

**MUNDON PARISH COUNCIL**  
**(DRAFT) MINUTES OF THE MEETING HELD ON**  
**TUESDAY 19 MARCH 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:** 2

**Meeting Commenced:** 7pm

**127. Chairman’s welcome and to receive apologies of absence** - apologies of absence were received from District Cllr Bassenger and District Cllr Fittock.

**128. Declarations of Interest**

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

**129. Public Forum**

The recent inappropriate use of litter bins for the dumping of household rubbish had been noted. Clerk to send letter to residents if required.

It was reported by a Victory Hall Committee member that there had recently been a review of maintenance projects. A variety of projects had now been completed (new oven, new carpet, re-sanding and top dressing of the hall floor, sensor lights installed to the side of the hall and fire alarms had been tested and repaired). Many more projects are ongoing.

The works had been recognised by the Parish Council and the hall seemed much brighter. Clerk to email the Victory Hall Committee to acknowledge the improvements.

**130. Minutes of the previous meeting – 16 January 2024**

Minutes of the meeting of the Parish Council held on 16 January 2024 were approved and signed by the Chairman as a true and accurate record – **unanimous decision**.

**131. Councillors**

Councillor vacancy to be filled by co-option – no application for the Councillor vacancy had been received at present, continue to advertise.

**132. County/District Councillors Report**

To receive reports from County and/or District Councillors – no County or District Councillors present.

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

To consider and resolve any annual or new drafts:

- a) It was resolved to re-adopt the Financial Regulations – **unanimous decision.**
- b) It was resolved to amend section 18 (d) (iii) replacing the word ‘and’ with ‘or’ and re-adopt the Standing Orders – **unanimous decision.**

**134. Transport**

Cllr Bennett reported, surveys for public transport continue to be received and suggested they be available via Facebook in the future to allow more transport users to have access and take part.

The remnants of a metal pole at the Victory Hall bus stop had been made safe by a resident. The Integrated Passenger Transport Unit (IPTU) offered their thanks and apologised for the pole being left in this manner. They confirmed the contractor had been contacted and were due to re-address the matter by removing the whole concrete base with the remnants of the pole and making good as suggested by the Parish Council. Clerk to follow this up if the works are not completed prior to the grass cutting recommencing.

The IPTU have announced bus fares for ECC Gross Cost Contracts will increase by around 4.1% from 1 April 2024. Concessionary bus pass holders and park and ride users will not be affected by this change. The single fare cap scheme of £2 remains in place until 31 December 2024 for bus operators who are currently taking part.

**135. The Furze**

The Wood Warden reported The Furze being very water logged at present and this is causing deep ruts in the paths. A couple of trees had come down and a large oak tree had fallen into The Furze near to the Victory Hall.

Two hides had been addressed and the areas made safe.

A tree, previously reported, having fallen in to a resident’s garden, has now all be cleared and the fence repaired.

The Wood Warden recently attended a chainsaw maintenance and cross cutting refresher course at Writtle College. The Clerk requested a copy of the relevant certificate when available.

**136. Grass Cutting/Verges**

- a) Cllr Leggett confirmed there was nothing to report at present with regard to grass cutting as the season had not recommenced.
- b) It was resolved to review the grass cutting contract commencing November 2024, obtaining quotations, in readiness for the new financial year to commence 1 April 2025 – **unanimous decision.**

**137. Neighbourhood Watch**

Cllr Wylie commented that there has been a (unconfirmed) report of motor bikes being stolen from a property along Parsonage Chase in Mundon. Also, a Fiesta was seen acting suspiciously to the north of the village but drove off when approached.

The **Mundon Village NHW** Facebook page is now up and running. This will be advertised on the Mundon website and is a closed group for Mundon villagers. Cllr Wylie will monitor and maintain the page and contents.

**138. Woodside**

The Clerk reported, provisional dates 21<sup>st</sup> and 28<sup>th</sup> April had been set for the project of repainting the fence around Woodside green by the Community Pay Back Team. The Team will have access to the Victory Hall for use of facilities.

Equipment and paint have been purchased in readiness and a Locality Fund application had been successful, with the help of EC Cllr Stamp, to cover the net cost of £255.12. Funds were received into the Community bank account on 4 March 2024.

**139. Website and Social Media**

Cllr Rowsell reported, there are currently 301 followers on Facebook.

