

# MUNDON PARISH COUNCIL

## (DRAFT) MINUTES OF THE MEETING HELD ON TUESDAY 16 JULY 2024 AT 7PM IN THE VICTORY HALL

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**Present:** Cllr Gavin Rowsell (Chair), Cllr Kerry-Jane Wylie (Vice-Chair),  
Cllr John Bennett and Cllr Diane Leggett

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

**Members of Public:** 3

**Meeting Commenced:** 7pm

### 28. Chairman's welcome and to receive apologies of absence.

No absences or apologies received.

### 29. Declarations of Interest

- a) To receive declarations of interest for any agenda items – no declarations of interest received.
- b) Members noted their responsibility to make any changes to their register of interests within 28 days on the MDC website and to let the Parish Clerk know it had been done.

### 30. Public Forum

#### Councillor Vacancy by Co-Option

One candidate attended the meeting, their completed application form had provided the parish council with an insight of how they may be of value to the parish.

Nomination was made for Marita Ponting to be elected by Co-Option – Proposer Cllr Rowsell, all agreed - **unanimous decision**.

The Chairman confirmed Marita Ponting be duly elected.

Cllr Ponting signed A Declaration of Acceptance of Office in the presence of the Clerk and subsequently joined the meeting. Online Register of Interest to be completed within 28 days and the Monitoring Office be updated.

Thanks went to the Wood Wardens and Cllr Ponting for the repainting of the Woodside sign and the cleaning of the village sign.

### 31. Minutes of the previous meeting – 21 May 2024

Minutes of the meeting of the Parish Council held on 21 May 2024 were approved and signed by the Chairman as a true and accurate record – **unanimous decision**.

### 32. Councillors

Councillor vacancy, post now filled – refer to item **30. Public Forum**.

**33. County/District Councillors Report**

To receive reports from County and/or District Councillors – no County or District Councillors present. EC Cllr Stamp regularly sends updates throughout each month.

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

To consider and resolve any annual or new drafts – none to review.

**35. Transport**

To receive an update from Cllr Bennett – the small signs requesting feedback have been displayed at each bus stop, no feedback had been received to date.

Cllr Wylie and Cllr Ponting had experienced some buses not arriving on certain days/times.

Cllr Ponting to take on the role of Public Transport from Cllr Bennett, being an area which will be easier for Cllr Ponting to monitor. Cllr Bennett to update Cllr Ponting on history and any outstanding matters.

**36. The Furze**

To receive an update on The Furze – the Wood Wardens confirmed the large tree by the bus stop had been cut back.

Nothing further to report.

**37. Grass Cutting/Verges**

To receive an update from Cllr Leggett – the regular grass cutting is now back on track following the delays at the start of the season due to prolonged wet weather. All communications on grass cutting to be sent to Cllr Leggett.

**38. Neighbourhood Watch**

Cllr Wylie reported - the 'Mundon Village Neighbourhood Watch' Facebook page now has 26 members. It is a closed group for only those who live in the village, it can be found by searching on the name or by searching [facebook.com/groups/2381394125383537](https://www.facebook.com/groups/2381394125383537).

Nothing to report regarding any incidents in the village.

Following the last meeting Cllr Wylie contacted the Community Policing Team regarding antisocial behaviour within The Furze causing pathway damage and a suspicious van seen behind the village hall on a couple of occasions. The CPT team replied stating that the Town team would pay attention to the area.

Next Chelmsford and Maldon NHW meeting (AGM) is 23rd & 25th July.

**39. Woodside**

The Clerk reported The PayBack Team arrived on Sunday 7<sup>th</sup> July and made good progress with repainting the Woodside fencing, they returned again on Sunday 14<sup>th</sup> July and completed the project. Cllr Rowsell expressed thanks to the Team for their help and confirmed Mundon Village would appreciate the work they have done.

Cllr Rowsell confirmed some equipment and paint remains which can be used for other projects and is stored at present:

- Just over 1 tub of fence paint, sandpaper, dust sheets and fence painting brushes.

Cllr Leggett raised a concern about the Woodside paths which are overgrown and perhaps require edging to neaten. Matter was discussed, others had experienced the tarmac coming away when weeds had been pulled up. Also refer to item **46. c) Finance** for further information.

