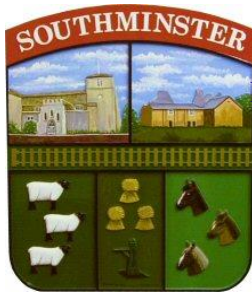


Signed by Cllr Harrold Chair  
20<sup>th</sup> October 2025



## **SOUTHMINSTER PARISH COUNCIL**

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### **Minutes**

#### **The Meeting of Southminster Parish Council**

**15<sup>th</sup> September 2025 at 19.00, held at Memorial Hall, High Street, Southminster Essex.**

**Present:** Cllr Cleary, Cllr Fluker, Cllr Melhuish, Cllr McKee, Cllr Pratt and Cllr Wilcox.

**In Attendance:** J Jeffery (Parish Clerk/RFO) and 24 members of the public.

#### **25/176 Apologies for absence.**

Apologies were received from Cllr Mische and Cllr Wyn-Davies.

**Cllr Harrold informed Members and Members of the Public of the sad passing of Mr Brian Beale MBE and asked for all attending to stand and observe a one-minute silence.**

Cllr Pratt gave a reflection of Mr Brian Sidney Beale MBE, he was born in Chelmsford in St John's Hospital, raised in 23 Queenborough Road Southminster. Brian was a Parish Councillor for 28 years and the list of things that Brian did for the village is long, tennis, football, swimming pool, trees, play equipment. Southminster is made from Brian's enthusiasm, but it had to be done on a shoestring, he really struggled with the precept but always found a solution.

Cllr Pratt commented that Brian was a good friend to me and a good friend to Southminster.

**Brian's funeral will be held at St Leonard's Church @ 2pm on 15<sup>th</sup> October 2025.**

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

The minutes of meeting held 7<sup>th</sup> July 2025 were proposed by Cllr Melhuish, seconded by Cllr McKee.

**RESOLVED: The minutes were duly signed by Cllr Harrold, Chair**

#### **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.)

Item 25/184 - Allotments – Cllr McKee declared an interest as an allotment holder.

**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.

A resident informed that footpath between Princes Avenue/Elsden Chase is overgrown.

A resident informed that the hedge on the corner of Kings Road is overgrown and extremely dangerous. The Clerk was asked to write a letter to the homeowner.

A resident asked why toilets, police, anti-social behaviour have not remained on the agenda. Cllr Pratt informed that the minute regarding the police attendance was closed off, however Police will be added to the agenda when they are invited. The Clerk informed that the toilets will be discussed under item ref 25/190 Strategic Development Committee. The Clerk informed that she hasn't had time to invite the police to the meeting due to lack of time, The Clerk informed she would invite to a future meeting but cannot dictate when they can attend. The resident asked that the item remains on the agenda, Cllr Pratt informed that if the item is minuted and then closed, when at a subsequent meeting the police are in attendance, the item will be an agenda item. Cllr Fluker asked that follows up could be given in the Clerks report.

A resident asked to speak on the new proposal to build 110 houses, Queenborough Road, Southminster. The access point is approximately half a metre from the resident's house.

It was commented that the access point is just off a right-angle bend. To put an access point where circa 200 vehicles will access that point every day is completely nuts. Essex Highways rejected the original application, however, that objection has now been removed for the sum of £310,000.

A resident of Queenborough Road commented that she has is aware of increased speed along the road, it is the main road through to Steeple. The pavements are not wide enough, you have to walk single file and cannot use a double pushchair along the pavement., and she felt it was dangerous for homeowners. It was commented that a van is regularly parked on the road which proves troublesome for sight lines. It was commented that Queenborough Road emerging onto the High Street is too narrow, the homes at this end of the road have limited parking with many cars parked along the road. There is not a big enough swing on the road as you enter off of the High Street. This is an additional 200 cars weaving through an already busy narrow road. The road is of poor repair as you enter from the High Street on Queenborough Road.

A resident of Coombe Road commented that cars will turn right into Coombe Road, possibly Hillside, Devonshire Road and Crown Way. Residents are mainly young families and elderly couples the quietness of the area will be destroyed.

It was commented that construction traffic will come through Coombe Road because of the tight junction of Queenborough Road.

The Chair informed that this application has not come forward again for a response from Southminster Parish Council. A resident informed that a new planning poster has been put on a lamp post. The resident informed this is a new version of the planning application.

Cllr Fluker informed that this may be a variation to the planning application, however Southminster Parish Council should have been informed.

