

MUNDON PARISH COUNCIL

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Mrs J Lines
Parish Clerk/RFO
Homestead
Old Heath Road
Althorne
Essex CM3 6EW

10 May 2023

Dear Councillors

You are summoned to attend the ANNUAL MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 16 May 2023 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 John Bennett, Cllr Kerry-Jane Wylie
and Cllr Diane Leggett**

A G E N D A

- 1. Chairman's welcome and to receive apologies of absence.**
- 2. Declarations of Acceptance of Office**
Following the Notice of an Uncontested Election on 4 May 2023, all elected councillors to sign Declaration of Acceptance of Office.
- 3. Election of Chair and Vice Chair**
Chair and Vice Chair to sign Declarations of Acceptance of Office.
- 4. 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)

5. 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.

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. Minutes of the previous meeting – 21 March 2023

To receive, approve and sign the minutes of the meeting of the Parish Council held on 21 March 2023.

8. Review Frequency of Parish Council Meetings and Future Meeting Dates

- a) To consider and resolve whether the frequency of current bi-monthly meetings is adequate.
- b) To consider and resolve meeting dates for 2023/24.

9. Councillors

Councillor vacancy arising following 4 May 2023 election.

10. County/District Councillors Report

To receive reports from County and/or District Councillors.

11. Policies, Procedures, Risk Assessments and Contracts

To consider and resolve any annual or new drafts:
Code of Conduct for Members

12. Transport

To receive an update from Cllr Bennett.

13. The Furze

To receive an update on The Furze.

14. Grass Cutting/Verges

To receive an update.

15. Neighbourhood Watch

To receive an update from Cllr Wylie.

16. Woodside

To receive an update on the progress of negotiations with Moat Housing and the passing of the Woodside green to the Parish.

17. Website and Social Media

To receive an update from Cllr Rowsell.

18. Planning

a) Planning Applications For Information Only and for Review

Appeal - APP/X1545/W/23/3317079

22/00491/FUL PP-11144693

Glenlene Main Road Mundon Essex

Construction of a two storey detached dwelling

b) Planning Decisions (and awaiting Decisions)

NMA/MAL/23/00242

Whitehaven 3 Garlands Bungalow Mundon Road Mundon

Application for non-material amendment following grant of Planning Permission

22/00938/HOUSE (Single storey rear extension. Re-build with a pitched roof the existing extension to side. Front extension below existing roof structure.) Amendment sought: Extend existing rear pitched roof to previous extension over area of approved rear extension with glass gable to end. Existing roof line and heights maintained.

22/01070/FUL PP-11594619

Land at Hook Farm, Mundon Road, Mundon

Proposed demolition of existing commercial structures and construction of 7 new dwellings with associated landscaping

23/00246/FUL PP-11995264

Construction of a chalet bungalow

Land at Mapledean Pig Farm, Mapledean Chase, Latchingdon

23/0331/LDE PP-12044336

Wycke View Farm, Main Road, Mundon

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

23/00382/FUL PP-12059541

Unit 19 Mapledean Works, Maldon Road, Mundon

Construction of new portal framed B2 light industrial building with part mezzanine floor and office

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

23/00327/HOUSE PP-12030297

Erection of 6m x 6m cart lodge

Der A Lea, Main Road, Mundon

c) Planning Correspondence:

- Members to note receipt via email of the following:
- List of planning applications weeks 12 to 19
- List of planning decisions and appeals weeks 12 to 19

19. Parish Council Land – Ownership and Boundaries

To receive an update.

20. Highways

- a) To receive any updates on outstanding or new highways matters.
- b) To consider and resolve costs and information obtained for VAS and/or SID speed signs.
- c) To review information received from the Community Protection Team after carrying out regular speed checks via a TRUCAM.

21. Community

- a) Fundraising Committee update from Cllr Leggett.
- b) Post Box Stud Farm.
- c) Essex Police, Maldon Town Team Beat Surgeries.

22. Plume Educational Trust

Report from Trustee, Cllr Wylie.

23. 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.

24. Finance

- a) To review and approve receipts, payments and bank reconciliation for March and April 2023 -
List of payments are circulated to members at the end of each month prior to the meeting.

Mar-23						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
52/22-23	17/03/2023	Maldon District Council	Community Engagement Team Services - 1 Jan to 31 Mar 23	107.82	21.56	129.38
53/22-23	31/03/2023	Clerk	Salary and expenses month 12 - March 2023	409.89		409.89

Apr-23						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
01/23-24	27/03/2023	Victory Hall	Victory hall hire x3 hrs May 2022 mtgs	24.00	0.00	24.00
02/23-24	03/04/2023	EALC	Annual affiliation fees for EALC and NALC 2023/24 Inv 16563	132.44	0.00	132.44
03/23-24	06/04/2023	April Skies Accounting	Audit fee for y/e 31 March 2023 Inv-0044	160.00	0.00	160.00
04/23-23	19/04/2023	Clerk	Expense claim - engraved plaque from The Engraving Shop	34.33	0.00	34.33
05/23-24	28/04/2023	Clerk	Salary - month 1 - April 2023	419.89	0.00	419.89

- b) To review and resolve the AGAR form together with the internal auditor’s report for the year ended 31 March 2023.
- c) Clerk’s report.
- d) Consider and approve the value of reserves to be carried forward to 2023/24 and confirm the 2023/24 Precept budget value.
- e) To consider and resolve annual insurance cover renewal from 1 June 2023.
- f) To consider and resolve the use of the Cloud for future backup purposes.

25. Training

Updates and review of future needs for members and Clerk.

26. External Meetings

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

27. Information Exchange & 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.

28. Date of future meetings, next meeting – Tuesday 18 July 2023 @ 7pm

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