



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council

20th January 2025 at 19.00, held at Memorial Hall, High Street, Southminster Essex.

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

In Attendance: J Jeffery (Parish Clerk/RFO) and 19 members of the public.

25/001 Apologies for absence.

Cllr Pratt.

25/002 Co-Option

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

Cllr Wilcox proposed the Co-Option of Mr Paul Melhuish, seconded by Cllr Mische.

The acceptance of office was duly signed by Cllr Melhuish and The Clerk.

RESOLVED: Paul Melhuish was Co-opted to Southminster Parish Council.

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

Proposed by Cllr Wilcox, seconded by Cllr Mische.

RESOLVED: The minutes of the meeting held 16th December 2024, were accepted and duly signed by Cllr Harrold, Chair.

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.)

Cllr Mische, 25/018, a family member attends the preschool.

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.

A resident asked if draft minutes could be emailed prior to the parish council meeting, Cllr Fluker suggested that draft minutes are circulated amongst Members, once agreed in draft format with a draft watermark they can then be circulated to residents.

Planning application 24/00941 a resident informed that there have been 58 objections from residents and only 10 consultee responses so far. The Clerk informed that Southminster Parish Council had been given an extension to respond to allow for today's meeting. The response will be sent to Maldon District Council on 21st January 2025. Cllr Fluker informed that the consultees are statutory consultees and will therefore have to respond.

A resident commented that there is an issue with water drainage on the site, Cllr Fluker responded that if a holding objection is offered, there will be mitigation in the form of a Section 106 agreement, this is governed by law.

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

Southminster Parish Council recommend the REFUSAL of planning permission for the following reasons: It has not been identified in the Local Housing Supply. Outside settlement boundary. It is not well related and does not connect with the settlement. It is detrimental to the rural character. Policies S1, S12 and D1.

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

Southminster Parish Council SUPPORT the Conservation Officers recommendation.

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

Southminster Parish Council SUPPORT the Conservation Officers recommendation.

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

Southminster Parish Council SUPPORT the Tree Officers recommendation.

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

Southminster Parish Council SUPPORT this planning application subject to an Ecology report.

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, 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 December 2024, proposed by Cllr Harrold, seconded by Cllr Fluker. Cllr Fluker asked that the purchase of goal posts is shown in the accounts as sports equipment purchase.
- d: To receive and approve the Bank Reconciliation Statement to 30th November 2024, proposed by Cllr Mische, seconded by Cllr Harrold.

25/008

To note completion of external audit by PKF Littlejohn.

RESOLVED: Members noted the completion of the external audit by PKF Littlejohn.

25/009

Highways

To receive an update.

The Clerk informed that loose kerb stones reported twice to Essex Highways have been inspected by an Inspector, they will continue to be monitored by Essex Highways.

Signed by Cllr Harrold 17th February 2025

Two Southminster Parish Council owned lights in Princes Avenue have been repaired by UK Power Networks following a fire in one of the lamp posts., however the light outside No 6 Princes Avenue remains off, the contractor has visited and has informed UK Power Networks it is an additional repair for them to complete.

25/010 Clerks Update

VAT reclaim submitted for period 1/10/24 - 31/12/2024 £3322.55

High Street Toilets reclaim from Maldon District Council for period 01/10/2024 - 31/12/2024 submitted £1695.79

25/011 Dist Cllr's Report

Report from Maldon District Councillor Adrian S Fluker

Devolution

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

The County has applied to the Government to fast track devolution whereby a County Mayor will be elected in May 2026 and new unitary councils formed and elected in 2027. The new unitary authorities will replace the current District Borough City County and existing unitary authorities (Thurrock and Southend on Sea)

It is not clear what will happen to Thurrock's debt although it is unlikely it will be written off by the Government. The debt £1.6b equates to £17k per household in Thurrock and £3k per household for the Essex County Area.

Colchester City Council and Braintree and Tendring District Councils are proposing to merge. Maldon District Council has not made clear its intentions.

