



SOUTHMINSTER PARISH COUNCIL

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

Tel: 01621 773868

Fax: 01621 773868

E-mail: southminsterpc@yahoo.co.uk

Website: www.e-voice.org.uk/southminster-parish-council

Minutes

The Meeting of Southminster Parish Council

**18th November 2024 at 19.00, held at Community Hall 2, King George V Playing Field,
Station Road Southminster Essex.**

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

In Attendance: J Jeffery (Parish Clerk/RFO) and 2 members of the public.

24/249 Apologies for absence.
Cllr McKee and Cllr Cleary.

24/250 To receive and approve Minutes of the Parish Meeting held 21st October 2024.

Cllr Pratt commented that the minutes did not need to reflect verbatim. The minutes should read the Clerk made a correction, there was some discussion.

Cllr Fluker addressed items in the minutes he felt needed changing, private and confidential should remain a brief note. There was a further discussion regarding roaming insurance.

After a brief debate Members agreed to defer the minutes to next meeting.

24/251 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, 24/270 A family member attends Southminster Preschool.

24/252 Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only

Restricted to 15 minutes across both public sessions.

None.

24/253 Planning

Week ending: 25th October 2024

LDP/MAL/24/00825

Claim for a lawful development certificate for proposed conversion of garage to create habitable room

4 Buttercup Way Southminster Essex CM0 7RZ

Southminster Parish Council SUPPORT this planning application, windows should reflect the same design as existing, and the application should be Parking Standards Compliant.

NMA/MAL/24/00840

Application for non-material amendment following grant of planning permission 23/01216/FUL & 23/01217/LBC (Change of use to 5 no. Dwellings. Demolition works to main building and erection of a single storey extension to north elevation. Single storey extensions to the east and west elevations of existing outbuilding and part demolition of that building. Alterations to fenestration and inclusion of associated landscaping, car parking, cycle parking and refuse storage.) Amendment sought: Amend layouts of plots 1 and 2 to include additional bedrooms.

Former Southminster Library Queenborough Road Southminster Essex
Southminster Parish Council SUPPORT this planning application.

Week ending: 1st November 2024

LDP/MAL/24/00843

Claim for a lawful development certificate for proposed construction of single storey outbuilding to the rear.

18 Crown Way Southminster Essex

Southminster Parish Council SUPPORT this planning application, subject to being sufficient amenity space to accord with policy.

Planning

Decisions

Week ending: 27th 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: 11th 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

Week ending: 1st November 2024

HOUSE/MAL/24/00679

Conversion of existing garage to sunroom with alterations to fenestration.

Erection of outbuilding to rear including raised decking and paving.

61 Station Road Southminster Essex

APPROVE

Week ending: 8th November 2024

HOUSE/MAL/24/00726

Part single, part two storey rear extension, repositioning of porch and alterations to existing dormers on main dwelling house and erect detached garage with room above.

Heath Cottage Old Heath 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

24/254

Finance Matters: -

- a: To receive and approve payment and receipts reports for November 2024, proposed by Cllr Pratt, seconded by Cllr Harrold.
- b: To approve payments and to sign cheques, proposed by Cllr Mische, seconded by Cllr Wilcox.
- c: To receive and approve the budget status for November 2024, proposed by Cllr Fluker, seconded by Cllr Pratt.
- d: To receive and approve the Bank Reconciliation Statement to 31st October 2024, proposed by Cllr Fluker, seconded by Cllr Pratt.
- e. To note Clerks salary increase of 62p per hour, SCP 32, backdated to 1st April 2024, noted by Members.

24/255

Highways

To receive an update.

The Clerk reported that potholes on Queenborough Road have been identified as on schedule for repair by Essex Highways.

24/256

Clerks Update

04th November – Water leak reported to Anglian Water outside 12 Pantile Hill – leak has been repaired.

De fib went offline 5th November & 13th November 2024.

6th November hedge planting carried out at King George V Memorial Field

6th November Report to ECC regarding a live streetlight, knocked over by a motorist, concerns as the post was live.

Burnham Road, Kings Road and High Street Parking issues were referred to Parking Partnership, Officers have been in attendance in Southminster.

