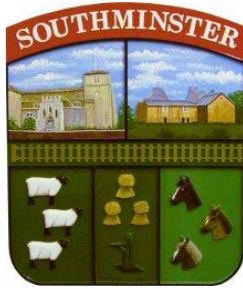


Signed by Cllr Harrold,
Monday 19th May 2025



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

14th April 2025 at 19.00, held at Memorial Hall, High Street, Southminster Essex.

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

In Attendance: J Jeffery (Parish Clerk/RFO) and 16 members of the public.

25/070 Apologies for absence.

Cllr Cleary, Cllr Fluker and Cllr Pratt.

25/071 To receive and approve Minutes of the Parish Meeting held 17th March 2025.

Proposed by Cllr Mische, seconded by Cllr McKee.

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

25/072 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 Melhuish – Non-Registrable Interest – 25/081

Cllr Mische – Non-Registrable Interest – 25/081

25/073 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 expressed concerns regarding planning application 25/00206/OUTM PP-13690298, Land West of Spratts Farm Queenborough Road Southminster Essex, part of the planning application is to narrow the High Street on the Queenborough Road junction.

It was stated in the Transport Report within the planning application that this development would dramatically intensify the traffic using Queenborough Road.

A resident commented that so many vehicles are trying to get through the village, it is impacting journeys.

A resident commented that access to site – means of access, this should be a site visit by Highways and not a desktop survey.

25/074 Planning

Week ending: 14th March 2025
25/00205/HOUSE PP-13831953
Single storey rear extension
Holmfield Pantile Hill Southminster Essex

Southminster Parish Council recommend the GRANTING of planning permission.

24/00896/HOUSE PP-13500595
Installation of an Air Source Heat Pump
29 Cherry Orchard Southminster Essex CM0 7HE

Southminster Parish Council recommend the GRANTING of planning permission.

25/00240/LDP PP-13862190
Claim for a lawful development certificate for a proposed erection of a detached
Workshop/garage building adjacent to existing dwelling.
Orchard Cottage Scotts Hill Southminster Essex

Southminster Parish Council raise no objection but wish to make the following comment: if the building should be approved, it is only to be used as ancillary to the main residential property and no commercial activities should be carried out at the building.

Week ending: 28th March 2025
25/00231/WTPO PP-13853151
(TPO 01/74) T1 (Horse Chestnut) - Repollard by 4m back to old pollards.
Remove deadwood from crown.
2 The Chestnuts Burnham Road Southminster Essex

Southminster Parish Council SUPPORT the Tree Officers recommendation.

25/00314 PP-13894495
Installation of gas meter boxes to plots 1 –5
Former Southminster Library Queenborough Road Southminster Essex

Southminster Parish Council recommend the GRANTING of planning permission.

Week ending: 4th April 2025
25/00100/PADADD PP-13751538
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

APPLICATION WITHDRAWN

Week ending: 11th April 2025
25/00206/OUTM PP-13690298
Outline planning application for the demolition of number 46 Queenborough
Road and the erection of up to 110 dwellings (including affordable housing),
with public open space, structural planting, landscaping, sustainable drainage
system (SuDS) and vehicular access point. All matters reserved, except for
means of access.

Land West of Spratts Farm Queenborough Road Southminster Essex

Southminster Parish Council OBJECT to this planning application for the following reasons:

