

MUNDON PARISH COUNCIL
(DRAFT) MINUTES OF THE MEETING HELD ON
WEDNESDAY 27 NOVEMBER 2024 AT 7PM IN THE VICTORY HALL

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Present: Cllr Kerry-Jane Wylie (Chair), Cllr Diane Leggett and
Cllr Marita Ponting

In Attendance: Mrs Jackie Lines – Parish Clerk/RFO

Members of Public: 4

Meeting Commenced: 7pm

76. Chairman’s welcome and to receive apologies of absence – apologies received from Cllr Rowsell, Cllr Bennett, District Cllr Fittock and Adam Pipe (Head of Roads Policing)

77. Declarations of Interest

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

78. Public Forum

No new items raised by attendees.

79. Minutes of the previous meeting – 11 September 2024

Minutes of the meeting of the Parish Council held on 11 September 2024 were approved and signed by the Chairman as a true and accurate record – **unanimous decision**.

80. County/District Councillors Report

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

81. Policies, Procedures, Risk Assessments and Contracts

To consider and resolve any annual or new drafts – no new or annual drafts to review.

82. Public Transport

Cllr Ponting reported the bus stops had been updated with new timetables which commenced on 1 November 2024.

No individual complaints, comments or queries had been received directly from residents regarding public transport services.

Diversions to 31/331/332 were in place 12th - 15th November due to Mill Road closure, (although the information regarding this was very unclear at the time).

83. The Furze

The Wood Warden reported, due to the recent high winds, trees had fallen which have been made safe with access via the footpaths but the work to clear the debris will be ongoing for a while.

The repair of the kissing gate and installation of an additional gate for access to The Furze via the rear of the Victory Hall, will take place shortly. Stud Farm have kindly offered to organise this work for the Parish.

A person in a Ford transit had recently been causing concern within The Furze and Victory Hall area using intimidating and antisocial behaviour when approached, authorities have been notified and are monitoring.

84. Grass Cutting/Verges

- a) Cllr Leggett reported the grass cutting continues and the season will end soon and recommence in the spring.
- b) Cllr Leggett had obtained four new quotations for grass cutting from 1 April 2025, these were considered and it was resolved to continue with Mow My Lawn and agree the £5 per cut increase – **unanimous decision.**

85. Neighbourhood Watch

Cllr Wylie reported following the Chelmsford and Maldon NHW meeting (held 26th November). There has been an increase in motorbike and scooter theft in the area, mainly from outside homes. The police advised to fit trackers. It was raised that ‘Faraday Pouches’ for keyless car fobs actually only have approximately 12 month lifespan. It is advised to check their viability regularly. Be more alert with Christmas approaching of scams, check gift cards have not been tampered with before taking to the till. Be aware of potential purse dipping, bells on purses, clips to close zips or cables to join your purse to your bag were suggested as deterrents. With darker nights make sure your house and sheds are secure, put lights on timers, leave valuables away from windows, try and keep gifts out of sight. Make sure preventatives are in place during the day as well as the night. Do not advertise you are away from home on social media.

The Lions Club have an initiative for a ‘Message in a Bottle’. It is a simple but effective way for people to keep their basic personal and medical details where they can be found in an emergency, on a standard form, and in a common location – the fridge. The project helps emergency service personnel save valuable time identifying an individual and knowing if they have allergies or take specific medication. Cllr Wylie to look into this further and obtain some bottles.

Within the village, there were reports in the last few weeks of a Silver Volvo with different number plates front and back which was acting suspiciously and may have been involved in thefts. It is understood from the police that the matter ‘has been resolved’. A red ford van, with the driver acting suspiciously, reported on several occasions in the vicinity of the Furze and the village hall has also been noted and mentioned to the police. A ‘Let’s Talk’ session to be held at the village hall on 30th November, has yet to be confirmed by the police so may not happen.

Next Chelmsford and Maldon NHW meetings are in 21st/23rd January 2025.

86. Woodside

Clerk reported funding applications, for help with the path project, had been completed and lodged with:

Thriving Places – unsuccessful due to the project classified as a capital expenditure.

