



SOUTHMINSTER PARISH COUNCIL

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Minutes

The Meeting of Southminster Parish Council

17th November 2025 at 19.00, held at Memorial Hall, High Street, Southminster Essex.

Present: Cllr Cleary, Cllr Fluker, Cllr Harrold, Cllr Mische, Cllr Wilcox and Cllr Wyn-Davies.

In Attendance: J Jeffery (Parish Clerk/RFO) and 10 members of the public.

25/224 Apologies for absence.
Cllr McKee and Cllr Pratt.

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

Cllr Fluker 25/201 commented that the outcome of matters considered under Section 100A4 of LGA must be recorded in the minutes.

Cllr Fluker 25/203 commented that any interest must be declared and recorded.

Cllr Harrold asked that item 25/207 includes the amount paid for the fence at Glebe Meadow.

Proposed by Cllr Cleary, seconded subject to amendments by Cllr Fluker.

RESOLVED: The minutes of the meeting with amendments were duly signed by Cllr Harrold.

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.)

Cllr Wilcox Pecuniary Interest 25/228 25/00939/FUL PP-14358238, Cllr Wilcox business is mentioned in the application.

Cllr Fluker Pecuniary Interest 25/231 Southminster Bowls Club, Cllr Fluker is a Member.

Cllr Mische Pecuniary Interest 25/231 Southminster Bowls Club, Cllr Mische is a Member.

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.

A resident informed that she had been named on social media as one of the people who had called for a by-election and would like to know what is happening.

A resident asked why Pump Mead Allotment Holders are not being invoiced, it was also commented that no legal fees for Pump Mead Allotments should be charged to the Allotment Holders.

Signed by Cllr G Harrold Chair 15th December 2025

A resident commented regarding planning application 25/00939/FUL PP-14358238, there are many convenience stores already in Southminster, this will impact local businesses.

The resident also commented that she thought the site was meant to be redeveloped for houses, Cllr Harrold responded that no planning application for houses had been submitted.

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

Southminster Parish Council recommend the GRANTING of planning permission.

Cllr Cleary abstained from voting.

Cllr Wilcox left the meeting at 7.18pm.

Week ending: 31st October 2025

25/00939/FUL PP-14358238

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

Southminster Parish Council recommend the REFUSAL of planning permission for the following reasons: Contrary to policies S1, D1 and H4 of the Local Development Plan, amount, scale and massing of proposed development results in a form of development that would be incongruous with the character and appearance of the surrounding properties, in addition it results in new opportunity for soft landscaping which is off of the surrounding area. It does not result in high quality design. Deep, siting and scale it would result in an overbearing and unneighbourly form of development. Overlooking and loss of privacy to 34 Queen Street. Harm to local residents as a result of noise (car Park), light pollution and general disturbance.

Cllr Wilcox returned to the meeting at: 7.25pm

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

Southminster Parish Council SUPPORT the Tree Officers recommendation.

Planning Decisions

Week ending; None

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, deferred.
- b: To approve payments and to sign cheques, deferred.
- c: To receive and approve the budget status to 12th November 2025, proposed by Cllr Cleary, seconded by Cllr Wilcox..
- d: To receive and approve the Bank Reconciliation Statement to 31st October 2025, deferred.
- e. To discuss removal and addition of bank signatories. Cllr Cleary informed that he did not wish to be a signatory on the bank mandate. Clerk to speak with Cllr McKee to confirm if she would be willing to be added to the bank mandate.

Cllr Fluker expressed concerns that payments are currently photographed and sent via Whatsapp to Members, it was agreed going forward that all invoices would be sent via sharebox for authorisation the Clerk asked for training on this procedure, Cllr Wilcox agreed to share training videos.

Cllr Fluker questioned the invoice to Viking, the Clerk gave a breakdown of the invoice for Three Toner Cartridges and stamps. Cllr Wilcox asked that the Clerk shares the details of the current printer with him so that these can be reviewed by the Back Office Working Group.

