

MUNDON PARISH COUNCIL

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Mrs J Lines
Parish Clerk/RFO
Homestead
Old Heath Road
Althorne
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10 May 2022

Dear Councillors

You are summoned to attend the ANNUAL MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 17 May 2022 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 Lynne Attfield, Cllr John Bennett,
Cllr Kerry-Jane Wylie and Cllr Diane Leggett**

A G E N D A

1. Election of Chair and Vice Chairman

- a) Chair and Vice Chair to sign declaration of acceptance of that office.

2. 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)

3. Apologies for Absence

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. Minutes of the previous meeting – 15 March 2022

To receive, approve and sign the minutes of the meeting of the Parish Council held on 15 March 2022.

6. 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 .

7. Policies, Procedures and Risk Assessments

To consider and resolve any annual or new drafts -

- a) Standing Orders
- b) Financial Regulations

8. District Councillors Report (either in person or written update if available.)

9. Transport

- a) To receive an update and opportunity for members to raise any new issues, make decisions accordingly.
- b) Bus Back Better Strategy update.

10. The Furze

To receive an update on The Furze and consider any new items.

11. Grass Cutting/Verges

To receive an update, and discuss and consider any new matters arising.

12. Neighbourhood Watch

To receive an update, discuss and make any necessary decisions.

13. Woodside

To receive an update regarding quotations for the repair of paths with reference to Moat Housing’s proposal.

14. Website and Social Media

To receive an update, review and consider any new items.

15. Planning

a) **Planning Applications:**

None at the time of writing.

b) **Planning Decisions:**

Awaiting decision

21/01230/OUT PP-10402912 – Orchards, New Hall Lane
Proposed 1 and a half storey chalet styled bungalow

c) **Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications weeks 11 to 19

List of planning decisions and appeals weeks 11 to 19

16. Parish Council Land – Ownership and Boundaries

To receive an update, consider and make any necessary decisions.

17. Highways

a) To receive updates on outstanding highways matters and an opportunity for members to raise any new highways issues.

b) To review any information received from the Community Protection Team after carrying out regular speed checks via a TRUCAM.

18. Community

a) Mundon Information Booklet.

b) Update from the Queen’s Jubilee Committee and fundraising.

19. Plume Educational Trust

a) Report from Trustee, Cllr Wylie

20. Correspondence

a) 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 and bank reconciliation for March and April 2022 - List of payments circulated to members at the end of each month prior to the meeting.

Mar-22						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
47/21-22	04/03/2022	MDC Inv MUN20184595	Tru Cam attendance x1 hr February 2022	35.06	7.01	42.07
48/21-22	16/03/2022	Garden Machinery Sales & Servicing	Cobra Wood Chipper	654.16	130.83	784.99
49/21-22	25/03/2022	MDC Inv MUN20184711	Tru Cam attendance x1 hr March 2022	35.06	7.01	42.07
50/21-22	31/03/2022	Clerk	Salary and expenses - Month 12 - March 2022	542.02		542.02
51/21-22	29/03/2022	Point Graphics Ltd	Mundon Information Booklet printing	466.00	93.20	559.20

Apr-22						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
01/22-23	01/04/2022	EALC	EALC and NALC annual affiliation fees 2022/2023 Inv 15386	130.02		130.02
02/22-23	01/04/2022	Victory Hall	Victory hall hire x3 hrs May 2022 mtgs	24.00		24.00
03/22-23	13/04/2022	Auditing Solutions Ltd	Audit fee for y/e 31 March 2022 Inv A7409	125.00	25.00	150.00
04/22-23	21/04/2022	SLCC	Clerk training - agendas and minutes 5 and 12 May inv BK205743-1	60.00	12.00	72.00
05/22-23	29/04/2022	Clerk	Salary and expenses month 1 - April 2022	400.18		400.18

- b) To review the AGAR form together with the internal auditor's report for the year ended 31 March 2022.
- c) Clerk's report.
- d) Consider and approve the value of reserves to be carried forward to 2022/23 and confirm the 2022/23 Precept budget value.
- e) Review of annual insurance cover due for renewal on 1 June 2022.

22. Training

- a) Updates and review of future needs for members and Clerk.

23. External Meetings

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

24. Information Exchange & Items for next Agenda

- a) 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 next meeting – Tuesday 19 July 2022 @ 7pm

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