



## **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 15<sup>th</sup> September 2025 at 19.00 hrs.**

*J Jeffery*  
*Parish Clerk*

**10<sup>th</sup> September 2025**

*Members, we are recording this meeting, and by being present at the meeting, you are giving your consent to being recorded. During each item, please put your hand up to indicate if you wish to speak. I will then invite you at the appropriate time.*

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

**25/176      Apologies for absence.**

**25/177      To receive and approve Minutes of the Parish Meeting held 7<sup>th</sup> July 2025.**

**25/178      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.)

**25/179      Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only**

Restricted to 15 minutes across both public sessions.

**25/180      Planning**

Week ending: 18<sup>th</sup> July 2025

25/00507/FUL PP-14046151

New detached dwelling house adjoining existing pair of semi detached dwelling houses.

Land at 18 Pump Mead Close, Southminster, Essex

Response under delegated powers.

Southminster Parish Council recommend the REFUSAL of planning permission.

15-09-2025 Agenda

Southminster Parish Council do not support this planning application due to the design size scale and bulk and the detrimental impact on the street scene contrary to MDC LDP 2017 Policy D1. There are acute issues with parking at Pump Mead Close and that whilst the application provides off street parking, on street parking will be lost if the application is approved.

Week ending: 25<sup>th</sup> July 2025

25/00453/FUL PP-13977682

Refurbishment of site to include replacement welfare units, fencing, access gates, sewage treatment plant and 150spm of site clearance for a drainage field.

Environment Agency Southminster Depot Goldsands Road Southminster

Response under delegated powers

Southminster Parish Council recommend the GRANTING of planning permission.

Week ending: 5<sup>th</sup> September 2025

25/00740/OUT PP-14232230

Outline application with all matters reserved for demolition of existing dwelling and erection of 5 new dwellings and associated infrastructure.

16 Sheepcotes Lane Southminster Essex CM0 7AF

### **Planning Decisions**

Week ending 25<sup>th</sup> July 2025

25/00041/FUL

New access drive into High House Wedding Venue from Old Heath Road

High House Old Heath Road Althorne Chelmsford

**APPROVE**

Week ending: 8<sup>th</sup> August 2025

25/00535/PADADD

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

**PRIOR APPROVAL REQUIRED AND GRANTED**

### **FOR INFORMATION ONLY**

#### **Appeals Advised**

**Site Address:** Land at 15 Pump Mead Close Southminster Essex

**Proposal:** .Proposed dwellinghouse with associated private amenity space and parking on land associated with 15 Pump Mead Close. Revised parking arrangement for donor dwelling.

**Application Ref:** 25/00122/FUL PP-13685437

**Appeal Ref:** APP/X1545/W/25/3370022

**Appeal Start Date:** 8<sup>th</sup> August 2025

**Site Address:** Land South of Threeways and 45 The Street Latchingdon Essex

**Proposal:** Outline planning application with all matters reserved except for means of access, for up to 140 no. Dwellings (Use Class C3) including 40% affordable housing; new site access and internal access roads; a new village centre (Use Class E (a); flexible employment space (Use Class E); car and cycle parking; landscaping; sustainable urban drainage systems; public open

space and footpaths; community woodlands and allotments; together with associated infrastructure.

**Application Ref:** 24/01004/OUTM PP-13623594

**Appeal Ref:** APP/X1545/W/25/3369961

**Appeal Start Date:** 13 August 2025

The hearing is to be held as an in-person event and will be heard on Tuesday 25<sup>th</sup> November 2025 @ 10am at Maldon District Council Offices. The hearing is expected to last two days.

**Appeal Decisions**

**Appeal Reference:**

**Proposal:**

**Address:**

**APPEAL DISMISSED**

**25/181**

**Finance Matters: -**

- a: To receive and approve payment and receipts reports for July and August 2025.
- b: To approve payments and to sign cheques.
- c: To receive and approve the budget status for to 11<sup>th</sup> September 2025.
- d: To receive and approve the Bank Reconciliation Statement to 31st July and 31<sup>st</sup> August 2025.