To discuss and pass any resolution as necessary. OBJ

RESOLVED: Budget Status to 12th November 2025 approved. Cllr Wilcox to be added to bank mandate.

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 £2,800.00 to pay an invoice for the revised drainage plan associated with the new community building project, to discharge conditions.

Proposed by Cllr Fluker, seconded by Cllr Cleary

Request of virement from cost centre 4720/270 Community Development Fund to cost centre 5060/120, New Community Building Project, the sum of £1,850.00 to pay an invoice for digging out the car park and carting away debris.

It was agreed by Members that this item should come under Procurement Exemption.

RESOLVED: Virement from cost centre 4720/270 Community Development Fund to Cost centre 5060/120, New Community Building Project, the sum of £2,800.00 to pay an invoice

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

c) Procurement Exemption

Request of virement from cost centre 4720/270 Community Development Fund to cost centre 5060/120, New Community Building Project, the sum of £1,850.00 to pay an invoice for digging out the car park and carting away debris.

Cllr Harrold confirmed that only one quote had been obtained whilst the Clerk was on annual leave, However, due to time sensitivity the Chair had used the Chairman's emergency powers. Proposed by Cllr Wilcox, seconded by Cllr Mische

Cllr Fluker proposed a procurement exemption for the sum of £2,200 for the forensic investigation, seconded by Cllr Mische.

**RESOLVED: Virement from cost centre 4720/270 Community Development Fund to cost centre 5060/120, New Community Building Project, the sum of £1,850.00 to pay an invoice for digging out the car park and carting away debris
Procurement exemption agreed for the sum of £2,200 for a forensic investigation.**

d) Use of Reserves

To discuss and pass any resolution as necessary. There was none.

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.

Members agreed to defer this item to the budget meeting on 27th November 2025.

25/232 Forensic Investigation/Information Commissioner Office

To receive an update.

The Clerk informed that the report had been circulated to all Members, however there had been difficulty obtaining the global password, this has now been obtained, and the remainder of the investigation is currently being worked on.

Cllr Wilcox informed he had not been contacted for access to the C Panel, he is willing to co-operate under supervised access.

The Clerk will email again for an update and to ask for the additional reports referred to in pages 3, 4 and 5 of the forensic report. The Clerk will also ask for a timescale for completion as Members felt that it has taken an unacceptable timescale.

It was confirmed that the data breach reported to the Information Commissioners Office on 25th September 2025, has returned as no data breach, however, should further Information relating to this incident come to light, or if any further incidents occur, you are required to contact ICO and we will revisit this matter where enforcement action will be considered. Should any detriment which we are not aware of come to light, it is required that you notify us of this.

Cllr Fluker asked why the name of the company conducting the investigation was not contained in the report.

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.

Members noted the cancelled meeting of 5th November 2025.

Cllr Fluker proposed that all Members of Southminster Parish Council join the Performance, Governance and Audit Committee, seconded by Cllr Harrold. Cllr Wyn-Davies confirmed she will not be joining the Performance, Governance and Audit Committee.

RESOLVED: All Members of Southminster Parish Council to be appointed as Members of the Performance, Governance and Audit Committee.

25/234 Highways

To receive an update no update.

25/235 Clerks Update

Repair to Opposite 8 Kings Road Street Light carried out

Repositioning of lantern near bowls club carried out

Planning application 25/00840 OUTM Land Adjacent Romans Farm Chase, Maldon District Council have confirmed that Essex County Council Highways have now been consulted.

PFCC have asked for the first 3 meeting dates of 2026 to try and work a date in the diary.

Sgt Matt Dalby has spoken with the Clerk to inform that he and his team are unable to attend a Parish Council meeting, should he attend ours it would then mean offering to all other Parishes, which is not achievable. However, Sgt Dalby has confirmed the Maldon Town Team can be contacted for local non-emergency matters on the following:

Maldon.town.team@essex.police.uk or Tel: 07773046437.

Maldon Town Police have visited King George V Memorial Field to put up posters regarding the use of electric bikes/scooters following concerns from the Clerk and residents.

