

# MUNDON PARISH COUNCIL

## MINUTES OF THE ANNUAL MEETING OF THE MUNDON PARISH COUNCIL HELD ON TUESDAY 18 MAY 2021 AT 7PM IN THE VICTORY HALL

Email: [mundonparishcouncil@yahoo.com](mailto:mundonparishcouncil@yahoo.com)

Website: Mundon.org – Tel: 07789 342747

---

**Present:** Cllr Gavin Rowsell, Cllr Lynne Attfield, Cllr John Bennett and  
Cllr Kerry-Jane Wylie

**In Attendance:** Mrs Jackie Lines – Parish Clerk/RFO

**Members of the Public:** 3

**Meeting Commenced at:** 7.00pm

### 1. Election of Chair and Vice Chairman

- a) Cllr Bennett proposed and Cllr Attfield seconded that Cllr Rowsell continue as Chairman – Agreed and Declaration of Acceptance of Office signed.  
Cllr Attfield proposed and Cllr Bennett seconded that Cllr Wylie continue as Vice-Chair – Agreed and Declaration of Acceptance of Office signed.

### 2. Election of Representatives:-

- a) Finance – **Cllr Attfield, Cllr Rowsell and Clerk**
- b) Risk Assessment – **All Councillors and Clerk**
- c) Health & Safety – **All Councillors and Clerk**
- d) Wood Wardens – **Les Potts and Steve Wells**
- e) Neighbourhood Watch/Police/Village Information – **Cllr Wylie**
- f) Local Transport – **Cllr Bennett**
- g) Plume Educational Trust – **Cllr Wylie**
- h) Dengie Hundred Group of Parish Councils – **Cllr Rowsell, Cllr Wylie and Clerk post lockdown**
- i) Village Hall – **Marita Ponting and Shaun Livermore**
- j) Village/Parish Council Website – **Cllr Rowsell**
- k) Sea Defences/Airports – **Cllr Rowsell**
- l) Planning – **All Councillors**
- m) Highways & PROW (Public Rights of Way) – **All Councillors**

### 3. Apologies for Absence – apologies received from Cllr Wendy Stamp.

### 4. Declarations of Interest

- a) Cllr Rowsell declared an interest relating to item 17d – Planning and the re-routing of footpath 10 within Mundon.  
No other interests declared.

### 5. Minutes of the previous meetings – 17 November 2020 and 16 March 2021

- a) Minutes of the Annual Parish Assembly held on 17 November 2020, approval deferred to Annual Parish Assembly meeting on 18 May 2021.

Minutes of the Parish Council meeting held on 16 March 2021 were approved and signed by the Chairman as a true and accurate record. Agreed, proposed by Cllr Rowsell and seconded by Cllr Bennett.

**6. Review Frequency of Parish Council Meetings**

- a) Meetings to remain as bi-monthly at present, when everything returns fully from Covid-19 restrictions the position will be reviewed again.

**7. Policy, Procedures and Risk Assessments**

- a) Draft Risk Assessment for the use of the Victory Hall for Parish Council meetings, reviewed and approved. Proposed by Cllr Rowsell and seconded by Cllr Wylie.

**8. Public Forum**

- a) A query had been raised by a visitor to the church regarding the application to change a footpath leading to the seawall. Cllr Rowsell confirmed this item was on the agenda, 17d within Planning, for discussion later in the meeting and that the application, which people walking from Mundon would reach the seawall approx. 400m sooner and from Maldon approx. 400m later, had passed through the pre-consultation stage and was now within the legal process.
- b) The representative for St Mary's Church, confirmed the church is open again and would be grateful for more volunteers, in addition to the regulars, to help with the TLC of the church. Cllr Rowsell to place a request on Facebook and provide Christine McDonald's direct contact details or contact may be made via a Parish Councillor.
- c) A crack in the disabled access to the Victory Hall was highlighted as a potential problem. The Clerk confirmed the report from the Victory Hall Committee (to be provided in the Parish Assembly meeting 18 May 2021) confirmed maintenance of the driveway, carparks and grassy areas are currently under review.

**9. District Councillors Report** - no reports available, District Councillors not present.

**10. Co-Option of Councillor**

- a) Council has decided not to advertise, one position short at present, will hold off until situation is back to normal regarding Covid-19 restrictions or someone comes forward.

