

# MUNDON PARISH COUNCIL

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

14 January 2025

## Dear Councillors

You are summoned to attend the MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 21<sup>st</sup> January 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

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

## A G E N D A

**100. Chairman’s welcome and to receive apologies of absence.**

**101. 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 interests 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.

**102. 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.

**103. Minutes of the previous meeting – 27 November 2024**

To receive, approve and sign the minutes of the meeting of the Parish Council held on 27 November 2024.

**104. County/District Councillors Report**

To receive reports from County and/or District Councillors.

**105. Policies, Procedures, Risk Assessments and Contracts**

To consider and resolve any annual or new drafts.

- a) Financial and Management Risk Assessment.
- b) Social Media and Electronic Communication Policy.

**106. Public Transport**

To receive an update from Cllr Ponting.

**107. The Furze**

To receive an update on The Furze.

**108. Grass Cutting/Verges**

To receive an update from Cllr Leggett.

**109. Neighbourhood Watch**

To receive an update from Cllr Wylie.

**110. Woodside**

To receive an update from the Clerk.

**111. Website and Social Media**

- a) To receive an update from Cllr Rowsell.
- b) To consider and resolve .GOV.UK domains for email addresses.

**112. Planning**

- a) **Planning Applications for Information Only**  
No new applications received at time of agenda publication.

**Planning Applications for Review**

No new applications received at time of agenda publication.

- b) **Planning Decisions (and awaiting Decisions)**

**23/00440/OUT PP-12118536**

Land north of Willow Grove, Maldon Road, Mundon

Outline planning application (with all matters of detail reserved for future determination except for means of access) for the erection of up to two dwellings

**24/00788/HOUSE PP- 13458678**

Orchards, New Hall Lane, Mundon

Single storey rear extension. Additional front door with canopy. Detached garage/outbuilding.

**24/00767/FUL PP-13373902**

Limbourne Park Farm, Main Road, Mundon

Single storey outbuilding for use as a home office.

**c) Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications, decisions and appeals weeks 48 to 52 for 2024 and 1 to 3 for 2025.

**113. Highways**

- a) To receive any updates 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) Community Speed Watch in partnership with other parishes across the Dengie.
- e) To receive an update on village gateways.

**114. Community**

- a) Fundraising Committee update from Cllr Leggett and to consider and resolve any requests for the use of funds.
- b) Consider and resolve VE 80<sup>th</sup> Anniversary celebrations on 8<sup>th</sup> May 2025.

**115. Plume Educational Trust**

Report from Trustee, Cllr Wylie.

**116. 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.

**117. Finance**

- a) To review and approve receipts, payments, bank reconciliation and budget - v - actual reports for November and December 2024 - List of payments are circulated to members at the end of each month prior to the meeting.

Nov-24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
30/24-25	24/11/2024	Mow My Law n	Inv 1667 grass cutting 11 Oct and 8 Nov 2024	150.00		150.00
31/24-25	29/11/2024	Clerk	Salary and home office month 8 - November 2024	422.11		422.11

Dec24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
32/24-25	27/11/2024	Wood Warden	Expense Claim - petrol for woodchipper	16.67	3.33	20.00
33/24-25	04/12/2024	Victory Hall	Victory Hall hire x2 hrs Jan 2025 meeting	16.00		16.00
34/24-25	31/12/2024	Clerk	Salary and home office month 9 - December 2024	542.39		542.39
35/24-25	08/12/2024	Mow My Law n	Invoice 1681 grasscutting 25 Nov 2024	75.00		75.00

- b) Annual review of the Asset Register, to consider and resolve.
- c) Locality Fund update.
- d) To consider and resolve any capital expenditure requests from Capital Reserves.
  - i) Dog fouling signs for West Chase farm entrance.

**118. Training**

Updates and to consider and resolve future needs for Councillors, Volunteers and Clerk.

**119. External Meetings**

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

**120. Information Exchange and 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.

**121. Date of future meetings - next meeting Tuesday 18 March 2025 at 7pm.**

**122. All business having been transacted, the Chair thanks everyone for attending and closes the meeting.**