Signed by Cllr Harrold Chair
16th December 2024

14th November Disabled badge posted through letterbox, owner identified, and carers have collected from local care home.

24/257 Dist Cllr's Report

District Councillor Pratt reported there will be free parking in Maldon District Council Car Parks on Thursday 28th November for the Maldon Light Up from 4pm, December 5th, 12th and 19th from 2pm all day Christmas Eve.

There is a Burnham Christmas Fayre on Saturday 7th December 2024.

South East Area Planning Committee – 36 houses at Vicarage Court application has been deferred to January 2025.

Dist Cllr Pratt attended the Remembrance Service at Burnam representing Maldon District Council.

SOS Bus will be stopping at Heybridge, Maldon and Tollesbury on 12th December 2024 for residents to obtain information on home energy and possibly some form of health advice. The bus will visit the Burnham, Southminster and the Dengie in the New Year.

Report from Maldon District Councillor Adrian S Fluker

Medium Term Financial Strategy

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

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

Council Considered the three bids received on the 14th November, the decision remains confidential until the terms of the tendering process have been met.

It was noted that the council did not conduct a public consultation

Promenade Park Survey Closes 2nd January

The public consultation has started details on the MDC website

Residents & Business Survey CLOSES 24th NOVEMBER

Have your say on the MDC Web Site

Essex County Fire and Rescue Services Survey

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

Vicarage Courage

The SEAP Committee refused the application contrary to the officers recommendation to approve it at its meeting on 13th November.

Winter Well Being Bus

Signed by Cllr Harrold Chair
16th December 2024

Will be coming to Southminster soon – details on the MDC Website

Festive Free Parking MDC Car Parks

From 4pm Thursday 28th November Inc Prom Park

From 2pm Thursday 5th 12th 19th December and all-day Christmas Eve Ex Promenade Park

Reminder for Mental Health Support for all ages

If you or someone you know needs help call 111 and follow options

Light Up Maldon

28th November

Burnham on Crouch Christmas Lights

1st December High Street is closed

HM Land Registry Service which was previously provided for by MDC

Has now transferred to HM Land Registry

Co-option of Members to Burnham Town Council

Following the resignation of several members Burnham on Crouch Town Council and the council no longer being quorate three MDC Members Cllrs Bell Pratt and Stamp have been appointed to the Council.

24/258 Events Committee

Review of the Events Folder for the Fireworks Event

Review of the Fireworks Event Corporate risk register and Insurance Cover

Cllr Fluker

To agree and pass any resolution as necessary.

Cllr Harrold informed Members that the Events Committee would be meeting on Wednesday 20th November 2024, the purpose of this committee was to deal with the debrief from the fireworks event which would cover the above items, as Members had not been privy to the documents Cllr Fluker had prepared.

Members agreed that an update would be given at the December meeting.

24/259 Community Hall 1 Costs Recovery Mr Howells

Cllr Fluker

To discuss and pass any resolution as necessary.

The Clerk informed that a payment of £2858.92 has been paid by Mr Howells.

Cllr Fluker asked for an agenda item for next meeting, Community Hall 1, cost recovery and lessons learnt.

24/260 Strategic Development Committee.

Cllr Harrold to give an update.

To discuss and agree Terms of Reference.

Members to discuss and pass any resolutions as necessary.

Cllr Fluker expressed concerns that other business of council must not be impacted using the Clerk/RFO for administration. It was agreed by Members that the Clerk/RFO would carry out administration for the committee but will be reviewed as the project progresses.

With a few minor changes Cllr Pratt proposed adoption of the Terms of Reference for the Strategic Development Committee, seconded by Cllr Harrold.

RESOLVED: Strategic Development Committee Terms of Reference were adopted.

24/261 Hedging at King George V Memorial Field.

To discuss and pass any resolution as necessary.

Planting has now been carried out, however the resident who is impacted has concerns the problem of people climbing over the fence has been moved along. Members agreed that Southminster Parish Council had fulfilled their duty regarding the planting. Cllr Pratt proposed that should the resident wish to use anti climb paint on their fences it would be their responsibility, otherwise Southminster Parish Council would be liable if someone was hurt, seconded by Cllr Mische.