The Clerk was asked to email Maldon District Council Planning re the revised planning application

Councillor Fluker informed there are currently 78 public consultee objections on the planning portal, he advised all attending to object again if there are any new concerns.

The construction traffic accessing the site will be governed by a Construction Management plan and this will be determined after the planning determination. Cllr Fluker informed that if there are concerns surrounding construction traffic now would be the time to make those concerns known to Maldon District Council.

Councillor Fluker also recommended writing to Essex Highways to ask if they had been to the site to view and address any concerns. A meeting with County Councillor Stamp was also recommended.

**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.

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

Southminster Parish Council recommend the REFUSAL of planning permission for the following reasons:

It is an incongruous design of backwater development in the open countryside; unacceptable impact on the street scene. Street scene images contradict each other. There is a Public Right of Way to the rear of site, giving a certain degree of loss of amenity to users. It does not appear to have enough visitor parking to meet Maldon District Council Parking Standards. It does not meet the revised Maldon District Council Housing Needs Assessment. Impact on primary school, NHS and Highways. It is contrary to policies D1, and H2 of the 2017 Maldon District Council Local Development Plan.

**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.  
Councillor Fluker recommends attendance and speaking at this appeal.

**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, proposed by Cllr Cleary, seconded by Cllr Melhuish.
- b: To approve payments and to sign cheques, proposed by Cllr Cleary, seconded by Cllr Melhuish.
- c: To receive and approve the budget status for to 11<sup>th</sup> September 2025, proposed by Cllr Cleary, seconded by Cllr McKee.
- d: To receive and approve the Bank Reconciliation Statement to 31st July and 31<sup>st</sup> August 2025, proposed by Cllr Cleary, seconded by Cllr Melhuish.

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, Noted.

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

Councillor Fluker advised to reverse the invoice.

Councillor Fluker asked that Ear Marked Reserves are added to the agenda.

**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.

There were no minutes of meeting 27<sup>th</sup> August 2025, due to cancelled meeting.

The cancelled meetings date 9<sup>th</sup> July, 27<sup>th</sup> August and 3<sup>rd</sup> September were noted by all Members.

**RESOLVED: The cancelled meetings date 9<sup>th</sup> July, 27<sup>th</sup> August and 3<sup>rd</sup> September were noted by all Members.**

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

To discuss and pass any resolutions as necessary.

Cllr Harrold, Chair asked that a recorded for is taken on this item.

Cllr Pratt, Cllr McKee, Cllr Cleary and Cllr Melhuish – For

Cllr Fluker – Against

Cllr Harrold and Cllr Wilcox – Abstain

**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).**

The Clerk informed that upon speaking to PKF Littlejohn due to the delay in sending these documents, despite being on the agenda for the June and July 2025 meetings, where this matter has been deferred. Southminster Parish Council will now have to answer No to assertion 1, We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Cllr Fluker proposed that if the Clerk and the Chairman are happy to sign, then Members would support them.

Cllr Pratt commented that other parish and town councils, it is normally between the Chair and Clerk to make a recommendation and support whoever is in the chair to sign. Cllr Pratt commented that if that is the recommendation of the Chair, then he would support.

**RESOLVED: Cllr Harrold, Chair and the Clerk duly signed 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).

Cllr Pratt proposed the signing of section 2 of the Annual Governance Statement of the Annual Governance and Accountability Return for 2024/25 (appendix 5), seconded by Cllr Cleary. Cllr Fluker and Cllr Wilcox commented that they cannot support.

**RESOLVED: Cllr Harrold, Chair and the Clerk duly signed section 2, 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.

Cllr Harrold informed that the Action Plan had been reviewed by the Performance, Governance and Audit Committee.

Cllr Cleary proposed acceptance of the Action Plan, seconded by Cllr Melhuish.

Cllr Fluker asked how often the action plan will be reviewed, the Clerk informed that it can be reviewed by the Performance, Governance and Audit Committee at every meeting. Cllr Fluker ask when it would come back to full council, the Clerk informed an update can be given by the Performance, Governance and Audit Committee following each meeting.

Clerk to circulate action plan to all Members.

**RESOLVED: Action Plan was duly received and accepted.**

### **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.

The Clerk informed that the current water charges for Pantile Hill Allotments had decreased, therefore she felt the expenditure for the next year would remain similar to 2024/2025.