It was noted surveys relevant to the village, such as transport, could be posted on Facebook in the future. Cllr Rowsell welcomes any comments regarding current or future posts.

The website continues to be a legality only with not many views being received.

**140. Planning**

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

Refer to agenda item 144. Correspondence.

Correspondence received from MDC Planning following the publication of the agenda regarding Limbourne Park Farm.

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

**23/0331/LDE PP-12044336**

Claim for lawful development certificate for an existing C3 dwelling without compliance with the relevant reserved matters MAR/253/67/1

Wycke View Farm, Main Road, Mundon

**Appeal in progress as at 18 March 2024**

**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)

**Appeal hearing was set for 27 Feb 2024, appeal in progress as at 18 March 2024**

**24/00010/FUL PP12652349**

Conversion of existing storage barn to self-contained annexe and office accommodation

Land at Sparrow Wycke Farm, Main Road, Mundon

**Clerk used delegation of power to respond to MDC on 6 Feb 2024 – Mundon Parish Council 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 – Application refused by MDC week 11 ending 15 March 2024**

**22/00314/OUTM PP-11430366 (Amendment)**

Outline planning application with all matters reserved except for access, for phased mixed use development including: up to 550 dwellings (Class 3) including affordable housing: up to 1,000sqm commercial space (Class E); Early years facility (use Class E(f)); Education provision (use Class F1(a)); A 16ha District Park; A 3.3ha Local Park; allotments Access enhancements and associated development.

Land South of Fambridge Road, Burnham Road and East West of Station Road, Althorne.

**Clerk used delegation of power – unanimous decision, to continue with no representation from Mundon Parish Council.**

**Pending consideration as at 18 March 2024**

c) **Planning Correspondence:**

Members noted receipt via email of the following:  
List of planning applications, decisions and appeals weeks 03 to 11.

**141. Highways**

- a) To receive any updates on outstanding or new highways matters.  
A resident had raised some points via email, directly with EC Cllr Stamp, regarding the long awaited highways signage repairs which were logged during 2022 and 2023.

Scheduled roadworks and closures by One.Network during April:

Mundon Road = 13<sup>th</sup> to 16<sup>th</sup> April

New Hall Lane = 15<sup>th</sup> to 17<sup>th</sup> April

Vicarage Lane = 22<sup>nd</sup> to 25<sup>th</sup> April

Clerk reported, the repainting of the white lines, on numerous patches of road which have been repaired, had been addressed with ECC via EC Cllr Stamp. ECC confirmed the contractor should automatically repaint the lines as part of their repair works, normally within 2-3 weeks of the road repair but is weather dependent. A further update had been requested on 14 March 2024 as the works remain outstanding.

Faded white lines will need to be logged, via the Essex Highways website, as the defects will be added to job lists separately.

- b) To consider and resolve matters relating to the crossing of the Main Road by mobility scooters - the matter had been referred to EC Cllr Stamp following the last Parish Council meeting in January 2024. EC Cllr Stamp appreciates the importance to Mundon of the request for a pedestrian crossing and will endeavour to raise the issue at a Local Highways Panel (LHP) meeting or a full council meeting to try and establish the strict criteria required for this type of request.
- c) To review information received from the Community Protection Team after carrying out regular speed checks via a TruCAM – the monthly patrols continue and the results reflect:  
Jan 2024 = 6 offenders  
Feb 2024 = 6 offenders
- d) To consider and resolve the service for TruCAM patrolling attendance for 2024/25 – it was resolved to continue with the monthly Community Engagement Team attendance at the cost of £42.47 per hour – **unanimous decision**.  
Clerk to complete the renewal form and liaise with MDC for the continuation of service.
- e) To receive an update on village gateways - the Clerk reported EC Cllr Stamp had submitted a request to the LHP for their consideration together with TruCAM data for Mundon. The Parish Council have been advised that the LHP are currently under review and the matter could take considerable time to come to fruition.

**142. Community**

- a) Cllr Leggett reported, a Fundraising Committee meeting had been held on 8 Feb 2024 (copy of minutes to be passed to the Clerk). The summer event will be held on Saturday 10 August this year with an Olympic theme.  
The Fundraising Committee requested use of some funds in hand to create plant displays for the Victory Hall bus shelter, this was considered, resolved and agreed – **unanimous decision**.

