

MUNDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON TUESDAY 21 MARCH 2023 AT 7PM IN THE VICTORY HALL

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Present:	Cllr Gavin Rowsell, Cllr John Bennett, Cllr Kerry-Jane Wylie and Cllr Diane Leggett
In Attendance:	Mrs Jackie Lines – Parish Clerk/RFO District Cllr Mark Bassenger
Members of Public:	5 (2 from 7.10pm)
Meeting Commenced:	7pm

130. Chairman's welcome and to receive apologies of absence.

Cllr Attfield offered apologies via email – apologies accepted.

131. Declarations of Interest

- a) To receive declarations of interest for any agenda items.
Cllr Leggett declared an interest in agenda item 143.
- b) Members noted their responsibility to make any changes to their register of interests within 28 days and to let the Parish Clerk know that it had been done.

132. Public Forum

Owners of the land adjacent to Willow Grove had provided information regarding a new outline planning application, due to be submitted shortly, as a courtesy to the Parish Council following their previous application being refused by Maldon District Council. The Parish Council had reviewed the information but would await notification from Maldon District Council once the full application had been submitted and will review further to make any decisions as part of the normal planning process at that time.

Cllr Bassenger offered assistance to applicants in engaging with Maldon District Council for pre application advice as this service is still available.

A resident mentioned the missing/broken speed signs in the village which still have not been addressed and had also raised this matter with the police whilst they were on duty in the village in February. Clerk to follow this up with Highways and Cllr Stamp.

133. Minutes of the previous meeting – 17 January 2023

Minutes of the meeting of the Parish Council held on 17 January 2023 were approved and signed by the Chairman as a true and accurate record – unanimous decision.

134. County/District Councillors Report

Cllr Bassenger attended the meeting and discussed points raised about the five year land supply, large v small developments in the local area, policy changes and meeting of government requirements.

It was noted, although not in attendance, Cllr Stamp provides helpful information throughout each month which is circulated to councillors, placed on the noticeboard, website and/or social media as appropriate.

135. Policies, Procedures, Risk Assessments and Contracts

To consider and resolve any annual or new drafts:

- a) It was resolved to update the Code of Conduct for Members to the latest version adopted by Maldon District Council on 4 July 2022. Clerk to provide the update for the May 2023 meeting – unanimous decision.
- b) It was resolved to re-adopt the Financial Regulations – unanimous decision
- c) It was resolved to re-adopt the Standing Orders – unanimous decision

136. Transport

Cllr Bennett reported a Teams meeting on Transport had taken place on 20 March 2023 and due to timing had not been able to attend. Clerk to request a copy of the minutes or summary report if available.

137. The Furze

- a) To receive an update on The Furze – the Wood Warden reported some trees had fallen which had been cleared or made safe whilst waiting for drier weather.
Cllr Rowsell expressed the Parish Council's thanks to the Wood Wardens for their continued help in maintaining The Furze.
- b) Dog fouling – the Wood Warden confirmed the dog fouling signs had been installed within The Furze and at present 2 smaller signs had been kept as replacements. Fouling seems to have improved of late and will continue to be monitored. Item to be removed from future agendas.

138. Grass Cutting/Verges

- a) Cllr Attfield provided a report to confirm the grass cutting had recommenced weather permitting.
- b) Cllr Rowsell confirmed the verge replanting project had taken place on Sunday 12 March by a volunteer group and thanked everyone who took part. Thanks were also expressed for the £495 funding received during February from the ECC Locality Fund to support this project.

139. Neighbourhood Watch

Village Incidents: Cllr Wylie reported that there had been more incidents of fly-tipping in Blind Lane which had been duly reported to MDC and removed.

Neighbourhood Watch Chelmsford and Maldon Group Meeting: The Police confirmed that there has been an increase of vehicle crime across the area (predominantly in built up areas) and members are reminded to take any preventative measures. There has also been an increase in bike thefts.

UK Emergency Alert System: This new Government alert system will be live early this year, and you should expect to receive a test message. The system will enable people to be contacted via their mobile phone when lives are in danger. It will be used to warn you in the event of emergencies, such as severe flooding. Emergency Alerts are sent to all compatible mobile phones within an area of risk. They don't track your location, need your phone number, or collect personal data. Only the government and the emergency services will be able to send them. If you don't have a mobile phone, you'll still be kept informed through other channels. If you get an Emergency Alert on your phone, you'll hear a loud, siren-like sound. A message on your screen will tell you about the emergency and how best to respond. You'll be able to check an alert is genuine at gov.uk/alerts. If you receive an alert, read the alert carefully and follow the instructions. You can opt out of receiving emergency alerts; for more information on how to opt out please go to gov.uk/alerts. A UK wide test is due to take place during the early evening on Sunday 23rd April.