Southminster Preschool have sent they're Thanks to Southminster Parish Council for the upgrade of heaters and heater guards, previous guards have been collected, and the Clerk has requested a refund.

The Gruffalo, goat and bridge have been repaired by the Parish Warden at Jubilee Woods.

A bin has been smashed in the Men's toilets at the High Street Car Park.

High Street toilets, blockages to ladies and disabled toilets have been cleared.

Essex and Suffolk Water have confirmed that the willow tree in the pond by the roundabout of Southfield Way/Burnham Road is not their property.

The Clerk informed she had emailed the solicitor twice and left two messages regarding Pump Mead Allotments. Members asked that the Clerk emails Moat Housing to ask for a meeting. Members also requested that any Allotment Holders who have paid their rent for Pump Mead Allotments have their money refunded until requested to pay.

A short discussion was had regarding DBS checks; The Clerk will request sight of paper copies issued to Members once their Enhanced DBS check has been completed.

Cllr Fluker asked if complaints were made against Councillors and they were investigated why were the findings of the investigation not being reported to Council? The Clerk will investigate the complaints policy.

Cllr Fluker asked why no progress had been made with the new website.

25/236 Dist Cllr's Report

District Councillor Fluker gave the following report:

Nothing new has come forward for the Spratts Farm planning application, or Queenborough Road planning application or Lane West of David Fisher Way and North of Scotts Hill.

The application at New Moor Farm is currently being scoped, so is at preapplication stage.

Maldon District Council – public consultation – Waste and recycling was due to start before Christmas but has fallen back.

There are no updates on the Local Development Plan.

Local Government Reform – The Government are doing away with Police, Fire and Crime Commissioners from May 2026, fairly irrelevant for Essex, as Essex have elections in May 2026 and the Mayor will take on those responsibilities.

The Government are to decide if Essex will be divided into three councils or five councils. It looks at the moment that three unitary councils will be the most effective, Harlow may be part of our council.

Southminster Medical Centre – Friday 31st October, I met with James Hordan, Chief Executive of Mid and South Essex ICB. Mr Hordan will instigate a full review of the situation, and he agreed with Cllr Fluker that delivery costs had been agreed with the Integrated Care Board, Assure the turnkey provider have completed on the purchase of the land. Meetings to be held between Mr Hordan and Cllr Fluker in the coming weeks. There appears to be a funding deficit, but Cllr Fluker's argument will be that the rental costs and building costs had been agreed before Assure took on the project.

Local businesses are being urged to update their details on Maldon District Council website, there are all sorts of discounts out there at the moment.

Maldon District Heritage Winter Talks, 2nd December 2025, there will be a talk in Bradwell.

Light Up Maldon, 27th November 2025.

Christmas Market in Promenade Park, 27th – 30th November 2025, check for timings on Maldon District Council website.

NHS Mid and South Essex are asking residents to consider having their flu vaccination.

Maldon District Santa Fun run will be in Promenade Park on 14th December 2025.

Free parking in Maldon town carp parks from 4pm on 27th November, 2pm on 4th, 11th, 18th December and all-day Christmas Eve.

25/237 Strategic Development Committee

To receive an update from Cllr Harrold.

To discuss and pass any resolution as necessary.

Cllr Harrold informed that Barkers have confirmed that all planning conditions have now been discharged.

Excavation works to the car park have commenced which can demonstrate a significant start to satisfy planning permission. Heras fencing is currently in situ at a cost of £174.00 per week.

Cllr Harrold informed that he is dissatisfied with the Performance of Barkers and a meeting of the Strategic Development Committee will be called within two weeks to discuss.

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.

Cllr Wilcox proposed the adoption of the Events Committee meeting minutes held 22nd October 2025, seconded by Cllr Mische.

RESOLVED: Minutes of the meeting held 22nd October 2025 were duly adopted.

25/239 Office CCTV

To discuss the installation of office CCTV

To discuss and pass any resolution as necessary.