Signed by Cllr Harrold,
Monday 19th May 2025

The Parish Council refers you to Appeal Ref APP/X1545/W/24/3351697. The Land North of Homefield and West of Tillingham Road Southminster CM0 7DT The application site lies within a rural location outside of the defined settlement boundary of Southminster where policies of restraint apply. The site has not been identified by the Council for development to meet the future needs of the District and does not fall within a Garden Suburb or strategic allocation for growth. When viewed from the surrounding area including the local road network, footpaths, bridleways and nearby properties in Queenborough Road, Spells Close and Coombe Road the proposed development would substantially alter the character of the site and surrounding area and would have an unacceptable visual impact on the countryside through the urbanisation and domestication of the site. Furthermore, the application site by reason of its location and means of access would provide poor quality and limited access to sustainable and public means of transportation resulting in the occupiers of the site particularly those to the north being overly reliant on private means of transport. The limited benefits of the proposal do not outweigh the harm caused, and the proposal would therefore not amount to sustainable development. The Council understands that the local primary school and medical centre are at capacity and whilst it accepts that any objections from the Education and Health Care Authorities can be mitigated legally by financial contributions through s106 agreements the Council points out that both facilities are effectively landlocked and therefore cannot be expanded in any meaningful way. With regards the medical centre this would mean even longer waiting times for appointments. The Council confirms that Queenborough Road at the proposed entry point to the site is very narrow effectively single track with limited visibility caused by the sweep of the bend and parked vehicles. The applicants own site plan identifies the narrowness of the road at this location. The junction of Queenborough Road with the High Street is very narrow and due to parked vehicles is effectively single track. The junction of Queenborough Road and North Street and North Street generally as a result of parked cars is single track. The junction North Street and High Street suffers from the same issues. Any additional traffic in these areas will exasperate the already difficult conditions that prevail. The parish Council specifically requests that rather than conducting a desk top survey the Highways Authority conducts an on-site survey at these locations and shares its findings with Southminster Parish Council. In summary the Council does not support the application on the basis of the harm caused to character and appearance of the area. The loss of amenity to neighbouring properties. The negative impact on the Southminster Medical Centre and Primary School and the negative impact on the highways network contrary to Policies S1, S2, S8 and D1 of the Local Plan and the NPPF.

FOR INFORMATION ONLY

Week ending: 28th March 2025

25/00240/LDP

Claim for a lawful development certificate for a proposed erection of a detached workshop/garage building adjacent to existing dwelling.

Orchard Cottage Scotts Hill Southminster Essex

Week ending: 4th April 2025

25/00369/LDP PP-13909028

Claim for lawful development certificate for a proposed single storey side extension

Moorhill Kennels Tillingham Road Southminster Essex

**Planning
Decision**

Signed by Cllr Harrold,
Monday 19th May 2025

Week ending: 4th April 2025

FOR INFORMATION ONLY

25/00111/LDP

Claim for a lawful development certificate for a proposed garage conversion
22 Kings Croft Southminster CM0 7ER

APPROVE

Appeals Advised

Site Address:

Proposal:

Application Ref:

Appeal Ref:

Appeal Start Date:

Appeal Decisions

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

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

Address: Land North of Homefield and West of Tillingham Road, Southminster
CM0 7DT

APPEAL DISMISSED

25/075

Finance Matters: -

- a: To receive and approve payment and receipts reports for March 2025, proposed by Cllr Melhuish, seconded by Cllr Harrold.
- b: To approve payments and to sign cheques, proposed by Cllr Melhuish, seconded by Cllr Wilcox.
- c: To receive and approve the budget status for March 2025, proposed by Cllr Harrold, seconded by Cllr Melhuish.
- d: To receive and approve the Bank Reconciliation Statement to 31st March 2025, proposed by Cllr Melhuish, seconded by Cllr Harrold.

The Clerk informed there are debtors of £1318.42 outstanding, however 3 of the debtors have had invoices issued within the last month. The Clerk explained that all Members receive bank reconciliations each month, showing outstanding debtors. However, Cllr Fluker has asked for the details of debtors to be presented in a different format, this has been circulated to all Members.

To discuss and pass any resolution as necessary. OBJ

25/076

Supplementary Estimates, Virements and Procurements

To discuss and pass any resolution as necessary.

There were none.

25/077

Highways

To receive an update.

The Clerk reported the following:

Water leak being investigated at King George V Memorial Field

Signed by Cllr Harrold,
Monday 19th May 2025

Water leak being investigated on Hillside Road
Scotts Hill – national speed limit/30mph signs have dropped down the pole
North Street Pavement defects have been assessed and are to be repaired by Highways.

25/078 Clerks Update

Defib went offline 20-03-2025, 26-03-2025

Local Government Reorganisation and Devolution

County Councillor Stamp has informed she is a member of the devolution working group at County Council and is more than happy to answer any questions that maybe raised.

Flower show containers have now been sited.

