



SOUTHMINSTER PARISH COUNCIL

New Parish Room, Queenborough Road, Southminster, Essex. CM0 7AB

Tel: 01621 773868

Fax: 01621 773868

E-mail: clerk@southminsterparishcouncil.com

Website: <https://e-voice.org.uk/southminster-parish-council/>

Councillors are summoned to attend a Meeting of Southminster Parish Council to be held at Southminster Memorial Hall, High Street, Southminster on the 17th November 2025 at 19.00 hrs.

J Jeffery

Parish Clerk

12th November 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

25/224 Apologies for absence.

25/225 To receive and approve Minutes of the Parish Meeting held 20th October 2025.

25/226 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.)

25/227 Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only

Restricted to 15 minutes across both public sessions.

25/228 Planning

Week ending: 17th October 2025

25/00760/FUL PP-14248682

Extension to existing bungalow to form two storey dwelling

Moorhill Kennels Tillingham Road Southminster Essex

Week ending: 31st October 2025

Demolition of Public House and associated buildings and erection of a Convenience Store (Class E) with associated access, parking, landscaping and other works.

Queens Head Public House 36 Queen Street Southminster Essex

Week ending: 7th November 2025

25/00946/TCA PP-14422067

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

23 Station Road Southminster Essex CM0 7EW

Planning Decisions

Week ending

FOR INFORMATION ONLY

Appeals Advised

Site Address:

Proposal:

Application Ref:

Appeal Ref:

Appeal Start Date:

Site Address:

Proposal:

Application Ref:

Appeal Ref:

Appeal Start Date:

Appeal Decisions

Appeal Reference:

Proposal:

Address:

25/229

Finance Matters: -

- a: To receive and approve payment and receipts reports for October 2025.
 - b: To approve payments and to sign cheques.
 - c: To receive and approve the budget status to 12th October 2025.
 - d: To receive and approve the Bank Reconciliation Statement to 31st October 2025.
 - e. To discuss removal and addition of bank signatories.
 - f. To receive and approve Ear Marked Reserves.
- To discuss and pass any resolution as necessary. [OBJ]

25/230

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 £2800.00 to pay an invoice for the

revised drainage plan associated with the new community building project, to discharge conditions.

Request of virement from cost centre 4720/270 Community Development Fund to cost centre 5060/120, New Community Building Project, the sum of £1850.00 to pay an invoice for digging out the car park and carting away debris.

c) Procurement Exemption

d) Use of Reserves

To discuss and pass any resolution as necessary.

25/231 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.

25/232 Forensic Investigation/Information Commissioner Office

To receive an update.

25/233 To receive recommendations from Performance, Governance and Audit Committee

To note cancelled meeting 5th November 2025.

To discuss the addition of Members to the Performance, Governance and Audit Committee.

To discuss and pass any resolution as necessary.

25/234 Highways

To receive an update.

25/235 Clerks Update

25/236 Dist Cllr's Report

25/237 Strategic Development Committee

To receive an update from Cllr Harrold.

To discuss and pass any resolution as necessary.

25/238 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.

25/239 Allotments

To receive an update.

To discuss and pass any resolution as necessary.

25/240 Office CCTV

To discuss the installation of office CCTV

To discuss and pass any resolution as necessary.

25/241 Footpaths

To receive an update from Mr Neall.

25/242 King George V Memorial Field

To discuss and approve pitch hire agreement.

To discuss and pass any resolution as necessary.

25/243 Business by reason of special circumstances considered by the Chairperson to be urgent.

25/244 Public Session– opportunity for members of public to speak on items of mutual interest:

25/245 Date of the next meeting:

Thursday 27th November 2025 @ 6.30pm, Budget meeting

Monday 15th December 2025 @ 7pm, Parish Council meeting.

25/246 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.

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25/247 Review of Parish Warden and Parish Cleaner Staff Salaries

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

25/248 Close of business.