**11. Transport**

- a) Nothing to add for general transport matters.
- b) Dengie Dart – Cllr Bennett spoke with Arrow Taxis on 17<sup>th</sup> May to discuss the Dengie Dart coverage for Mundon. Apart from a noticeable uptake in the use of the service by Mundon residents during the most recent closure of Mundon Road, Arrows can only recall the service being used twice by Mundon residents since the road reopened, suggesting the bus is the preferred mode of transport for most residents. The link to the Arrows website and Dart page is on Mundon Parish Council's website and social media, Arrows confirmed that the current timetabling and information is up to date on their website - <https://arrowtaxi.co.uk/dart99.html>

Arrows would be delighted to see more use of the service from Mundon residents and asked if there was anything they could do?

Cllr Rowsell requested further information be obtained with regard to the criteria for the Dengie Dart cost and telephone bookings.

A member of the public commented that the Dengie Dart was originally set up for staff and people with medical appointments to get to Broomfield Hospital, concessionary passes could be used free of charge at that time. Mundon was not on the route then. Cllr Bennett confirmed that Mundon is not officially on the route now but the Dengie Dart currently travels all around Mundon.

## **12. The Furze**

- a) Concerns regarding the chopping of wood for own use, despite letters from the Parish Council on 1 February and 25 March, had continued. Parish Council to make contact with the resident and invite them to discuss the matter and a solution to be found. A member of the public stated that this is trespassing and theft from Parish Council land and residents would not have permissive rights.

Cllr Rowsell proposed and seconded by Cllr Bennett, some of the capital funds be used to repair the fencing around the Furze, sturdy post and rail at the front and partial sides with stock type fencing between houses and at the back. It was agreed lots of dead trees near the ditches will need to be addressed before the repairs commence. Three separate quotes to be sourced for the work.

A member of the public also confirmed that horse footprints had been seen within the Furze – the wood wardens confirmed a horse had recently escaped nearby.

The wood wardens confirmed a new footpath has been put in to allow people to divert following news of dogs fighting which visitors witnessed and there being no where for them to go as an alternative exit out of the Furze when the incident occurred.

## **13. Grass Cutting/Verges**

- a) Cllr Attfield reported - After the last audit we were advised by the Auditor that when the current contract for the grass cutting expired that we should get some quotes to do the job moving forward. This we did, we got quotes from the current incumbent, Mow my Lawn and two independent grass cutting companies. Mow my Lawn was by far the most competitive, quoting the same price as before and therefore we invited him to continue mowing the verges and Woodside.

## **14. Neighbourhood Watch**

- a) Cllr Wylie reported - In order to provide the information in my reports, I am on circulation lists from NHW, Essex Police, Trading Standards and Dengie Farm Watch in both email and social media form. The information I receive tells me crimes that have been reported in the area, scams that are doing the rounds and any campaigns that the Services are pushing for community awareness.

I would like to remind everyone to ensure you report any crime or suspicious activity as:

*No Reporting = No Issue = No Police Presence*

I am pleased to say there have been no crimes reported within Mundon since the last meeting.

#### **15. Woodside**

- a) Clerk reported - Moat have continued to be very slow with the outstanding matters. An update is requested each month via email and the last update confirmed the Executive Director of Development and New Business will be chased on this again and an update will follow as soon as they can. Moat do apologise for the time this is taking but confirm that they are working towards the same goal and appreciate Mundon Parish Council's patience. It would appear that the matters of fencing and land have rolled into one at the moment as there has been no separate response regarding the inadequate repair of the fencing either.

#### **16. Website and Social Media**

- a) Cllr Rowsell reported - The website remains mainly a legal formality, with only about 1 visit a week spending any time on the site. Those visits, tend to be via direct access (rather than from a search engine) and correlate with our FaceBook posts. Agendas and minutes are kept up to date on the website, as well as any other important messages or Highways projects. Our FaceBook page posts now reach well over 200 followers and 'Likers'. We currently have 149 dedicated followers, which for a Parish of just over 300 is very impressive.

#### **17. Planning**

##### **a) Planning Applications:**

##### **21/00412/LDE – Little Wycke Farm, Blind Lane**

Claim for a lawful development certificate for the existing occupation of Little Wycke Farm as dwelling without compliance with agricultural occupancy conditions. No objections, Cllr Rowsell proposed Cllr Bennett seconded.