Cllr Mische informed that a Data Protection Impact Assessment should be carried out. A discussion was had regarding the installation of the office CCTV; it was reported that it is not recording when the Clerk is in the office. Cllr Cleary responded that there needs to be a better solution to give functionality as the device is not optimum.

Cllr Fluker proposed that the cctv is turned off and removed at earliest convenience, seconded by Cllr Mische.

RESOLVED: Office CCTV to be turned off and removed at earliest convenience.

25/240 Footpaths

To receive an update from Mr Neall.

Mr Neall kindly offered to trim the willow trim on Southfield Way/Burnham Road roundabout.

25/241 King George V Memorial Field

To discuss and approve pitch hire agreement.

To discuss and pass any resolution as necessary.

Members agreed to refer this matter to the Performance, Governance and Audit Committee.

25/242 Business by reason of special circumstances considered by the Chairperson to be urgent.

There was none.

25/243 Public Session– opportunity for members of public to speak on items of mutual interest:

A resident asked why Maldon District Council have not adopted to collect Community Infrastructure Levy monies on local developments. Dist Cllr Fluker responded that Section 106 monies are easier to keep local. Planning applications all show how Section 106 monies intend to be spent.

It was further commented that when statutory providers do not draw down the money, developers can ask for a refund.

A resident asked that the proposed medical centre is added to the next agenda. Are the community toilets going ahead at King George V Memorial Field? Cllr Mische responded that Cllr Melhuish had been working on groundwork quotes, which will be discussed at the next Strategic Development Committee meeting, the matter will also be discussed at the next budget meeting. A resident asked that whilst Members of Southminster Parish Council wish to go paperless, will paper documents still be available for the public, the Clerk responded yes.

A resident informed that she had been named and shamed as a resident who had signed the call for a by-election form, she apologised if there was any expense incurred but thought that this was the next process. The Clerk informed that she does not work on Fridays when the post was shared on social media and the noticeboards and had in no way been involved. The Clerk informed that when a Councillor resigns, Maldon District Council are informed, the Elections Officer then publishes a notice of vacancy, once the time has lapsed the Elections Officer will contact the Clerk to confirm if a request for a By Election has been made or if the Parish Council can co-opt from the next meeting. Co-option is handled by the Parish Council, By-Elections are handled by the Elections Officer at Maldon District Council, they produce a timetable and provided all information to the Clerk to update the noticeboards and website.

Mr Martyn Monks informed that he had collected the signatures and the reasons behind it was that he felt the Parish Council are very toxic and that they need to work together, he also commented that the Clerk is bullied. The resident who signed the form informed she was not aware of the process or the cost; however, it could potentially be a good process. Cllr Fluker mentioned that signatures were collected at the wake of Brian Beale, this was confirmed by a member present.

There was a further discussion regarding a proposal previously put to Members by Councillor Fluker of attendance at three Parish Council meetings before a Member of the Public can be co-opted. Cllr Fluker commented that Southminster Parish Council are transitioning to become a larger council. Cllr Fluker informed he had spoken with the Electoral Commission who have confirmed whether the information obtained can be shared is out of their remit. Cllr Fucker also commented that the Information Commissioners Office had confirmed if the law requires the information is made available this overrides GDPR and DPA 2018 and therefore it can be shared. It was commented by Cllr Fluker that Maldon District Council Monitoring Officer is not a qualified solicitor, so he is unsure how the Monitoring Officer can give advice on election matters.

A resident asked if a Councillor could resign and then reapply, the Clerk informed yes and that an example would be Cllr Mische, who had previously resigned and the rejoined.

A resident informed that she could see tension amongst Members and that statements could be damaging.

25/244 Date of the next meeting:

Thursday 27th November 2025 @ 6.30pm, Budget meeting

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

25/245 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 Harrold, seconded by Cllr Wyn-Davies

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

25/246 Review of Parish Warden and Parish Cleaner Staff Salaries

To discuss and pass any resolution as necessary. ⁽⁰⁸⁾

Cllr Fluker proposed bringing this item forward to the budget meeting.

25/247 Close of business.

Meeting closed at 9.50pm.