



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 15th December 2025 at 19.00 hrs.

J Jeffery

Parish Clerk

9th December 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.

Members of the public attending the Meeting with a view to speaking are deemed to be giving permission to be included in the recording.

A G E N D A

25/248 Apologies for absence.

25/249 To receive and approve Minutes of the Parish Meeting held 17th November 2025.

25/250 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.)

25/251 Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only

Restricted to 15 minutes across both public sessions.

25/252 Planning

Week ending: 28th November 2025

25/01012/LBC PP-14464871

Addition of car chargers to plots 1 – 5

Former Southminster Library Queenborough Road Southminster Essex

25/00797/FUL PP_14295665

Proposed annexe ancillary to main dwelling
Land at Nairobi Old Heath Road Southminster

25/00991/FUL PP-14353851

Proposed new live/work dwelling unit. Change of use from recreational to residential.

Chestnuts Seamer Road Southminster Essex

Week ending: 5th December 2025

25/01043/TCA PP-14514169

T1 – Robinia – Crown reduction of 4.5m, T2 – Leylandii hedge – Height reduction by 1.5m and reduce side by 1.25m, to match north end.

3 Station Road Southminster Essex CM0 7EW

25/01025/FUL PP_14427450

Construction of 2 No. two bed dwellings and new vehicle crossovers

Land Adjacent 44 Coombe Road Southminster Essex

25/01022/FULM PP_14350416

The construction, operation (including maintenance) and decommissioning of an onshore wind electricity generating facility and associated infrastructure, comprising up to 15 Wind Turbine Generators (WTG's), onsite substation, access tracks, underground cabling, temporary construction compounds, temporary concrete batching plant, and landscape and ecological mitigation and enhancement.

Land East of Bridge Wick Land Dengie Essex

Planning Decisions

Week ending: 5th December 2025

25/00946/TCA

T1 Bay tree – Height reduction by 2m, lateral reduction by 1.5m.

23 Station Road Southminster Essex CM0 7EW

ALLOWED TO PROCEED

FOR INFORMATION ONLY

Appeals Advised

Site Address:

Proposal:

Application Ref:

Appeal Ref:

Appeal Start Date:

Site Address:

Appeal Decisions

Appeal Reference: APP/X1545/W/25/3370022

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

Address: 15 Pump Mead Close Southminster Essex CM0 7AE
APPEAL ALLOWED

25/253

Finance Matters: -

- a: To receive and approve payment and receipts reports for October 2025 and November 2025.
- b: To approve payments and to sign cheques.
- c: To receive and approve the budget status to 10th December 2025.
- d: To receive and approve the Bank Reconciliation Statement to 31st October 2025 and 30th November 2025.
- e. To receive and approve Ear Marked Reserves.
To discuss and pass any resolution as necessary. [OBJ]

25/254

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 £11,113.00.

- c) **Procurement Exemption**
- d) **Use of Reserves**

To discuss and pass any resolution as necessary.

25/255

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.

25/256

Budget/Precept 2026/2027

To receive and approve minutes of meeting held 13th November 2025.

To note cancelled meetings 27th November 2025 and 11th December 2025.

To review budget.

To discuss and agree precept for 2026-2027.

25/257

Internal Auditor 2026

To discuss the appointment of Internal Auditor for 2026.

To discuss and pass any resolution as necessary.

25/258

Forensic Investigation/Information Commissioner Office

To receive an update.

25/259

Highways

To receive an update.

25/260

Clerks Update

25/261 Dist Cllr's Report

25/262 Strategic Development Committee

To receive an update from Cllr Harrold.

To adopt minutes of meetings held 9th September 2025 and 27th November 2025.

To discuss and pass any resolution as necessary.

25/263 Events Committee

To adopt minutes of meeting held 22nd October 2025.

To discuss and pass any resolution as necessary.

To receive an update from Cllr Harrold.

25/264 Allotments

To receive an update.

To discuss and pass any resolution as necessary.

25/265 High Street Toilets

To discuss drainage issue.

To discuss and pass any resolution as necessary

25/266 Greater Essex Local Government Reform Proposals

To prepare a response to consultation previously circulated..

To discuss and pass any resolution as necessary.

25/267 William Ayletts Charity

A deposit of £90 has been received from the William Aylett charity for 2025.

To discuss and agree a suitable beneficiary

To discuss and pass any resolution as necessary.

25/268 Footpaths

To receive an update from Mr Neall.

25/269 King George V Memorial Field

Combat Academy for Sport Ltd have offered the use of the 3G Astro Pitch to football teams that train/play at KGVMF at a reduced rate of £20.00 per hour, a 33% reduction between the hours of 9am and 3pm, Saturdays. This offer has been made due to weather conditions which is causing games to be called off, this will give children the opportunity to continue to play.

To discuss and pass any resolution as necessary.

25/270 Business by reason of special circumstances considered by the Chairperson to be urgent.

25/271 Public Session– opportunity for members of public to speak on items of mutual interest:

25/272 Date of the next meeting:

Monday 19th January 2026 @ 7pm, Parish Council meeting.

25/273 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.

25/274 Review of Parish Warden and Parish Cleaner Staff Salaries

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

25/275 High Street Car Park Building

To discuss and review termination of lease.

To discuss and pass any resolution as necessary.

25/276 Close of business.