##### **b) 20/00642/FUL – Desch Plantpak Ltd, Maldon Road**

Erection of fencing, including replacement of 2 existing vehicular gates – appeal has been made to the Secretary of State against Maldon District Council's decision to refuse to grant planning permission. Previously supported by Mundon Parish Council, Clerk to send a comment to the Planning Inspectorate (who are now dealing with the matter) to reconfirm this.

##### **c) Planning Decisions:** None received at the time of writing.

##### **d) Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications weeks 09 to 18

List of planning decisions and appeals weeks 09 to 18

**Further planning correspondence received after agenda advertised:**

**A Public diversion order regarding footpath 10 in Mundon** had been received on 12 May from Essex Highways, public notice displayed on the Parish Council notice board and full details of the order available on the mundon.org website. Closing date for representations or objections in writing is 10 June 2021.

Cllr Rowsell had previously declared an interest and therefore left the room.

No objections raised, proposed Cllr Wylie, seconded Cllr Attfield.

**21/00498/AGR PP-09771248 – Mundon Hall, Vicarage Lane**

Prior notification to erect a roof covering over a cattle yard – no objections raised, unanimous decision.

**18. Parish Council Land – Ownership and Boundaries**

- a) Pieces of Parish land had recently been reviewed and letters had been sent to the owners of the houses within the Furze where gardens had enveloped the Parish woodland. Each home owner had subsequently approached the Parish Council and each parcel of land will be dealt with individually with a view to any funds raised helping towards restoring the boundary fencing within the Furze. Agreed, proposed Cllr Bennett, seconded Cllr Attfield.

**19. Highways**

- a) Pothole, now with dropped drain, still a problem outside Cllr Attfield's property. Cllr Rowsell suggested Cllr Attfield report the problem again to <https://www.essexhighways.org/> The website allows clicking on images and dropping a pin of the site on a map.

Cllr Rowsell reported - Essex Highways handling of road closures in the Maldon area still continues to be very poorly handled, with no constructive communication with Parish Councils. When we do become aware of impacts for Mundon, we initiate contact and attempt to advise, but common sense rarely prevails.

We continue to assess ways of controlling fast and large traffic through Mundon, but with all villages chasing the same goal, the ultimate solution remains elusive.

Mundon Parish Council now pays for regular TruCam speed traps, and is currently seeking authority for another site to be used. Most TruCam sessions are successful, with the last 2 30 minute sessions in April catching 7 motorists.

Once the consultation reopens for Bradwell B, we will continue our efforts on transit routes to ensure Fambridge Road is suitably upgraded, whilst the Mundon Road is downgraded, ideally to a 7.5 ton limit. We sought and gained support from Purleigh Parish Council for this proposal, which will hopefully strengthen our position.

- b) Attendance by the Community Protection Team during March caught 1 driver speeding and in April 7 drivers speeding. Attendance will continue randomly each month and an additional site in the village is also being reviewed.

**20. Defibrillator – Outside Victory Hall**

- a) No change, unit checked at required default times. Agreed this item can be removed from future agendas.

**21. Community**

- a) **Recognition Plaques** - Cllr Rowsell reported – a person the Parish Council wish to recognise, for their involvement in a massive range of village affairs, for many many decades is; Christine McDonald. Christine is responsible for the general care of St. Mary’s Church (with help from Mr. Paton), has kept the village history archives up to date, served on the council and been involved in a host of other often unnoticed roles. The Parish Council would therefore like to permanently recognise Christine’s unwavering support of Mundon, with a brass plaque to be mounted below the village sign-post and beacon.
- b) **Mundon Information Booklet** - Cllr Wylie reported - Just waiting for a few words from Friends of the Friendless Churches then additions/amendments/photos will be added. The draft will then be circulated to Councillors for any comments.
- c) Email regarding LGA advice on possible building defects was reviewed and felt not applicable.

**22. Plume Educational Trust**

- a) Cllr Wylie reported – I was voted to be a Trustee of the Trust on 16<sup>th</sup> March 2021 and have since signed Trustee’s declaration. I am yet to attend a meeting and understand that a face to face meeting will take place in the autumn.

