of a quote for works to the playground at King George V Memorial Field, this cost will be deducted from the invoice should the company

Signed by Cllr Harrold, Chair, 14th April 2025

be instructed to complete works. Members agreed that this was operational and the Clerk should proceed.

25/065 Public Session– opportunity for members of public to speak on items of mutual interest:

A resident asked for disabled access to the Memorial Hall, the Clerk informed that as Southminster Parish Council rent the hall it would be a request for the Memorial Hall Committee. A resident informed that footballs are hitting her property and also the recently planted hedgerow. Cllr Harrold will work with Southminster Football Club to look for a solution.

25/066 Date of the next meeting:
Monday 14th April 2025.

25/067 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 McKee, seconded by Cllr Harrold.

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

25/068 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 advised the agreement has not been returned; he will attempt to make contact again.

25/069 Close of business.

Meeting closed at 9.25pm.