#### **40. Website and Social Media**

To receive an update from Cllr Rowsell – there continues to be a trickle of new followers. Please continue to pass requests to place items on the website and/or Facebook to Cllr Rowsell.

#### **41. Planning**

##### **a) Planning Applications For Information Only and for Review**

###### **24/00468/FUL PP-13122898**

Proposed conversion of existing barn to annexe  
Land at Sparrow Wycke Farm, Main Road, Mundon

**Considered and resolved, response to remain the same as previous application**

**24/00010/FUL PP-12652349 being, Mundon Parish are willing to support this application on the caveat that it is only ever ancillary to the main property and not classified as a separate dwelling – unanimous decision.**

###### **24/00469/HOUSE PP-13126844**

Demolition of single storey extensions to side and rear to facilitate two storey side extension and single storey rear extension. Removal of canopy projection to principal elevation to be replaced with new porch. Removal of chimney to rear. Alterations to fenestration.  
The Forge, Main Road, Mundon

**Considered and resolved. It was felt potential issues may arise with closeness to the property alongside. No representation had been made to the Clerk or Councillors, the application was therefore supported with no objections – unanimous decision.**

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

###### **24/00376/LDE PP-13005076**

Claim for lawful development certificate for existing use of an outbuilding known as ‘The Cabin’ as a separate independent dwelling unit.

Land Rear of Alma, Mundon Road, Mundon

**MDC refused in week 25 ending 21 June 2024 as the Local Planning Authority has applied for a Planning Enforcement Order and therefore a Certificate of Lawfulness cannot be granted in this instance.**

###### **24/00226 PP-12842453**

External\_internal alterations to fenestrations and structural repairs  
Limbourn Park Farm, Main Road, Mundon

**MDC approved in week 21 ending 24 May 2024 and listed building consent granted.**

###### **23/00342/VAR PP-12045353**

Wycke View Farm, Main Road, Mundon

Removal of condition 2 (occupation of dwelling) on approved planning MAR/253/67 (Erection of dwelling for agricultural worker, OS field 213, Sparrow Wycke Farm, Mundon)

**MDC confirmed on 26 March 2024 the appeal was allowed**

**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

**MDC refused application 17 Nov 2023, appeal start date 20 June 2024, and appeal in progress as at 16 July 2024.**

c) **Planning Correspondence:**

Members noted receipt via email of the following:

List of planning applications, decisions and appeals weeks 21 to 28.

**42. Highways**

- a) To receive any updates on outstanding or new highways matters - Cllr Rowsell expressed disappointment regarding the signs left by contractors following the resurfacing work, despite numerous logging with Essex Highways the signs remained throughout the village. Clerk requested to make EC Cllr Stamp and DC Cllr Fittock aware.

Cllr Ponting noted the large Reform banners remain, a 14 day, from the date of the election, timescale was felt to be applicable. Clerk to contact the Elections/Monitoring Office at MDC if they remain.

- b) To consider and resolve matters relating to the crossing of the Main Road by mobility Scooters – EC Cllr Stamp had managed to make good progress with Essex Highways for a dropped kerb to be included as a capital item offered in their next year’s budget. This will be situated near the bus stop near Victory Hall.

- c) To review information received from the Community Engagement Team after carrying out regular speed checks via a TruCAM – the monthly patrols continue and the results reflect:

May 2024=5 offenders

June 2024 = 9 offenders

- d) To receive an update on village gateways – no further information received at present, EC Cllr Stamp had already submitted a request to the Local Highways Panel along with supporting evidence.

**43. Community**

- a) Fundraising Committee update from Cllr Leggett. – the preparation for the summer fete is going well, posters are up within the village and a leaflet delivery to all households will take place this week.

It was felt the offer of Defibrillator training on the day of the fete was not appropriate but could be held as a separate event instead. Refer to item **47. Training** for further information.