To discuss and pass any resolution as necessary. [OBJ]

- e: To note Clerks pay increase of 0.68p per hour, SCP 32, backdated to 1<sup>st</sup> April 2025.

- f: Approval request to write off invoice SPC 642, £40.00, pitch hire for Fireworks Event 2024, as per Financial Regulation 14.3

**25/182**

**To receive recommendations from Performance, Governance and Audit Committee**

To adopt minutes of meeting held 27<sup>th</sup> August 2025, to note cancelled meetings 9<sup>th</sup> July 2025, 27<sup>th</sup> August 2025 and 3<sup>rd</sup> September 2025.

**25/182.01 To consider Internal Auditor's report**

To discuss and pass any resolutions as necessary.

**25/182.02**

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

**25/182.03**

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

**25/183**

**Action Plan**

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

To discuss and pass any resolution as necessary.

**25/184**

**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.

**25/185            Supplementary Estimates, Virements, Procurements Exemption and use of reserves.**

**a)            Supplementary Estimates**

**b)            Virements**

Request of virement from cost centre 4720/270 Community Development Fund to Cost centre 5060/120, New Community Building Project, the sum of £8746.00 to pay an invoice for the developed design and specialist survey - Infiltration Test associated with the new community building project, to discharge conditions.

**c)            Procurement Exemption**

**d)            Use of Reserves**

To discuss and pass any resolution as necessary.

**25/186            Highways**

To receive an update.

**25/187            Clerks Update**

**25/188            Dist Cllr's Report**

**25/189            Councillor Actions and Procurement – Governance Concerns**

Clerk to update

**25/190            Strategic Development Committee**

To receive an update from Cllr Mische.

To adopt minutes of meeting 1<sup>st</sup> July, 22<sup>nd</sup> July and 14<sup>th</sup> August 2025.

To discuss and pass any resolution as necessary.

**25/191            Events Committee**

To discuss adoption of Terms of Reference.

Southminster Parish Council meeting held 22<sup>nd</sup> July 2024 Ref 24/203, resolved: That an Events Committee is formed as formal committee of Council, both sets of Terms of Reference would be considered by the Events Committee with the final version going to the Performance, Governance and Audit Committee for approval. The matters of finance and administration by the Clerk were agreed in principle.

Events Committee meeting held 18<sup>th</sup> June 2025 Ref 023/25/26 The committee agreed that having considered both versions they were still content to agree the version approved by committee in August 2024.

It was accepted that the Terms of Reference had to be approved by Council but bearing in mind the majority of members of the PGA Committee were present at this meeting it was felt that there was no need expend valuable resources and time by sending the document to that committee for approval prior to them going to Council.

Cllr Harrold seconded by Cllr Melhuish proposed that the Terms of Reference dated June 2025 be agreed and that they are presented to Council for adoption.

To discuss and pass any resolution as necessary.  
To adopt minutes of meeting held 16<sup>th</sup> July 2025.  
Health and Wellness Event - To receive an update from Cllr McKee.

**25/192 Southminster Men's Shed**

Cllr McKee to update regarding a request for a letter of support.  
To discuss and pass any resolution as necessary.

**25/193 Footpaths**

To receive an update from Mr Neall.

**25/194 King George V Memorial Field**

To discuss quotes received for playground maintenance.  
To discuss and approve pitch hire agreement.  
To discuss and pass any resolution as necessary.

**25/195 Community Hall 2**

Clerk to update reference new heaters.

**25/196 Public Session– opportunity for members of public to speak on items of mutual interest:**

**25/197 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.

**25/198 Car Park Building**

Clerk to update.

**25/199 Date of the next meeting:**

Monday 21<sup>st</sup> October 2025 – Parish Council meeting.

**25/200 Close of business.**