The Clerk informed that Parish Machinery and Clerks admin time have previously not been charged for. The Clerk reported that she spends approximately 20 hours per annum on allotments work, which includes attendance at meetings, meeting preparation and invoicing.

Cllr Fluker informed that concern should be given to Japanese Knotweed, a land claim, paving slabs at Pump Mead Allotments need maintenance, legal fees for the transfer of land from Moat Housing for Pump Mead Allotments and any other risks in the future.

Councillor Fluker proposed an increase of 5% to allotment fees in line with inflation for year 2025/2026, seconded by Cllr Cleary, all agreed.

**RESOLVED: An increase of 5% to allotment fees for year 2025/2026.**

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

**a)          Supplementary Estimates –** There were none.

**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.

Cllr Harrold informed that to progress with our planning permission, there are three conditions that need to be discharged, one on noise, one on surface water and one on drains. Drains – CCTV survey was carried out on 22<sup>nd</sup> August, that is currently with the architect, the plan will be revised.

Cllr Fluker enquired regarding a payment to Barkers in the finance pack of £10,495.20, the Clerk informed that it is the same payment, however Southminster Parish COuncil claim VAT back, so the requested virement is net of VAT. The Clerk informed that there is currently £25,000 allocated in the budget for the New Community Build Development Fund, as the money has not been transferred out, it will be easier to draw down from there before transferring from reserves. Proposed by Cllr Pratt, seconded by Cllr Cleary, agreed.

**RESOLVED: 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 approved.**

**c)          Procurement Exemption –** There were none.

**d)          Use of Reserves –** There were none.

To discuss and pass any resolution as necessary.

**25/186          Highways**

To receive an update.

The Clerk informed that highway drainage on Burnham Road had been completed.

**25/187          Clerks Update**

Two new noticeboards and telephone answer machine have been ordered for the Parish Room

High Street Toilets, flooring has been painted. Store and disabled doors repaired and painted.

High Street Car Park, Black barriers have been painted

Cllr Fluker asked for an update on the new flower show containers

The Clerk informed that the containers had been purchased by Southminster Parish Council and delivered to the gentleman who had offered to site them, once he was less busy. The containers were sited without notification to the office. No charge has been made. Cllr Fluker informed that a gap is forming between the two containers. Cllr Fluker raised concerns that should a child climb onto the roof the gap is large enough for a foot to become stuck.

Cllr Fluker informed that in his mind the containers have not been installed properly, however the contractor is informing that they have. Cllr Fluker informed that the contractor has informed he is not responsible for the gap as they were placed on a supply only contract.

The Clerk was asked to obtain three quotes to address the problem. Cllr Fluker also commented that a plastic coping is needed to close the gap.

Cllr Fluker asked for an update on the asbestos survey carried out on the old flower show container, it was confirmed that samples had been taken, and no asbestos has been found.

Cllr Fluker asked for an update on the data breach. Cllr Fluker asked if the Information Commissioners Office had been informed, to which the Clerk replied yes, as it was a concern for her personal data she had contacted the Information Commissioner in her own time, who advised that as the data breach concerns the Clerk, that the Clerk asks Southminster Parish Council to undertake a full and thorough investigation with a report back within 10/14 days, after this time the matter will be reviewed and a decision taken if this should be pursued. The Information Commissioner's officer informed that as I can demonstrate that a background work is being carried out to investigate, the 72 hours will be extended. It was also informed that as Southminster Parish Council are members of ICO, they will give advice and guidance. The Clerk gave background to the data breach claim, in that she had logged in to her timesheet on Wednesday morning and found that the page was in August, the Clerk commented that she found this strange as she always leaves the current month page open. Upon looking at the history, the Clerk then found that multiple documents had been accessed but not by the Clerk. One document accessed was a pension return, which includes her name, address, telephone number, marital status, date of marriage and pension contribution. The Clerk informed all Member of the data breach and due to the seriousness of the issue, spoke with The Computer Centre who linked remotely and informed they could not find any third-party involvement. Cllr Fluker proposed that Cllr Harrold and Cllr Mische investigate on behalf of Southminster Parish Council. Cllr Cleary confirmed he would be happy to help. It was commented that an external investigation may be needed, using a forensic analyst as this breach is duty bound to be investigated.

**25/188            Dist Cllr's Report**  
**Report from Cllr Adrian Fluker**

**Maldon District Council Ward Member for Southminster**

**PLANNING**

MDC is currently considering applications for large scale developments at Spratts Farm Queenborough Road and land to the West of David Fisher Way and north of Scott's Hill.