RESOLVED: Southminster Parish Council have fulfilled their duty with regards to planting, any further works are to be carried out by the impacted resident.

24/262 Request to add civilian casualty names to the War Memorial

To discuss and pass any resolution as necessary.

A request has been made to include three civilian casualties' names to the War Memorial.

Cllr Wilcox commented that civilian memorials are usually recognised in churches and that there are civilian registers around the country.

It was agreed that Cllrs Harrold, Mische and Wilcox will hold a meeting with Mr Monks.

It was suggested that information could be gathered from Essex Association of Local Councils and Rev'd Begley.

24/263 Community Engagement Team

To discuss the engagement of the Community Engagement Team to tackle dog fouling in the area.

To discuss and pass any resolution as necessary.

The Clerk informed that the hourly rate for the Community Engagement Team is currently £42.47 per hour. Cllr Fluker proposed that Southminster Parish Council do not instruct the services of the Community Engagement Team, seconded by Cllr Pratt.

RESOLVED: Community Engagement Team services will not be instructed.

24/264 CCTV upgrade

To discuss quote received.

To discuss and pass any resolution as necessary.

Cllr Harrold reported that the quote for additional CCTV had been received from the current contractor, it was higher than the agreed budget at £1225.00 plus VAT, however this is due to the hire of a Cherry Picker. Following a short debate, Cllr Pratt proposed the acceptance of the quote to move the security project forward, seconded by Cllr Wilcox.

RESOLVED: CCTV upgrade quotation of £1225.00 plus vat was duly accepted.^[OBJ]

24/265 Any matters that the Chair considers urgent.

To discuss and pass any resolutions as necessary.

None.

24/266 Public Session– opportunity for members of public to speak on items of mutual interest:

Signed by Cllr Harrold Chair
16th December 2024

Mr Monks informed that he cleans around the Commonwealth Graves at St Leonard's Church as a volunteer for the Commonwealth Graves Commission.

A resident reminded the Strategic Development Committee to revisit the new build plan and see if it is still valid, a Project Management Plan is also needed.

A resident reported that a van and trailer parked regularly on the High Street is causing issues. Two large potholes have been reported at the entrance of King George V Memorial Field. Cllr Mische Thanked Mrs and Mrs Smith for their hard work at the Fireworks event and for Mrs Smith attendance at the Events Committee meetings.

24/267 Date of the next meeting:
Monday 16th December 2024.

24/268 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: Press and public should now be excluded from the meeting in accordance with The Local Government Act 1972, ss100.

24/269 Renewal of lease/Review of Charges - Car Park building – All Raw
Cllr Fluker to update.
To discuss and pass any resolution as necessary.
Cllr Fluker asked that an agenda item Lesson Learnt is added to the next agenda.
Cllr Fluker has been in negotiations with the tenant regarding a variation to the current lease. The proposed new terms were agreed by the Council.
Members advised that any works to the building must be agreed by Southminster Parish Council.

Cllr Mische left the meeting at 8.55pm.

24/270 Renewal of lease/Review of Charges – Community Hall 2 – Southminster Preschool.

Cllr Fluker to update.
To discuss and pass any resolution as necessary
Cllr Fluker informed that Southminster Preschool Trustees had advised they would like to proceed with Option two, a percentage uplift to reflect an exclusivity agreement based on a four-year agreement with a review at two years. Cllr Fluker will vary the existing agreement as soon as possible with an effective date of 1st January 2025.
Cllr Fluker to produce a schedule of works to be carried out on Community Hall 2.
Clerk to book Memorial Hall from January 2025, subject to signing of agreement.
Cllr Harrold requested that all Tenants of Southminster Parish Council owned buildings are treated the same.
Cllr Fluker proposed the variation of agreement to reflect Option two, subject to works scheduled, seconded by Cllr Pratt.
RESOLVED: Variation of agreement to reflect Option two, subject to works scheduled.

24/271 Close of business.
Meeting closed at 9.05pm.