Blocked Gents toilet – High Street Toilets – repair carried out by Parish Warden

Roof Repair to Community Hall 1

Pavilion - Replacement of 3 x fluorescent strip lights with LED strip lights, Re-lamp working fluorescent strip lights, Replace bulbs (lamps) in gentlemen's WC, Tidy cable
VAT Reclaim of £1281.55 has been submitted

High Street Toilets Reclaim £1819.79; the year ended under budget by £61.11 of the £7,000 Maldon District Council allowance.

Insurance claim – King George V Memorial Field – Clyde & Co LLP have been instructed by our insurers to act on behalf of Southminster Parish Council.

Water Leak at King George V Memorial Field has been reported to Essex and Suffolk Water for investigation.

Pump Mead Allotments – A caravan has been dumped beside the allotments, it has been reported to Antisocial Officer at Maldon District Council and Moat Housing for removal.

Queenborough Road sign has been reported to MDC for replacement.

Repairs have been carried out to 6 Parish Council owned streetlights in North End.

Removed Street Lamp on junction of Goldsands Road – Following the removal of the streetlamp some years ago, after further investigation by the Steet Light contractors it has been confirmed that the wooden pole no longer has an electrical supply.

Active Places Grant Application for Pavilion upgrade has been unsuccessful; however, Active Places will be arranging a call with the Clerk to discuss any other options.

Currently speaking with Community Engagement Team and South East Essex Parking Partnership regarding parking charges for High Street Car Park and on costs – update at May 2025 meeting.

Internal Audit will be carried out on Thursday 24th April 2025.

25/079 Dist Cllr's Report

No District Councillors present.

25/080 Strategic Development Committee

To provide an update.

To discuss and pass any resolution as necessary.

Cllr Harrold informed that Members of the Strategic Development Committee had met with Barkers, three quotes have been provided for the infiltration test. The recommendation from the Strategic Development Committee is Chelmer Global Ltd at a cost of £3860 plus vat.

Signed by Cllr Harrold,
Monday 19th May 2025

Three quotes have also been provided for the Noise Impact Assessment, the recommendation from the Strategic Development Committee is Encon at a cost of £2950 plus vat. Cllr Harrold informed that both assessments will be assisting in discharging conditions.

Cllr Wilcox proposed acceptance of recommendations from the Strategic Development Committee, Infiltration Test, Chelmer Global Ltd at cost of £3860 plus vat, Noise Impact Assessment, Encon at a cost of £2950 plus, seconded by Cllr Mische.

RESOLVED: Acceptance of recommendations from the Strategic Development Committee, Infiltration Test, Chelmer Global Ltd at a cost of £3860 plus vat, Noise Impact Assessment, Encon at a cost of £2950 plus

25/081 To discuss a request from Southminster Bowls Club.

Request to erect advertising banners on the inside perimeter of the bowling green to gain additional funding for the club.

To discuss and pass any resolution as necessary.

A short discussion was had regarding the partial hedgerow collapsing at the bowls club.

A short discussion took place regarding visibility of the advertising banners from the car park, due to the chain link fencing. It was felt by Members that this would not be an issue.

Cllr Harrold proposed that advertising banners are allowed to be placed within the inside perimeter of the fence, seconded by Cllr Wilcox.

RESOLVED: Advertising banners are to be allowed around the perimeter of the green at the Bowls Club.

25/082 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 Harrold informed that Members would be looking at two separate items

Information has been circulated to Members from Eyelid Productions and Cloudnext regarding.gov.uk domain and website upgrade. Cllr Wilcox informed that he had looked at numerous websites provided by Eyelid Productions who specialise in websites for Parish Councils and that it appeared to be good value for money. Year One cost £929.99, Year Two cost £279.99. Cllr Wilcox proposed acceptance of the quote provided by Eyelid Productions, seconded by Cllr Melhuish.

Members agreed to proceed with the following domain name:

Southminsterparishcouncil.gov.uk

It was agreed that further investigation into provision of laptops/tablets would be brought back to next meeting for discussion.

RESOLVED: Eyelid Productions to provide website upgrade and .gov.uk domain name with support.