Community Policing Team Beat Surgery: No new date set.

140. Woodside

The Clerk reported a hardcopy Transfer Deed was signed and returned to the solicitors on 14 Feb 2023, a balancing payment of £71 on the Solicitor's Completion Statement paid at the end of Feb 2023 and a completion date is awaited.

141. Website and Social Media

Cllr Rowsell reported there were currently 251 Facebook followers, it is felt the balance of posts and information provided is correct as the Parish Council page has not been unfollowed or received any requests for posts to be hidden.

The website is occasionally used by some and continues to have a presence as a legal requirement.

142. Planning

a) **Planning Applications For Information Only and for Review
For Information Only
NMA/MAL/23/00242**

Whitehaven 3 Garlands Bungalow Mundon Road Mundon

Application for non-material amendment following grant of Planning Permission 22/00938/HOUSE (Single storey rear extension. Re-build with a pitched roof the existing extension to side. Front extension below existing roof structure.) Amendment sought: Extend existing rear pitched roof to previous extension over area of approved rear extension with glass gable to end. Existing roof line and heights maintained.

Pending consideration by MDC as at 20 Mar 2023

b) **Planning Decisions (and awaiting Decisions)
22/01070/FUL PP-11594619**

Land at Hook Farm, Mundon Road, Mundon

Proposed demolition of existing commercial structures and construction of 7 new dwellings with associated landscaping

Pending consideration by MDC as at 20 Mar 2023

A resident confirmed they had recently contacted Maldon District Council Planning to enquire about this application as to why set timelines had not been adhered to and will be following this up with an email.

22/01180/FUL PP-11702901

Land at Mapledean Pig Farm, Mapledean Chase, Latchingdon

Construction of a chalet bungalow

On 14 Feb 2023 MDC advised the application had been withdrawn and the case closed

c) **Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications weeks 03 to 11 - **Noted**

List of planning decisions and appeals weeks 03 to 11 – **Noted**

143. Parish Council Land – Ownership and Boundaries

Clerk reported the request from the last Parish Council meeting in January 2023 was followed up for a meeting to be held between all parties but this did not transpire however, matters have now moved forward.

The last communication received on 16 March 2023 had been responded to with regard to the buyer's solicitors providing suggestions for amendments to the draft transfers for consideration.

144. Highways

- a) To receive any updates on outstanding or new highways matters –

Road Sweepers - Raised within the Public Forum at the meeting on 17 Jan 2023 with regard to the abundance of straw debris on the Mundon Road. The Waste Team at MDC responded to an email regarding the attendance of road sweepers. It was confirmed the areas are checked regularly and the sweeper attends every three months. The roads and lanes being covered are Blind Lane, Mundon Road, Vicarage Lane and New Hall Lane. It was felt more beneficial by MPC for the sweeper's attendance to be in the Stud Hill area (Mundon Road) more frequently than the other lanes. The Waste Team made a special visit in early Feb and organised an additional sweep. They can ask the Community Protection Team to approach those responsible if required.

A resident reported the volume of straw debris had improved of late.

Continue to monitor.

Footpaths – in late January a resident raised an issue regarding hazardous debris being left when the parish footpaths were trimmed/cleared by the landowner, in particular near Sparrow Wycke Cottage to the Old Rectory. A site visit was made by the Parish Council, the footpath had previously been rendered hazardous due to it being overgrown and had previously been viewed as unsafe for single female walkers. The clearing, although it seemed raw initially, growth would soon return and it is good to see the obligations to keep the PROW clear are being addressed.

- b) To consider and resolve speeding survey information and future assistance.

Funding for Additional Speeding Systems – the request had been addressed by Cllr Stamp and the Local Highways Panel (LHP). A survey request form had been completed as the initial step. The feedback received regarding previous survey results, carried out in Sept and Nov 22, had shown a good level of speed compliance. Unfortunately assistance with speed devices for Mundon would therefore not be applicable. The Parish Council can consider funding a VAS (Vehicle Activated Sign) or SID (Speed Indicator Device) via the licencing process.

Clerk to obtain costs from suppliers.

Clerk to discuss topic with other parish councils to see how they have acquired their speed devices.

- c) Information from the Community Protection Team had been received after carrying out regular speed checks via a TRUCAM –

Jan = 1

Feb = 5

Clerk to enquire as to how many are successfully enforced.

- d) The increased costs were considered and it was resolved to continue with the TRUCAM service contract for 2023/24 – unanimous decision.

145. Community

- a) **Fundraising Committee** - Cllr Leggett reported a meeting was held on 13 Feb 2023. A traditional Village Fete had been the most popular suggestion for this year to be held in the Victory Hall and to include a Coronation theme. Date to be decided.
Surplus funds in the Fundraising Account amount to £18.22 which Cllr Leggett will use for further plants in the Beacon.