The council no longer has a 5-year housing land and is therefore open to speculative applications

The local Highways Authority have subject to the receipt of payments to mitigate junction issues at Queenborough Road, North Street and High Street have withdrawn their objection to the Spratts Farm development

**WASTE AND RECYCLING**

The council is starting to process the review the contract. A public consultation will take place. It is not anticipated that the current format will change.

**LOCAL (DEVELOPMENT) PLAN**



Signed by Cllr Harrold Chair  
20<sup>th</sup> October 2025

No update

### **PLANNING APPEAL & VICARAGE MEADOW**

Along with 11 residents I attended the Planning Appeal Hearing for Glebe Meadow at MDC on and gave evidence accordingly.

Cllr Harrold also attended and gave evidence regarding connectivity into KGVPF and the impact the new community pavilion on the proposed new development.

The appellants questioned whether SPC would be able to deliver the project and start it before the expiry of the planning permission in November.

It might be that if the planning permission expired and the project was not started and the appeal had not been determined by that time the appeal could be upheld at the expense of the pavilion not being granted planning permission in the future.

### **LOCAL GOVERNMENT REFORM**

Maldon Proposal is 5 Unitary Councils which we would mean we would merge with Chelmsford and Brentwood

The ECC proposal is 3 Unitary Councils which would mean we would merge with Chelmsford, Brentwood, Epping Forest and Harlow

It appears that from the evidence provided to date the 3 Unitary Model is the most cost efficient.

The GOVT will decide and report back in the Spring

### **MDC News**

Members have agreed to allow the CEO to implement a review of the senior staff structure.

Hythe Quay Claas room will be demolished in advanced of planned upgrades to the Hythe

Hythe Quay Dredging – has still not been resolved

MacMillan – Coffee Morning Friday 26<sup>th</sup> September Maldon Town Hall

Blood Pressure Monitors are now available to borrow for ECC libraries

18-27<sup>th</sup> Stevens Fun Fair at the Prom

26-5<sup>th</sup> October Saltmarsh Walking Festival

Santa Fun Run 14<sup>th</sup> December

District Councillor Pratt informed that following a meeting with Sir J Whittingdale OBE, he informed that the main driver in parliament behind the Local Government Reform has just resigned from her seat.

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

Clerk to update

Concerns regarding the non-inclusion of documents:

**Events Committee** - Agenda's 16<sup>th</sup> July 2025 and 10<sup>th</sup> September 2025 requested but not received.

Signed by Cllr Harrold Chair  
20<sup>th</sup> October 2025

Walkie Talkies have been purchased, added to the asset register, despite asking Cllr Fluker to return to the office, he informs they need to be calibrated. Cllr Fluker informs they have been signed for and are insured, however despite asking I do not have evidence of this.

**Back Office Review – Working Group**

No agenda's, minutes or meeting notes have been provided. Clerk is unaware of meeting dates.

**Laptops x 10**

Despite asking I am unaware of who has the laptops. 6 were signed out of the office before my annual leave. Cllr Pratt and Cllr McKee have not taken delivery of laptops.

2 laptops are now in the office, which I have been told are for the Clerk and Cllr McKee.

I have not been provided with invoices for the software or licence agreements. Cllr Wilcox informed that the licence is the standard Microsoft Licence agreement. The Clerk asked that it is sent in.

Members who do have the laptops have not signed for them, the Clerk informed that a document needs to be created for all Members to sign for the laptops.

A discussion was had regarding the significant saving Cllr Wilcox had made for Southminster Parish Council, and Cllr Fluker proposed a vote of Thanks.

However, the correct procedure had not been followed. Prior to the Clerks annual leave discussions were had with Cllr Wilcox regarding him preparing the laptops and providing.gov.uk email addresses/domain name, due to using groupon which would make a significant saving to the Parish Council. The Clerk informed Cllr Wilcox that the resolution of council at the April 2025 meeting was Eyelid Productions to provide website upgrade and gov.uk domain name with support. The Clerk advised that the resolution stands for six months, should Members wish to change the resolution it would need to come back to a future meeting for discussion., however, Cllr Wilcox proceeded with his intentions.