25/083 Events Committee

To receive an update from Cllr Wyn-Davies

To agree and pass any resolution as necessary.

Cllr Wyn-Davies informed that Sir John Whittingdale will be presenting the awards at Southminster Competitive Music Festival.

Cllr Wyn-Davies informed that the Events Committee have been considering the provision of Lilac Polo tops for Committee Members and Volunteers for the event, however, these would be at a cost of £13.85 plus vat each, potentially 15 shirts which would be a cost of over £200 to Southminster Parish Council. The Committee Members have also discussed the use of Hi Viz

Signed by Cllr Harrold,
Monday 19th May 2025

jackets and lanyards. Cllr Wyn-Davies commented that Hi Viz jackets would be more favourable from a safeguarding point of view and would be at no cost to the Parish Council as we already have them in the office. Cllr Wyn-Davies proposed using lanyards for all and depending on allocated jobs, Hi Viz jackets, seconded by Cllr Melhuish, Cllr Mische abstained from the vote.

RESOLVED: Lanyards and Hi Viz jackets (for allocated jobs) to be worn by Members and Volunteers at Southminster Competitive Music Festival.

25/084 Footpaths

To receive an update from Mr Neall.

No report.

25/085 King George V Memorial Field Public Toilets

To receive an update from Cllr Mische.

Cllr Mische has contacted Southend-on-Sea City Council for details of suppliers of suitable toilets. Cllr Mische has been in contact with the suggested contractor; a site visit will be arranged for the company to prepare a quote.

25/086 King George V Memorial Field

To discuss quote received for playground maintenance.

To discuss and pass any resolution as necessary.

The Clerk gave details of a quote received for playground repairs, due to the cost, Members agreed to obtain two further quotes.

25/087 Public Session– opportunity for members of public to speak on items of mutual interest:

A resident commented regarding North Street pavements and High Street pavements, The Clerk informed that North Street is scheduled for repair, however, Highways have inspected the High Street, and it is not scheduled for repair at this time.

A resident commented that she was very disappointed that Southminster were not holding any events for VE day or VJ day. The Clerk informed that a free event was being held at Maldon Promenade Park. Cllr Wyn-Davies commented that the event held in May last year was overshadowed by bad weather and that the Events Committee had been working on the Competitive Music Festival, however, the comments were taken on board.

Mr Monks asked if there was any update regarding adding civilian names to the war memorial. Mr Monks also commented that the war memorial needed repair, and he hoped if it wasn't carried out before VE Day, that it was carried out before Remembrance Sunday.

A resident informed that a truck and trailer had been parked outside the Post Office all weekend. This has also been a previous issue, it was commented that it is antisocial.

It was reported that the new yellow lines on Kings Road are shorter than the previous double yellow lines, can these be reinstated?

A discussion was had by residents regarding the purchase of 46 Queenborough Road, by the landowner of the proposed development.

Mr Monks asked if the signage at the entrance of King George V Memorial Field could be replaced as it is looking tired and outdated.

25/088 Date of the next meeting:

Tuesday 13th May 2025 – Parish Assembly

Monday 19th May 2025 – Annual Parish Council meeting.

Signed by Cllr Harrold,
Monday 19th May 2025

25/089 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 Melhuish, seconded by Cllr Mische.

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

25/090 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 has asked for an email trail to be forwarded to him.

25/091 Rent Review for year 2025-2026

To discuss rents for Southminster Tennis Club, Southminster Bowls Club, Southminster Scouts and football pitch fees.

To discuss and pass any resolution as necessary.

Members agreed for a meeting to be called with Southminster Tennis Club, to be attended by Cllr Harrold, Cllr Mische and the Clerk.

Cllr Harrold proposed a 3% increase to rents for Southminster Tennis Club, Southminster Bowls Club, Southminster Scouts and Football Pitch Fees (Season 2025-2026), seconded by Cllr Wilcox.

RESOLVED: 3% increase to rents for Southminster Tennis Club, Southminster Bowls Club, Southminster Scouts and Football Pitch Fees (Season 2025-2026).

25/092 Close of business.

Meeting closed at 8.38pm.