Fundraising Account
20 July 2022 to 21 March 2023

Income

Quiz Entry Fees	195.00
Raffle Tickets	95.00
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	290.00

Less: Expenditure

Beacon	40.00
Bouncy Castle Hire	95.00
Napkins/Plates	9.50
Jubilee Mugs	18.99
Balloons	8.97
Tablecloths	41.40
Tablecloth clips	8.99
Face paints	30.00
Plants for Beacon	18.93

Surplus Income

- b) **Post Box Stud Farm** – Clerk reported the request to Royal Mail for the reinstatement of the post box had finally been addressed by the Postal Review Panel and on 7 Feb 2023 they apologised for the confusion. They confirmed the installation had been authorised on 6 Jan 2023 and Royal Mail are now awaiting consent from the local authority, who will carry out their own checks but they cannot give an exact time frame of the reinstatement at present.
- c) **Essex Police, Maldon Town Team Beat Surgeries** – no new dates set at present.
- d) **Local Elections** – Town, Parish, Village and Community Council elections will take place on Thursday 4 May 2023. Photo ID is required when voting.
 Clerk to confirm dates to Councillors for nomination papers to be submitted.

146. Plume Educational Trust

- a) Cllr Wylie reported – the next meeting will be held in May 2023. The object of the Trust is to assist, financially, students from The Plume school going on to further education for a maximum of 3 years.
- b) Appointment of Trustee from 14 June 2023 - Cllr Wylie's term of office as nominated trustee for the Trust ends on 14 June 2023. Cllr Wylie is willing to continue in this role for 4 years from 15 June 2023 – Cllr Wylie re-appointed - unanimously agreed.

147. Correspondence

For Discussion Only

Planning letter received from MDC 17 March 2023 after agenda published –
 23/00246/FUL PP-11995264
 Construction of a chalet bungalow
 Land at Mapledean Pig Farm, Mapledean Chase, Latchingdon

148. Finance

- a) To review and approve receipts, payments and bank reconciliation for January and February 2023 - List of payments are circulated to members at the end of each month prior to the meeting – unanimous decision, approved and signed by Cllr Rowsell.

Jan-23

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
43/22-23	03/01/2023	BP Capital Account	VAT element reclaimed for capital items 1 Sept21 to 31 Aug22 Contra	262.99		262.99
44/22-23	20/01/2023	Maldon District Council	Community Engagement Team Services - 1 Oct to 31 Dec 22	107.82	21.56	129.38
45/22-23	31/01/2023	Clerk	Salary and expenses month 10 - January 2023	337.53		337.53

Feb-23

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
46/22-23	27/01/2023	Clerk	Expenses Claim - dog fouling signs for The Furze	16.42	1.32	17.74
47/22-23	06/02/2023	MPP Solicitors	Invoice 011486 - Tfr of land - Woodside Green from Moat Housing and Net Purchase Completion Statement - Land Reg Chgs/Chancel Insurance	71.00	150.00	71.00
48/22-23	01/02/2023	Victory Hall	Victory Hall Hire x 2 hrs re 21 March 2023 mtg	16.00		16.00
49/22-23	09/02/2023	Glebe Farm Hedging	Invoice 131487 x500 hedge saplings, guards and canes	499.75	99.95	599.70
50/22-23	14/02/2023	Community Account	Correct VAT element for capital items 1 Sept 21 to 31 Aug 22 Contra	-130.83		-130.83
51/22-23	28/02/2023	Clerk	Salary and expenses month 11 - February 2023	337.53		337.53

- b) It was resolved to agree the Asset Register dated March 2023 – unanimous decision
 c) Clerk reported the internal audit will be taking place remotely on Thursday 6 April 2023.

149. Emails

It was resolved for the Clerk to continue to forward emails to Councillors using the same methods and for each Councillor to utilise their own filtration system – unanimous decision

150. Training

No requests for training were received.

151. External Meetings

Clerk reported on the DHGPC, minutes awaited of 19 Oct 22 meeting. Jan 2023 meeting had been cancelled. A new Clerk has been appointed, a new Chairman is to be appointed and the date for the next meeting awaited.

152. Information Exchange & Items for next Agenda

No requests were received for information exchange or items to be placed on the next agenda.

153. Date of next meetings – Tuesday 16 May 2023

Annual Meeting of the Parish Council – 7pm

Annual Parish Assembly - 8.30pm

- 154. All business having been transacted, the Chair voiced the Parish Council's appreciation to Cllr Bassenger and others for attending and closed the meeting at 8.22pm.**