The Clerk advised that she had taken advice on the matter with the Chief Executive Officer at Essex Association of Local Councils, who informed:

The resolution passed in April 2025 clearly authorised the use of Eyelid Productions for the website and.gov.uk domain. Any change to that resolution, such as switching to a different provider or method, must be brought back to Council for formal reconsideration and approval. This is in line with the NALC Model Standing Orders and the principles of lawful decision-making. The "six-month rule (Standing Order 7a) prevents a resolution from being reversed within six months unless:

A special motion is proposed by at least three councillors, or

The Chair rules that new information justifies reconsideration.

Therefore, proceeding with an alternative provider without a formal resolution is not compliant with the Council's Standing Orders and may be considered ultra vires (beyond the Council's legal powers).

Cllr Wilcox informed that the Southminster Parish Council.gov.uk will transfer to the Southminster Parish Council website.

Cllr Harrold informed that, the issue is the correct procedure had not been followed.

This will be an agenda item for next meeting to ratify the situation.

**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.

Cllr Pratt proposed adoption of the minutes of Strategic Development Committee held on 1<sup>st</sup> July, 22<sup>nd</sup> July and 14<sup>th</sup> August 2025, seconded by Cllr Cleary.

Cllr Fluker informed he was unhappy to approve the minutes as he had not seen them, Cllr Harrold informed that the minutes had been sent out in the meeting pack. Cllr Fluker asked for it to be recorded that he is unhappy approving minutes that had not been tabled and read by Members. The Clerk informed that 23 documents had been sent out in the meeting pack to all Members.

Cllr Fluker informed that National Lottery and Sport England at Cambridge should be contacted regarding funding.

The Clerk informed that a grant finder has been approached and is currently looking into funding streams. Cllr Fluker asked what costs would be involved, the Clerk informed that costs are not known at this time.

**RESOLVED: Minutes of meetings held 1<sup>st</sup> July, 22<sup>nd</sup> July and 14<sup>th</sup> August 2025 were duly adopted.**

#### **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.

This item was deferred to next meeting.

#### **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.

Cllr Fluker proposed a letter of support is sent to the Men's Shed, seconded by Cllr Pratt.

**RESOLVED: A letter of support is to be sent to the Men's Shed.**

#### **25/193            Footpaths**

To receive an update from Mr Neall.

No Update.

**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.

This item was deferred to next meeting.

**25/195            Community Hall 2**

Clerk to update reference new heaters.

This item was deferred to next meeting.

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

A resident commented that many footpaths around the village are crumbling and in need of repair. It was informed that this is the responsibility of Essex Highways.

A resident asked why items are not being dealt with in a timely manner and why matters are being missed.

A resident commented that she felt sad of the situation with the new flower show containers, the contractors do know what they are doing, it is very unfair what has been said at this meeting. Cllr Cleary responded that the ground conditions appear to have shrunk. Cllr Fluker commented that a sealing strip is needed.

A resident informed that the church flagpole has broken, can Southminster Parish Council contribute towards the repair. It was informed that a Parish Council cannot make monetary contributions to a church. Cllr Fluker informed that previously he and various businesses put money into the repair, the Church did not put any money towards the repair. Cllr Fluker informed that the Church has recently sold Glebe Meadow for circa £2 million.

A resident informed that as the only person of colour attending the meeting Members should be mindful of the impact the flags are having on the community. Cllr Fluker commented that they are not our flag, Southminster Parish Council are not aware who has put them up. Cllr Fluker informed if residents are unhappy to speak with Essex County Council who are removing them.

A resident asked for details of the Highways report for the new community building access at King George V Memorial Field, It was reported that details can be obtained from Maldon District Council Planning.

A resident commented that whilst most issues at Pump Mead allotments were speculation apart from Japanese Knotweed, would it not be prudent to get clarity on land ownership before charging allotment holders more, or spending money or saving money. Moat Housing have previously advised they will not undertake the transfer of land ownership before they have completed Burnham Allotments. The Clerk is to report to Moat the boundary issue.

A resident informed that she had heard The Queens Head Public House was to be used to house asylum seekers, the Chair informed that he is not aware of any planning applications.

Cllr McKee informed that a Health and Wellness event was held on Saturday, there is a QR code which you can scan to complete a survey regarding future events.

**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.

Signed by Cllr Harrold Chair  
20<sup>th</sup> October 2025

Cllr Melhuish proposed that the press and public should now be excluded from the meeting in accordance with The Local Government Act 1972, ss100, seconded by Cllr Cleary.

**RESOLVED: 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.

See confidential report spc.15.09.2025.

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

Monday 20th October 2025 – Parish Council meeting.

**25/200            Close of business.**

Meeting closed at 9.50pm.