- b) Martyn’s Law in relation to events – the Clerk reported, this pending UK wide legislation to consider and mitigate the threat from terrorism, may take effect this year. Consultations have just closed and it could be that the Victory Hall will fall within the requirements of the ‘Standard Tier’. Clerk to liaise with the Victory Hall Committee.

**143. Plume Educational Trust**

Report from Trustee, Cllr Wylie - nothing to report at this time. The next meeting is in May 2024.

**144. Correspondence**

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

Planning application received from MDC on 15 March 2024 after the publication of the agenda.

**Planning Application No: 24/00226 PP-12842453**

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

Councillors to review content and pass their individual separate responses to the Clerk who may use their delegation of power if the criteria is met.

**145. Finance**

- a) To review and approve receipts, payments and bank reconciliation for January and February 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.**

Jan 24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
35/23-24	02/01/2024	Clerk	Expenses - stationery	9.16	1.83	10.99
36/23-24	24/01/2024	Writtle University College	Chainsaw maintenance/cross cutting crse for Wood Warden	275.00		275.00
37/23-24	31/01/2024	Clerk	Salary and home office - month 10 - January 2024	478.20		478.20

Feb-24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
38/23-24	01/02/2024	Victory Hall	Victory Hall hire x2 hrs Mar 2024 mtg	16.00		16.00
39/23-24	06/02/2024	Maldon District Council	Inv MUN20189831 - Engagement Team Services Oct to Dec 2023	121.59	24.32	145.91
40/23-24	15/02/2024	Clerk	Expenses - equipment for Woodside fence project	255.12	48.62	303.74
41/23-24	10/02/2024	Victory Hall	Victory Hall hire 21 and 28 March 2024 - Woodside fence project FOC	0.00		0.00
42/23-24	29/02/2024	Clerk	Salary and home office - month 11 - February 2024	405.16		405.16

- b) It was resolved to agree the Asset Register dated March 2024 – **unanimous decision**
- c) To consider and resolve Dengie Hundred Group of Parish Council’s (DHGPC) annual subscription fee and the hosting of meetings – it was resolved to agree the subscription payable to DHGPC in the region of £40 per annum and for the requirement to host the occasional meeting by hiring the Victory Hall – **unanimous decision.**

Cllr Bennett expressed disappointment that the hire of the Victory Hall is not free of charge for the Parish Council. The Clerk confirmed this point had been raised before and the matter taken up with the Victory Hall Committee (VHC) at the time but there had been no movement on this from the VHC.

- d) Final internal audit for year 2023/2024 – the Clerk confirmed the date of the final audit had been set for Thursday 4 April 2024 and it will be a remote process.

**146. Training**

Refer also to item 135. The Furze.

It was resolved for the second Wood Warden to attend the chainsaw maintenance and cross cutting refresher course at Writtle College, day course £275. Clerk to liaise with the college - **unanimous decision**

The Clerk expressed an interest in attending a Clerk’s refresher course, being run by the EALC, for one day during June or November. The cost is £100 plus VAT or less if a bursary is applied for. Resolved and agreed – **unanimous decision.**

The Clerk reported defibrillator training had been offered to residents and/or councillors if required. Summer fete day of 10 Aug was suggested if appropriate. The Clerk to liaise with the trainer. Resolved and agreed – **unanimous decision.**

**147. External Meetings**

To receive reports on any external meetings attended by councillors or clerk and dates of any future meetings –

Clerk attended a DHGPC meeting in January 2024 – the group is starting to establish itself again and gain momentum. Draft Aims and Objectives have been drawn up.

Cllr Rowsell attended a DHGP meeting in March 2024 – minutes awaited.

Cllr Wylie attended the March Dengie Farm Watch meeting. Discussions were had with the police regarding hare coursing (successful arrests), vehicles stolen/recovered. It is encouraged to report all crimes and also to mark all equipment with a name and postcode as easier to identify and return if recovered. The Maldon District Council Environmental Enforcement Officer talked about fly tipping and working closely with farmers and the police on other initiatives.

**148. Information Exchange and Items for next Agenda**

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

**149. Next meetings to be held on Tuesday 21 May 2024**

**Annual Meeting of the Parish Council – 7pm**

**Annual Parish Assembly – 8.30pm**

**150. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.37pm.**