

MUNDON PARISH COUNCIL

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Mrs J Lines
Parish Clerk/RFO
Homestead
Old Heath Road
Althorne
Essex CM3 6EW

13 May 2025

Dear Councillors

You are summoned to attend the ANNUAL MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 20 May 2025 at 7.00 p.m.** in the **Victory Hall, Mundon**, when the following business is proposed to be transacted.

Yours faithfully
Jackie Lines
Parish Clerk/RFO

Councillors: Cllr Gavin Rowsell, Cllr John Bennett, Cllr Kerry-Jane Wylie, Cllr Diane Leggett
and Cllr Marita Ponting

A G E N D A

- 1. Chairman's welcome and to receive apologies of absence.**
- 2. Election of Chair and Vice Chair**
Chair and Vice Chair to sign Declarations of Acceptance of Office.
- 3. Election of Representatives**
 - a) Finance
 - b) Risk Assessment
 - c) Health & Safety
 - d) Wood Wardens
 - e) Neighbourhood Watch/Police/Village Information
 - f) Local Transport
 - g) Plume Educational Trust
 - h) Dengie Hundred Group of Parish Councils
 - i) Village Hall
 - j) Community Events
 - k) Village/Parish Council Website

- l) Sea Defences/Airports
- m) Planning
- n) Highways & PROW (Public Rights of Way)

4. Declarations of Interest

- a) To receive declarations of interest for any agenda items.
- b) To remind members it is their responsibility to check that their Register of interest are up to date or if new to register at MDC i.e. if any changes occur that they are updated within 28 days on the MDC website.

5. Public Forum

A Code of conduct to be adhered to as a whole and is consistent with “Nolan Principles” which are set out in paragraph 3.1 of the Code of Conduct and the provisions of S29(1) Localism Act 2011.

6. Minutes of the previous meeting – 18 March 2025

To receive, approve and sign the minutes of the meeting of the Parish Council held on 18 March 2025.

7. Review Frequency of Parish Council Meetings and Future Meeting Dates

- a) To consider and resolve whether the frequency of current bi-monthly meetings is adequate.
- b) To consider and resolve meeting dates for 2025/26.

8. County/District Councillors Report

To receive reports from County and/or District Councillors.

9. Policies, Procedures, Risk Assessments and Contracts

To consider and resolve any annual or new drafts:
Code of Conduct for Members

10. Public Transport

To receive an update from Cllr Ponting.

11. The Furze

To receive an update on The Furze.

12. Grass Cutting/Verges

To receive an update from Cllr Leggett.

13. Neighbourhood Watch

To receive an update from Cllr Wylie.

14. Woodside

To receive an update.

15. Website and Social Media

- a) To receive an update from Cllr Rowsell.
- b) To consider and resolve email management in line with digital and data compliance.

16. Planning

a) Planning Applications For Information Only

No new applications received.

Planning Applications for Review

No new applications received.

b) Planning Decisions (and awaiting Decisions)

24/01004/OUTM PP-13623594

Land South Of Threeways and 45 The Street Latchingdon Essex

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.

25/00073/VAR PP-13716291

Mapledean Poultry Farm Mapledean Chase Mundon

Variation of condition 6 on approved planning permission 18/01034/OUT (Redevelopment of poultry farm for approximately 5030sqm B1 (b) & (c) commercial floorspace with associated access arrangements)

25/00301/FUL PP-13849407

Land adjacent The Old Post Office, Main Road, Mundon

Demolition of existing outbuildings and construction of two bedroom dwelling and extended vehicle crossover.

c) Planning Correspondence:

Members to note receipt via email of the following:

List of planning applications weeks 12 to 20.

List of planning decisions and appeals weeks 12 to 20.

17. Highways

- a) To receive any updates or concerns on new highways matters.
- b) To review information received from the Community Engagement Team after carrying out regular speed checks via a TruCAM.
- c) Update on traffic calming measures through the village.
- d) To receive an update on village gateways.
- e) To consider and resolve an arboriculture request received following an inspection on behalf of Essex County Council.
- f) To consider and resolve request for bulb planting on the Bennett Junction at the start of New Hall Lane.

18. Community

- a) Fundraising Committee update from Cllr Leggett.
- b) To consider and resolve Fundraising account expenditure.
- c) VE 80th Anniversary celebrations.

19. Plume Educational Trust

Report from Trustee, Cllr Wylie.

20. Correspondence

A list will be provided on the evening of the meeting if any correspondence is received in addition to what has previously been circulated via email and is not an agenda item.

No decisions can be made under this heading it is for information only.

21. Finance

- a) To review and approve receipts, payments, bank reconciliation and budget v actual reports for March and April 2025 - List of payments are circulated to members at the end of each month prior to the meeting.

Mar-25

FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
44/24-25	18/03/2025	Councillor	Expense Claim - Plants for the Parish	18.45		18.45
45/24-25	23/03/2025	Mow My Law n	Inv 1708 - Grasscutting services 21 March 2025	80.00		80.00
46/24-25	31/03/2025	Clerk	Salary and home office month 12 March 2025	446.84		446.84

Apr-25

FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
01/25-26	01/04/2025	Victory Hall Committee	Hall Hire x3 hrs (x2 mtgs) re 20 May 2025	24.00		24.00
02/25-26	31/03/2025	Maldon District Council	Inv MUN20192405 - Community Engagement Jan to Mar 2025	127.41	25.48	152.89
03/25-26	04/04/2025	Clerk	Expenses - A Frame Pavement/Chalk Board	39.99		39.99
04/25-26	01/04/2025	EALC	Inv 18554 - Annual Affiliation Fees EALC and NALC	£146.47		146.47
05/25-26	21/04/2025	Mow My Law n	Inv 1728 - Grass cutting 4th and 18th April 2025	£160.00		160.00
06/25-26	30/04/2025	Clerk	Salary and home office - month 1 - April 2025	478.75		478.75

- b) To review and resolve the AGAR form together with the internal auditor's report and recommendations for the year ended 31 March 2025.
- c) To consider and resolve Dengie Hundred Group of Parish Council's annual subscription fee and the hosting of meetings.
- d) Clerk's report.
- e) Consider and resolve the value of reserves to be carried forward to 2025/26 and confirm the 2025/26 Precept budget value.
- f) To consider and resolve annual insurance cover renewal from 1 June 2025.
- g) To consider and resolve new parish projects which the Locality Fund could support.

22. Training

Updates and review of future needs for Councillors, Volunteers and Clerk.

23. External Meetings

To receive reports on any external meeting attended by Councillors or Clerk.

24. Information Exchange & Items for next Agenda

An opportunity for members to raise any items they wish to be included on the agenda for the next meeting, other than what has already been decided during the course of the meeting.

25. Date of future meetings, next meeting – Tuesday 15 July 2025 @ 7pm**26. All business having been transacted, the Chair thanks everyone for attending and closes the meeting.**