



# **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 20<sup>th</sup> October 2025 at 19.00 hrs.**

*J Jeffery*  
*Parish Clerk*

**15<sup>th</sup> October 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**

**25/201          Apologies for absence.**

**25/202          To receive and approve Minutes of the Parish Meeting held 15<sup>th</sup> September 2025.**

**25/203          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.)

**25/204          Public Session – Opportunity for Members of the Public to speak regarding items on the agenda only**

Restricted to 15 minutes across both public sessions.

**25/205          Planning**

Week ending: 3<sup>rd</sup> October 2025

25/00840/OUTM PP-14155702

Outline Planning application with all matters reserved except access, for up to 200 residential dwellings (Use Class C3), including affordable housing, ancillary infrastructure, public open space, play space, and sustainable drainage.

Land Adjacent Romans Farm Chase and Mill Road Burnham-On-Crouch Essex

**Planning Decisions**

Week ending

20-10-2025 Agenda

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:** APP/X1545/W/25/3367409

**Proposal:** Application for planning permission to create 36no. One, two, three and four bedroom houses and maisonettes, associated landscaping, roads, parking and drainage infrastructure, plus a new area of public open space and the addition of a footway to the east side of Vicarage Court.

**Address:** Glebe Meadow, Land East of Vicarage Court, Southminster, Essex

**APPEAL DISMISSED**

**25/206**

**Finance Matters: -**

- a: To receive and approve payment and receipts reports for September 2025.
  - b: To approve payments and to sign cheques.
  - c: To receive and approve the budget status for to 15<sup>th</sup> October 2025.
  - d: To receive and approve the Bank Reconciliation Statement to 30<sup>th</sup> September 2025.
  - e. To receive and approve Ear Marked Reserves
- To discuss and pass any resolution as necessary. [OBJ]

**25/207**

**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 £5141.40 to pay an invoice for the measured surveys and specialist surveys/investigations 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.

**25/208**

**Allotments**

**Rent 2025/2026**

Cllr Harrold, Chair rules that new information justifies reconsideration.

15<sup>th</sup> September 2025, PCM 25/184 Resolution: An increase of 5% to allotment fees for year 2025/2026.

**25/209            To receive recommendations from Performance, Governance and Audit Committee**

To note cancelled meetings 1<sup>st</sup> October 2025.

**25/210            IT Policy**

To consider adoption of draft IT Policy

To discuss and pass any resolution as necessary

**25/211            Laptops/Website and .gov.uk email addresses.**

Cllr Harrold to update

To discuss and review Resolution 14<sup>th</sup> April 2025, pcm 25/082

RESOLVED: Eyelid Productions to provide website upgrade and .gov.uk domain name with support.

To discuss and pass any resolution as necessary.

**25/212            Back Office review**

To receive an update

To receive a software proposal

To discuss and pass any resolution as necessary

**25/213            Highways**

To receive an update.

**25/214            Clerks Update**

**25/215            Dist Cllr's Report**

**25/216            Strategic Development Committee**

To receive an update from Cllr Harrold.

To discuss and pass any resolution as necessary.

**25/217            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.

**25/218          Footpaths**

To receive an update from Mr Neall.

**25/219          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.

**25/220          Southminster Tennis Club**

A request has been received from Southminster Tennis Club regarding the light that looks over the car park next to the bowls club, the light is very bright and gets in the eye line of the players when playing.

A request has been made to point the light in a different direction, put it on a sensor or install a cover.

To discuss and pass any resolution as necessary.

**25/221          Public Session– opportunity for members of public to speak on items of mutual interest:**

**25/222          Date of the next meeting:**

Monday 17<sup>th</sup> November 2025 @ 7pm, Parish Council meeting.

Thursday 13<sup>th</sup> November 2025 @ 6.30pm, Budget meeting

Thursday 27<sup>th</sup> November 2025 @ 6.30pm, Budget meeting

**25/223          Close of business.**