- b) The Fundraising Statement of Account at 30 June 2024 was reviewed and agreed. Cllr Leggett requested excess funds be used for community improvement, agreed – **unanimous decision.**

**Mundon Parish Council  
Fundraising Account  
1 October 2023 to 30 June 2024**

**Income**

B/Fwd 30 Sept 2023	318.02
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	318.02
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**Less: Expenditure**

Flower troughs	16.00
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Plants	15.97
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	31.97
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**Surplus Income**

	286.05
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- c) Martyn’s Law – Clerk reported there had been no further movement following the Standard Tier Consultation by the Government. Clerk to continue to review updates as relevant. Item to be removed from future agendas at present.
- d) Consider and resolve location for recognition plaques – it was resolved all plaques will be displayed in one location being the main village sign post – **unanimous decision.**

**44. Plume Educational Trust – Cllr Wylie**

Nothing to report at this time as there has not been a meeting. In September the amount in the fund to offer for scholarships will be decided and applications will be received.

**45. Correspondence**

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

Neighbouring Parish Planning application letter received from MDC on 12 July 2024 after the publication of the agenda.

**Application No: FUL/MAL/24/00474 PP-12884955**

Proposal: Erection of 5 no. commercial units on land with B1 use with associated parking and landscape.

Location: Land Adjacent The Barn Fambridge Road Mundon

Any comments to be made individually by Councillors to the Clerk by 2 August 2024 if a response to MDC is required.

**46. Finance**

- a) To review and approve receipts, payments, bank reconciliation and budget - v - actual reports for May and June 2024 - List of payments are circulated to members at the end of each month prior to the meeting – **unanimously agreed and signed off by Cllr Rowsell.**

May-24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
07/24-25	02/05/2024	Clerk	Expense Claim - Engraving Shop, recognition plaque	£39.33		39.33
08/24-25	06/05/2024	Councillor	Expense Claim - bus shelter baskets and flowers	£31.97		31.97
09/24-25	14/05/2024	Mow My Lawn	Invoice 1563 grass cutting (long cut) 11 May 24	£90.00		90.00
10/24-25	14/05/2024	Mow My Lawn	Invoice 1571 (rec'd 28/5/24) grass cutting 16 and 25 May 24	£150.00		150.00
11/24-25	29/04/2024	Zurich Municipal	Quotation for annual insurance renewal from 1 June 2024	£241.00		241.00
12/24-25	31/05/2024	Clerk	Salary and home office month 2 - May 2024	£502.50		502.50

Jun-24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
13/24-25	03/06/2024	Victory Hall	Victory Hall hire x2 hrs July 2024 meeting	16.00		16.00
14/24-25	12/06/2024	ICO	Annual Data Protection fee renewal from 24 July 2024	40.00		40.00
15/24-25	17/06/2024	Clerk	Expense Claim - 50% contribution towards HP toner cartridges	31.67	6.33	38.00
16/24-25	28/06/2024	Clerk	Salary and home office month 3 - June 2024	387.75		387.75

- b) To consider and resolve new parish projects to utilise the Capital Reserves, suggested projects –
- Upgrading areas of The Furze perimeter fencing.
  - Kissing gateway at the rear of the Victory Hall car park – Cllr Bennett to discuss/obtain a quote from a resident within the village in the first instance. Agreed – **unanimous decision.**
- c) To consider and resolve new parish projects which the Locality Fund could support – Clerk to liaise with EC Cllr Stamp to see if the Woodside paths resurfacing work would fall within the criteria for the Locality Fund – **unanimous decision.**

Clerk to locate previous quotes for the resurfacing of the paths and resend to all Councillors.

#### 47. Training

Updates and review of future needs for members, volunteers and Clerk –

- Clerk to pass EALC Councillor Training Days information to Cllr Ponting.
- The Parish Council remains on the waiting list with Writtle College for further Chainsaw Maintenance and Crosscutting refresher days for second Wood Warden.
- Defibrillator Training – following the summer fete, Cllr Rowsell to gauge interest via a Facebook post for a residents' session to be held.

#### 48. External Meetings

To receive reports on any external meeting attended by Councillors or Clerk – none attended at present, Cllr Rowsell due to attend DHGPC meeting 17<sup>th</sup> July.

#### 49. Information Exchange & Items for next Agenda

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

#### 50. Date of future meetings, to consider and resolve date of September 2024 meeting – it was resolved the September 2024 meeting be moved to Wednesday 11<sup>th</sup> at 8pm – **unanimous decision.**

#### 51. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.08pm.