



SOUTHMINSTER PARISH COUNCIL

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

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Councillors are summoned to attend a Meeting of Southminster Parish Council to be held at Southminster Memorial Hall, High Street, Southminster on the 20th January 2025 at 19.00 hrs.

J Jeffery
Parish Clerk

14th January 2025

A G E N D A

25/001 Apologies for absence.

25/002 Co-Option

To consider co-opting to fill one vacancy and if necessary, sign the declaration of office.

25/003 To receive and approve Minutes of the Parish Meeting held 16th December 2024.

25/004 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.)

25/005 Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only

Restricted to 15 minutes across both public sessions.

25/006 Planning

Week ending: 13th December 2024

24/00941/OUTM PP-13550306

Outline planning application with all matters reserved except for primary means of access from Scotts Hill, for the development of upto 249 dwellings, public open space, together with associated landscaping, highways, drainage and other infrastructure works.

Land West of David Fisher Way, David Fisher Way Southminster Essex

Week ending: 3rd January 2025

24/00976/VAR

Variation of condition 2 on approved planning permission 23/01217/LBC (Change of use to 5 no. Dwellings. Demolition works to main building, erection of a single storey extension to north elevation and internal alterations. Single storey extensions to the east and west elevations of existing outbuilding, internal alterations and part demolition of that building. Alterations to fenestration and inclusion of associated landscaping, car parking, cycle parking and refuse storage)

Former Southminster Library Queenborough Road Southminster Essex

24/00972/VAR PP-13635104

Variation of condition 2 on approved planning permission 23/01217/LBC (Change of use to 5 no. Dwellings. Demolition works to main building, erection of a single storey extension to north elevation and internal alterations. Single storey extensions to the east and west elevations of existing outbuilding, internal alterations and part demolition of that building. Alterations to fenestration and inclusion of associated landscaping, car parking, cycle parking and refuse storage)

Former Southminster Library Queenborough Road Southminster Essex

Week ending: 10th January 2025

24/01011/WTPO PP-13662700

(TPO 2/01) T1 Lime – Height reduction by 3m and a 2.5m Lateral reduction. One stem located within the boundary of The Manse, 27 Burnham Road, the other two stems are located within The Old Chapel, Burnham Road.

The Manse 27 Burnham Road Southminster Essex

25/00003/FUL PP-13644518

Installation of a 167metre long underground cable providing a point of connection to the National Grid, for the previously granted adjoining Solar Array development (ref. 23/01236/FULM) at Land at Dengie, Keelings Road, Southminster.

Land to The South of Keelings Road Dengie Essex

For Information Only

Week ending: 20th December 2024

PDE/MAL/24/00982

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

Planning

Decision

Week ending: 13th December 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

APPROVE

LDP/MAL/24/00843

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

18 Crown Way Southminster Essex CM0 7AP

APPROVE

Week ending: 3rd January 2025

FULM/MAL/24/00017

Application for planning permission to create 36 no. One, two, three and four bedroom houses and maisonettes, associated landscaping, roads, parking and drainage infrastructure, plus a new area of public open space and the addition of a footway to the east side of Vicarage Court.

Glebe Meadow Adjacent King Georges Field Station Road Southminster Essex

REFUSE

Week ending: 10th January 2025

HOUSE/MAL/24/00883

Two storey side extension

Southburn The Chase Southminster Essex

APPROVE

Appeals Advised

Site Address: Land North of Homefield Southminster Essex

Proposal: Outline application for a residential development of up to 220 dwellings and associated infrastructure, public open space and highways access.

Application Ref: 23/01244/OUTM PP-12612236

Appeal Ref: APP/X1545/W/24/3351697

Appeal Start Date: 29 November 2024

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

FUL/MAL/23/00999

Appeal Reference: APP/X1545/W/24/3346303

Proposal: Demolition of an outbuilding and erection of a self-contained dwelling with vehicular parking and amenity space.

Address: Little Acre, Scotts Hill, Southminster, Essex CM0 7BG

APPEAL DISMISSED

- 25/007 Finance Matters: -**
a: To receive and approve payment and receipts reports for December 2024.
b: To approve payments and to sign cheques.
c: To receive and approve the budget status for December 2024.
d: To receive and approve the Bank Reconciliation Statement to 30th November 2024.
- 25/008 To note completion of external audit by PKF Littlejohn.**
- 25/009 Highways**
To receive an update.
- 25/010 Clerks Update**
- 25/011 Dist Cllr's Report**
- 25/012 Performance, Governance and Audit Committee**
To review 2025 Terms of Reference.
To discuss and review Statement of Internal Control.
- 25/013 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
- 25/014 Resident request Kings Road**
A resident has asked if an application can be made to Local Highways Panel for yellow lines or a survey from South Essex Parking Partnership to address concerns of additional parking on a dangerous bend.
- 25/015 Events Committee**
To adopt minutes of meetings held 16th October 2024 and 20th November 2024.
Christmas lights switch on ceremony Sunday 30th November 2025
To agree to the proposed date for the Christmas lights switch on ceremony.
To discuss quotations and offers received for the provision of lights from Lamps & Tubes and other suppliers for 2025-2028 inclusive.
To agree and pass any resolution as necessary.
- 25/016 Community Hall 1 lessons learnt and cost recovery**
Cllr Fluker
To discuss and pass any resolution as necessary.
- 25/017 Southminster Flower Show**
To discuss a request from Southminster Flower Show to extend the hours to include an evening event.
To discuss and pass any resolution as necessary.

- 25/018 Renewal of agreement/Review of Charges – Community Hall 2 – Southminster Preschool.**
Cllr Fluker to update.
To discuss and pass any resolution as necessary
- 25/019 Cover for Clerk during annual leave.**
To discuss cover for Clerks annual leave.
- 25/020 Public Session– opportunity for members of public to speak on items of mutual interest:**
- 25/021 Date of the next meeting:**
Monday 17th February 2025.
- 25/022 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.
- 25/023 Renewal of agreement/Review of Charges - Car Park building – All Raw**
Cllr Fluker to update.
To discuss and pass any resolution as necessary.
- 25/024 Close of business.**