

# MUNDON PARISH COUNCIL

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Mrs J Lines  
Parish Clerk/RFO  
Homestead  
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9 September 2025

## Dear Councillors

You are summoned to attend the MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 16 September 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

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

### **51. 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.

### **52. Public Forum**

A code of conduct to be adhered to as a whole and is consistent with the Seven Principles of Public Life (known as the "Nolan Principles") which are set out in the Introduction and Appendix A of the Councillor Code of Conduct and the provisions of S28 Localism Act 2011.

### **53. Minutes of the previous meeting – 15 July 2025**

To receive, approve and sign the minutes of the meeting of the Parish Council held on 15 July 2025.

**54. County/District Councillors Report**

To receive reports from County and/or District Councillors.

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

To consider and resolve any existing policies or new drafts:  
Health and Safety Policy.

**56. Public Transport**

To receive an update from Cllr Ponting.

**57. The Furze**

- a) To receive an update on The Furze.
- b) To consider and resolve private access to Parish Council land.
- c) To consider and resolve tree damage.

**58. Grass Cutting/Verges**

To receive an update from Cllr Leggett.

**59. Neighbourhood Watch**

To receive an update from Cllr Wylie.

**60. Woodside**

To receive an update.

**61. Website and Social Media**

- a) To receive an update from Cllr Rowsell.
- b) To consider and resolve email management in line with digital and data compliance.

**62. Planning**

- a) **Planning Applications For Information Only**

**25/00773/SCR**

Land at Bramble Hall Mundon Road Mundon  
EIA Screening opinion request for proposed solar park

**Planning Applications for Review**

**25/00694/FUL PP-14166580**

Land at Whitegate Farm, Vicarage Lane, Mundon  
Change of use of land from ménage to agricultural and erection of ancillary barn to support the agricultural use of the wider farm.

**25/00748/HOUSE PP-14248640 and 25/00749 PP-14248640**

Dormer Cottage, Main Road, Mundon  
Replacement of the existing conservatory with a single storey rear extension.

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

**24/01004/OUTM PP-13623594**

Land South Of Threeways and 45 The Street Latchingdon Essex  
Outline planning application with all matters reserved except for means of access, for up to 140 no. dwellings (Use Class C3) including 40% affordable housing; new site access and internal access roads; a new village centre (Use Class E(a)); flexible employment space (Use Class E); car

and cycle parking; landscaping; sustainable urban drainage systems; public open space and footpaths; community woodlands and allotments; together with associated infrastructure.

#### **25/00301/FUL PP-13849407**

Land adjacent The Old Post Office, Main Road, Mundon

Demolition of existing outbuildings and construction of two bedroom dwelling and extended vehicle crossover.

#### **c) Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications, decisions and appeals for weeks 29 to 37.

#### **63. Highways**

- a) To receive any updates or concerns on new highways matters.
- b) To review information received from the Community Engagement Team after carrying out regular speed checks via a TruCAM.
- c) To consider and resolve the purchase of new speed data signs.
- d) Update on traffic calming measures through the village, to include village gateways.

#### **64. Community**

- a) Fundraising Committee update from Cllr Leggett.
- b) To consider and resolve any requests for Fundraising account expenditure.

#### **65. Plume Educational Trust**

Report from Trustee, Cllr Wylie.

#### **66. 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.

#### **67. Finance**

- a) To review and approve receipts, payments, bank reconciliation and budget v actual reports for July and August 2025 - List of payments are circulated to members at the end of each month prior to the meeting.

| Jul-25   |            |                         |                                                                    |         |       |        |
|----------|------------|-------------------------|--------------------------------------------------------------------|---------|-------|--------|
| FOLIO    | DATE       | PAYEE                   | DESCRIPTION                                                        | NET AMT | VAT   | GROSS  |
| 18/25-26 | 31/07/2025 | HMRC                    | NIC liability due for April to June 25 payroll (not taken via DDR) | £13.33  |       | 13.33  |
| 19/25-26 | 24/07/2025 | ICO                     | Annual renewal Data Protection fee to 24 July 2026                 | £47.00  |       | 47.00  |
| 20/25-26 | 25/06/2025 | Mow My Law n            | Inv 1759 - Grass cutting 30th May and 13th June 2025               | £160.00 |       | 160.00 |
| 21/25-26 | 15/07/2025 | Mow My Law n            | Inv 1784 - Grass cutting 27th June and 11th July 2025              | £160.00 |       | 160.00 |
| 22/25-26 | 15/07/2025 | Wood Warden             | Expense claim - 2 bags of ballast for litter bin                   | £7.00   | 1.40  | 8.40   |
| 23/25-26 | 18/07/2025 | Maldon District Council | Inv MUN20192996 - Community Engagement patrols April - June 2025   | £129.72 | 25.94 | 155.66 |
| 24/25-26 | 22/07/2025 | SLCC                    | Inv MEM254682-1 - annual renewal SLCC membership to 31 July 2026   | £110.00 |       | 110.00 |
| 25/25-26 | 31/07/2025 | Clerk                   | Salary and home office - month 4 - July 2025                       | 493.11  |       | 493.11 |

| Aug-25   |            |                        |                                                                    |         |     |        |
|----------|------------|------------------------|--------------------------------------------------------------------|---------|-----|--------|
| FOLIO    | DATE       | PAYEE                  | DESCRIPTION                                                        | NET AMT | VAT | GROSS  |
| 26/25-26 | 04/08/2025 | Victory Hall Committee | Hall hire x2 hours re 16 Sept 2025 mtg                             | 16.00   |     | 16.00  |
| 27/25-26 | 08/08/2025 | Mow My Law n           | Inv 1802 - Grass cutting 25 July and 8 August 2025                 | 160.00  |     | 160.00 |
| 28/25-26 | 22/08/2025 | Mow My Law n           | Inv 1815 - Grass cutting 22 August 2025                            | 80.00   |     | 80.00  |
| 29/25-26 | 20/08/2025 | Parish Online          | Inv 22UK018-0003 - Core Email Package annual charge to 20 Aug 2026 | 0.00    |     | 0.00   |
| 30/25-26 | 29/08/2025 | J Lines - Clerk        | Salary and home office - month 5 - August 2025                     | 424.90  |     | 424.90 |

- b) To consider and resolve arboriculture projects which the Locality Fund could support.
- c) To consider and resolve any capital expenditure requests from Capital Reserves.
- d) To consider and resolve the 2025/26 Local Government Services Pay Agreement for the Clerk backdated to 1 April 2025.
- e) VAT reclaim for year to 31 August 2025.

**68. Training**

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

**69. External Meetings**

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

**70. 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.

**71. Date of future meetings, next meeting – Tuesday 18 November 2025 @ 7pm.**

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