Medium Term Financial Strategy

Shortfalls of £1m are likely in the administrative periods of 24/25 and 25/26

Development Plan

No policies have been presented to Council it has been reported that the budget has been exceeded. The new NPPF proposes an additional 3,000 or circa 280 additional house per annum in the District. Which means the Council no longer has a 5 Year Housing Land Supply and therefore all policies will have to be revisited. Devolution will see all planning matters dealt with by the new combined authority against a backdrop of special planning.

St Peters Hospital

The outcome of the public consultation is due anytime. Regardless it is understood the facility will close on the basis of maintenance issues and services will be transferred elsewhere.

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

I spoke against the proposal at the Strategy and Resources Committee meeting and the proposal was not agreed the matter is being discussed again at the Strategy and Resources Committee meeting on Thursday

The Dengie Renewable Energy Scheme

The scheme is being consulted on by the developers and covers the Southminster, Burnham, Tillingham and Dengie Marshes. Proposals include up to 500 Acres of Solar Panels and wind turbines up to 250m tall (The current ones are 110m tall).

Opportunities to Foster Children in Essex

Essex County Council are seeking 100 new fostering households – details are on the ECC website

Signed by Cllr Harrold 17th February 2025

Domestic Abuse Housing Navigator

MDC has appointed Ash Gurung into the role who will be responsible for supporting the victims of domestic abuse in relation to housing

UFEST 2025

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

Salt Marsh Winter Walks

16th – 19th January details on the MDC Website

Prom Park Amphitheatre

Is to undergo a reconstruction process starting at the end of January

Fly Tipping Campaign

ECC and MDC will be running a campaign to help stop fly tipping in the District.

UK Shared Prosperity Fund

MDC have secured an additional £328k interested parties should contact Leanda Cable at MDC for more information.

25/012 Performance, Governance and Audit Committee

To review 2025 Terms of Reference.

To discuss and review Statement of Internal Control.

Cllr Fluker asked that a meeting is called by the Performance, Governance and Audit Committee to review the Terms of Reference.

Cllr Fluker proposed acceptance of the Statement of Internal Control, seconded by Cllr Harrold.

RESOLVED: Statement of Internal Control was accepted by Members.

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

Cllr Wilcox brought forward a quote for a new website, Members had a brief discussion but due to costings it was agreed to obtain two further quotes.

It was agreed two further quotes would be needed for the provision of laptops, The Clerk to obtain.

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.

Cllr Cleary commented that double yellow lines are needed on David Fisher Way due to persistent dangerous parking.

Members agreed to contact South East Essex Parking Partnership to start the process for double yellow lines on Kings Road and David Fisher Way.

RESOLVED: Clerk to contact South East Essex Parking Partnership to request double yellow lines on Kings Road and David Fisher Way.

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.

Signed by Cllr Harrold 17th February 2025

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.

Members agreed to adopt the minutes of the meeting held 16th October 2024, the minutes of meeting held 20th November 2024 were deferred to next meeting.

Cllr Wyn-Davies requested approval for Christmas Light Switch on for 30th November 2025, this was agreed by all.

Following there was a short discussion on four quotes obtained for the provision of a three-year Christmas lights contract, Members agreed for Cllr Wyn-Davies to gather more information and prepare a comparison document to be circulated to all Members prior to next meeting for consideration.

RESOLVED: Christmas lights to be switched on Sunday 30th November 2024.

25/016 Community Hall 1 lessons learnt and cost recovery

Cllr Fluker

To discuss and pass any resolution as necessary.

The Clerk read the following:

Cllr Anderson and Cllr Harrold were aware of the ongoing situation, Cllr Harrold was included in all emails.

Liaisons were taking place to resolve the situation, SUFC Holdings Limited changed Officers throughout the time, Invoices were asked to be in a different format which was provided.

Looking back in hindsight these were all delay tactics to avoid paying the invoices, despite the Clerk chasing on many occasions with assurances the invoices were to be paid.

Meanwhile all other invoices were being paid on time, therefore there was no reason to believe the invoices would not be honoured.

No queries were raised, it was just the format that was the issue.

It is acknowledged that this should have been reported to full council monthly, procedures are now in place that all debts will be reported to.

Cllr Fluker asked why the debt had not been reported to Council monthly and why it had not been reported to the auditor.