**23. Correspondence**

- a) There was no additional correspondence other than what had already been circulated via email or detailed as a separate agenda item.

**24. Finance**

- a) To review and approve receipts, payments and bank reconciliation for March and April 2021 – list of payments circulated to members prior to the meeting for review and sign off – Agreed, proposed by Cllr Bennett and seconded by Cllr Attfield.

**Mar-21**

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
40/20-21	05/03/2021	MDC	TRUCAM Inv MUN20182619	17.10	3.42	20.52
41/20-21	31/03/2021	Clerk	Month 12 salary and expenses	243.80		243.80

**Apr-21**

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
01/21-22	01/04/2021	EALC	EALC/NALC Affiliation Fees 21/22	132.63	0.00	132.63
02/21-22	22/04/2021	MDC	Trucam attendance x1 hr March 2021	34.20	6.84	41.04
03/21-22	30/04/2021	Clerk	Month 1 salary and expenses	243.80		243.80

- b) Annual Governance and Accountability Return 2020/21 Part 2
- **Certificate of Exemption (page 3)** – no matters raised, form accepted and signed by Chairman and Clerk, unanimous decision.
  - **Annual Internal Audit Report 2020/21 (page 4)** provided by Auditing Solutions Ltd together with the detailed annual audit report – Action R1 noted on Action Plan, no other matters raised, form accepted, unanimous decision.
  - **Section 1 – Annual Governance Statement 2020/21 (page 5)** – no matters raised, form accepted and signed by Chairman and Clerk, unanimous decision.
  - **Section 2 – Accounting Statements 2020/21 (page 6)** – no matters raised, form accepted, previously signed by the Clerk, signed by the Chairman, unanimous decision.
- c) **Financial Regulations** to be adopted – Agreed, proposed Cllr Wylie and seconded Cllr Attfield.
- d) **NS&I Investment Account** – Clerk reported – account now closed and funds transferred into the main Community Account on 22 March 2021.
- e) **Clerk’s report** – in the post as Clerk since 1 October 2020 and have reviewed and addressed, along with the councillors, many areas to bring matters up to date in relation to the regulatory and legislative requirements for councils. Also studying the ILCA course provided by the SLCC to broaden knowledge on the workings of local councils which has proved very useful so far.

The internal audit for the accounts for the year ended 31 March 2021 has already taken place with recognition from the auditor of the improvements which have been made. Statutory reporting in relation to the audit will follow and information will be displayed on the website.

The budget v actual expenditure for the year ended 31 March 2021 reflects minimal overspend of the Clerk’s salary and expenses. This is due to a change in Clerk during the year and extra hours relating to the handover.

The parish precept for the 2021/22 year has remained the same as last year at £4,750. Reserves at the end of the 2020/21 year were £500 for elections, £12,516 relating to the Church Room fund (allowed for capital projects only) and £500 for the grant obtained from the EALC towards the printing costs for the updated Mundon Information booklet.

The budget for 2021/22 has already been set and will be closely monitored throughout the year with monthly reviews and reporting to councillors.

- f) **Clerks hours for 2021/22** – Cllr Rowsell confirmed the Clerk had been working, since commencement, way beyond the budgeted hours of 5 hours per week. It was agreed that the Clerk should now charge for the hours worked for the future, accepted, unanimous decision.

- g) **Reserves to be carried forward to 2021/22** - Election Expenses £500, Church Room Fund (capital projects only) £12,516 and £500 Grant from EALC towards printing costs for the updated Mundon Information Booklet and the 2021/22 Precept budget value of £4,750 were approved, unanimous decision.
- h) **Review of annual insurance cover** due for renewal on 1 June 2021, felt to be adequate for the Parish Council, agreed, **proposed by Cllr Rowsell and seconded by Cllr Wylie.**

**25. Training**

- a) Updates and review of future needs – Clerk continuing with the ILCA course. Councillors will review their individual needs as courses arise. Cllr Wylie is due to attend the EALC Dementia Friends Session on 20 May 2021.

**26. External Meetings**

- a) To receive reports on any external meeting attended by Councillors or Clerk – nothing to report.

**27. Information Exchange & Items for next Agenda**

- a) No further information or agenda items were discussed/exchanged.

**28. Date of next meeting – Tuesday 20 July 2021 @ 7.30 pm**

- 29. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.20pm.**