National Lottery, Awards for All – applied 14 Oct 2024 for maximum, being £20K. Process can take around 12 weeks for a decision.

Community Initiative Fund (CIF) – applied 18 Oct 2024 via the EALC for maximum, being £10K. Support received from EC Cllr Stamp. Applications will be reviewed by panel during December. Risk assessment carried out during late summer identified 4 wobbly posts around the picket fencing.

Clerk to liaise with the Wood Wardens to identify additional expenditure required for repairs within the village which the Locality Fund may be able to assist with.

87. Website and Social Media

Cllr Rowsell to provide any updates at the next meeting in January 2025.

88. Planning

a) **Planning Applications for Information Only**

No new applications received.

Planning Applications for Review

No new applications received.

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

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 the application on 17 Nov 2023, appeal start date 20 June 2024 and appeal in progress as at 25 Nov 2024.

24/00788/HOUSE PP- 13458678

Orchards, New Hall Lane, Mundon

Single storey rear extension. Additional front door with canopy. Detached garage/outbuilding.

Clerk used delegation of power to respond to MDC on 30 Oct 2024 – Mundon Parish Council have reviewed the above mentioned planning application, have no objections and support this application. The application is pending consideration as at 25 Nov 2024.

c) **Planning Correspondence:**

Members noted receipt via email of the following:

List of planning applications, decisions and appeals weeks 37 to 47.

89. Highways

a) To receive any updates on new highways matters – no new matters were raised.

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

September = 8 offenders

October = 8 offenders

- c) It was resolved to continue with the same level of monthly attendance by the Community Engagement Team from 1 April 2025 – **unanimous decision.**
- d) To consider and resolve traffic calming measures through the village – a detailed discussion covered the results of a recent resident’s personal survey which had focused on the Main Road area and the effects of speeding within the village.
It was resolved for the Clerk/Parish Council to revisit all possibilities for traffic calming measures, to include: weight/tonnage limits, Fambridge Road widening, installation of gateways, pedestrian crossing, corresponding with owners of HGVs, parking on pavements, width restrictions and priority one way systems, reducing zones from 60 to 40 or 30mph, request new traffic surveys, Community Speed Watch volunteers and noise pollution – **unanimous decision.**

The Clerk reported Adam Pipe, Head of Roads Policing, had been unable to attend a meeting prior to Christmas but hoped to during January 2025.

The Clerk had obtained up to date information from the Safer Essex Roads Partnership regarding average speed cameras: £100K is used as a ballpark figure for a pair, required to be placed on Highways land, Police have to process the endorsable traffic offences and the cameras do not help with volume of traffic.

Clerk contacted another local council as part of a 60mph zone had been changed to 40mph within their boundaries, however it was confirmed this change had been organised by developers rather than the local council.

- e) To receive an update on village gateways - the Clerk reported this had previously been applied for by EC Cllr Stamp via the Local Highways Panel, however funding for the Panel continues to be too low for the number of requests they receive each year. Clerk to follow this up via item 89 (d) above.

90. Community

- a) Fundraising Committee update from Cllr Leggett – nothing to report at present. A date for next year will be agreed with the Committee and put forward at the next Parish Council meeting.
- b) To consider and resolve any requests for the use of funds – no expenditure to consider or resolve at this time. It was felt the funds should be used for improvements to the village.

91. Plume Educational Trust

Cllr Wylie reported following the meeting on 26th November 2024 that the scholarship fund pot for 2024/25 was £11,050. 12 students applied this year, 8 x 1st years, 3 x 2nd years and 1 x 3rd year. The awards ranged from £700-£1100 per student depending on parental income. This year the applications were made online as the form was made electronic and every student wrote a reason why they were applying for the funding, mainly to help with living costs. Payments will be made to the students over the next few weeks. The next meeting will be May 2025.

92. Biodiversity (2021 Environment Act)

To consider and resolve the legal requirement in England to conserve and enhance biodiversity within the parish – it was recognised that The Furze is a huge area of biodiversity within the village given the size of the woodland and the nature of how it is set out to allow the variety of animals, plants, fungi and microorganisms, like bacteria, to work together in ecosystems which maintains balance and supports life.