Cllr Harrold responded there was no reason to believe that the debt would not be paid as other invoices had been honoured. In hindsight it was an error and should have been reported to full council.

The Clerk read the following correspondence from PKF Littlejohn.

Please can I advise that an error has been made on our 2022/2023 and 2023/2024 AGAR, Southminster Parish Council had tenants leasing a community building, we have been in dispute with them regarding outstanding electricity invoices, which I have attached. We are now currently seeking the assistance of solicitors to try and recover the monies, however, due to negotiations ongoing invoices were not issued until March 2024.

The Chair and Vice Chair at that time were aware and were assisting with negotiations, However Cllr Fluker insisted this must be shown in debtors and creditors.

Question from Auditor "Where appropriate have debtors and creditors been recorded properly. Southminster Parish Council answered N/A; this needs to be corrected.

Please can you advise the best way forward to resolve this matter.

Response: Thank you for this information, as you are on a receipts and payments accounting basis, we do not need more information on your debtors and creditors, and we do not review this in our process.

Members agreed that any debts going forward will be reported monthly and shown in the finances.

Cllr Wilcox commented that the lack of procedure had been negligent.

Cllr Fluker asked why statements are not sent out to debtors monthly, the Clerk informed that it is not a procedure we follow, however, Members agreed this would be good practice and should be adopted.

RESOLVED: Debtors to be reported to full council at monthly meetings. Debtors to be reported to the Auditor. Statements to be produced monthly for debtors.

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.

Members agreed to the extend hours for Southminster Flower Show, subject to planning conditions and relevant RAMS documents being supplied.

RESOLVED: Extension of hours for Southminster Flower Show subject to planning conditions and relevant RAMS documents being supplied.

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

Cllr Fluker informed that the agreement has now been signed, Council went out to tender for the works, a contractor has now been appointed.

25/019 Cover for Clerk during annual leave.

To discuss cover for Clerks annual leave.

Cllr Harrold and Cllr Mische will cover for the Clerk during her annual leave. The July meeting will need to be moved to accommodate the leave period.

RESOLVED: Cllr Harrold and Cllr Misch to cover Clerks annual leave, July 2025 meeting to be moved.

25/020 Public Session– opportunity for members of public to speak on items of mutual interest:

A resident asked how the new building is progressing, Cllr Harrold explained that Terms of Reference for the Strategic Development Committee have been agreed, a follow up meeting has been called for Wednesday 22nd January 2025. A report will be provided at next meeting.

A discussion was had regarding parking enforcement at Chapmans Corner, High Street and the bend on Queenborough Road, Cllr Harrold explained that it is increasingly difficult to issue fixed penalty fines as vehicles are allowed five minutes to park before a penalty can be issued. A discussion was had regarding the services of the Community Engagement Team who Southminster Parish Council had previously entered into a Service Level Agreement with, however at a cost of circa £43 per hour per person with minimal identified results Members previously agreed this was not best value for money for residents.

Mr Monks asked if adding three civilians to the War Memorial could be pushed forward, it was also commented that the base of the War Memorial needs to be repaired.

A resident asked if an Allotment Holders meeting could be called.

A Member of the public informed that she felt Cllr Harrold had been rude to her whilst at King George V Memorial Field on Saturday, a heated discussion followed. Members asked that should there be any grievances that a letter is forwarded to the Clerk for consideration by Members.

A Member of the public expressed concerns that the grass at King George V Memorial Field was long and that cutting had taken place on Saturday when children were using the field. The Clerk informed that due to the pitch conditions the contractors have been unable to cut with heavy machinery, however due to games being played at the weekend the contractor had agreed to cut the grass on Saturday at 10am with smaller machinery due to workload. This was agreed by the Clerk and Chairman to avoid any postponement of games.

Mr Neale, Footpaths Rep informed there are large over hanging brambles on Southfield Way before Woodside, the Parish Warden will be informed. It was asked for an agenda item of footpaths be added to future agendas.

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.
Proposed by Cllr Mische, seconded by Cllr Wyn-Davies.

RESOLVED: 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.

Cllr Fluker informed that the new lease has been emailed across to the tenant, new agreed rent has been paid for January 2025.

25/024 Close of business.
Meeting closed at 9.35pm.