



# **SOUTHMINSTER PARISH COUNCIL**

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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 7<sup>th</sup> July 2025 at 19.00 hrs.**

*J Jeffery*  
*Parish Clerk*  
1st July 2025

## **A G E N D A**

**25/152      Apologies for absence.**

**25/153      To receive and approve Minutes of the Parish Meeting held 16<sup>th</sup> June 2025.**

**25/154      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.)

**25/155      Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only**  
Restricted to 15 minutes across both public sessions.

**25/156      Planning**  
Week ending: 13<sup>th</sup> June 2025  
25/00535/PADADD PP-14066727  
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

### **FOR INFORMATION ONLY**

#### **Appeals Advised**

**Site Address:** Glebe Meadow Adjacent King Georges Field Station Road Southminster Essex

**Proposal:** .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 of Vicarage Court.

**Application Ref:** 24/00017/FULM PP-12610893

**Appeal Ref:** APP/X1545/W/25/3367409

**Appeal Start Date:** 18 June 2025

**In person hearing to be held at Maldon District Council offices at 10am, Tuesday 9<sup>th</sup> September 2025.**

**Appeal Decisions**

**Appeal Reference:**

**Proposal:**

**Address:**

**APPEAL DISMISSED**

**25/157** To discuss and agree the proposal of Chair, Vice Chair and Cllr Fluker responding to planning applications on behalf of Southminster Parish Council during the period 08<sup>th</sup> July 2025 to 14<sup>th</sup> September 2025, to accommodate no August parish council meeting.

**25/158** **Events Committee**

To receive an update from Cllr Mische

To adopt minutes of meeting held 18<sup>th</sup> June 2025.

The Events Committee makes the following recommendation to Council “That given the costs of delivering the Southminster Music Festival on 25<sup>th</sup> April 2026 will fall mostly into the fiscal year 25/26 that the Council makes the necessary provision to cover these costs and agrees in principle to maintain the current budget for 26/27”

To discuss and pass any resolution as necessary.

“Southminster Competitive Music Festival 2026: Details for Councillor noting”

Cllr Wyn-Davies to update

To agree and pass any resolution as necessary.

Christmas Lights – To receive an update from Cllr Wyn-Davies

**25/159** **Finance Matters: -**

a: To receive and approve payment and receipts reports for June 2025.

b: To approve payments and to sign cheques.

c: To receive and approve the budget status for June 2025.

d: To receive and approve the Bank Reconciliation Statement to 30th June 2025.

To discuss and pass any resolution as necessary. 

**25/160** **To receive recommendations from Performance, Governance and Audit Committee**

To adopt minutes of meeting held 5<sup>th</sup> March 2025, to note cancelled meeting 14<sup>th</sup> May 2025.

Adoption of Biodiversity Policy

Adoption of Reserves Policy

To approve items 25/160.01, 25/160.02, 25/160.03 and 25/161

**25/161.01 To consider Internal Auditor's report**

To discuss and pass any resolutions as necessary.

**25/161.02** To approve and sign section 1, the Annual Governance Statement of the Annual Governance and Accountability Return for 2024/25 (appendix 4).

**25/161.03** To approve and sign section 2 of the Annual Governance Statement of the Annual Governance and Accountability Return for 2024/25 (appendix 5).

**25/162 Action Plan**

To receive Action Plan to address Internal Auditor's comments.

To discuss and pass any resolution as necessary.

**25/163 Allotments  
Rent 2025/2026**

2024/2025 Income £1836.00, Expenditure £446.00.

Current EMR £2896.34, additional proposed £99.00, Total £2995.34

An Allotment holders meeting was held Thursday 5<sup>th</sup> June 2025, the following proposal is asked to be considered by Members.

Due to the current high reserve, Allotment Holders propose no increase in fees for 2025/2026.

To discuss and pass any resolution as necessary.

**Freedom of Information Act 2000 – request for information**

A request for information has been made to Southminster Parish Council from an Allotment Holder.

**25/164 Supplementary Estimates, Virements, Procurements Exemption and use of reserves.**

a) **Supplementary Estimates**

b) **Virements**

c) **Procurement Exemption**

d) **Use of Reserves**

To discuss and pass any resolution as necessary.

**25/165 Highways**

To receive an update.

**25/166 Clerks Update**

**25/167 Dist Cllr's Report**

**25/168 Strategic Development Committee**

To receive an update from Cllr Mische.

To adopt minutes of meeting 10th June 2025.

To discuss and pass any resolution as necessary.

**25/169 Boundary issue at Pump Mead Allotments**

To discuss information previously received regarding a boundary issue between Pump Mead Allotments and 10 High Street.

**25/170      Footpaths**

To receive an update from Mr Neall.

**25/171      King George V Memorial Field**

To discuss quote received for playground maintenance.

To discuss and approve pitch hire agreement.

To discuss and pass any resolution as necessary.

**25/172      Community Hall 2**

To discuss maintenance works carried out at Community Hall 2 – Cllr Cleary.

**25/173      Public Session– opportunity for members of public to speak on items of mutual interest:**

**25/174      Date of the next meeting:**

Monday 15<sup>th</sup> September 2025 – Parish Council meeting.

**25/175      Close of business.**