Wood Wardens have gone to great lengths to enhance and keep safe the woodland area recognising the need for biodiversity and without disturbing potential habitat for the natural world, therefore allowing it to continue to exist and develop.

It was resolved to continue to recognise the co-existence of the natural world and protect the area from risks of harm – **unanimous decision.**

93. Correspondence

There was no additional correspondence, other than already circulated via email or detailed as a separate agenda item.

94. Finance

- a) To review and approve receipts, payments, bank reconciliation and budget - v - actual reports for September and October 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 Wylie.

Sep-24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
24/24-25	15/09/2024	Mow My Law n	Inv 1627 grass cutting 9 and 26 Aug plus 11 Sept 2024	225.00		225.00
25/24-25	16/09/2024	EALC	Inv 17977 - Cllr Training Days 1 & 2 - Sept 2024	200.00	40.00	240.00
26/24-25	30/09/2024	Clerk	Salary and home office month 6 - September 2024	445.13		445.13

Oct 24						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
27/24-25	01/10/2024	Victory Hall	Victory Hall hire x2 hrs Nov 2024 meeting	16.00		16.00
28/24-25	11/10/2024	Maldon District Council	Invoice MUN20191499 - July to Sept 2024 inc. Engagement Team Servs	127.41	25.48	152.89
29/24-25	31/10/2024	Clerk	Salary and home office month 7 - October 2024	404.63		404.63

- b) It was resolved to accept the precept budget for 2025/2026 (Appendix 1) – **unanimous decision** and signed off by Cllr Wylie.

The Clerk reported the value of the Precept to be requested from MDC for 2025/2026 will be £8,600. This amounts to an annual cost to Band D households of £58.31 per annum which is an annual increase of £7.08 (or 13p per week) on 2024/2025.

- c) The 2024/2025 Local Government Services Pay Agreement for the Clerk, backdated to 1 April 2024, was considered and resolved to be processed during December 2024 – **unanimous decision.**
- d) It was resolved for the Clerk to liaise with the Wood Wardens to identify additional expenditure required for repairs within the village which the Locality Fund may be able to assist with (in addition to the previously agreed litter bin) – **unanimous decision.**

A resident raised awareness of the problem within West Chase of dog fouling. Clerk to discuss with land owner and the possibility of improved signage in that area.

e) No requests specific to Capital Reserves were received.

95. Training

No new training requests were received.

96. External Meetings

Cllr Ponting attended two Councillor training days with the EALC during September and confirmed they had been useful. Cllr Ponting raised one point from the training regarding .gov email addresses for Councillors. It was noted this subject had been raised previously and although seen as good practice, at present it was not a legal requirement. The Clerk was requested to review the position again and for the Parish Council to consider moving their email addresses for the future.

No further meetings reported on.

97. Information Exchange and Items for next Agenda

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

98. Date of future meetings - next meeting Tuesday 21 January 2025 at 7pm.

99. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.23pm.

Appendix 1

**Mundon Parish Council
Precept Budget 2025/2026**

	Clerk's Salary	Clerks Office All	Admin Expenses	Audit Fees	Affiliation Fees	Donations (\$137)	Victory Hall Hire	Insurance	Training	Election Expenses	Grass Cutting	Parish Projects	Contingency	TOTAL BUDGET
Budget headings 2024/25	4,860	360	50	190	310	100	160	460	200	500	1,350	700	600	9,840
Amount spent to 31 Oct 24	2,805	210	38	88	290	0	64	241	240	0	855	377	40	5,248
Amount of budget remaining to 31 Mar 2025	2,055	150	12	103	20	100	96	219	-40	500	495	323	560	4,592
Projected expenditure required to 31 Mar 2025	2,251	150	0	0	0	0	32	0	-150	0	450	326	0	3,059
Estimated remaining balance at 31 Mar 2025	-195	0	12	103	20	100	64	219	110	500	45	-3	560	1,534
RECOMMENDED 2025/2026 BUDGET	5,170	360	50	150	350	100	160	280	175	750	1,460	740	600	10,345