

# MUNDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON  
TUESDAY 19 SEPTEMBER 2023 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  
District Cllr Tony Fittock

**Members of Public:** 2

**Meeting Commenced:** 7pm

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

Apologies of absence were received from County Cllr Wendy Stamp and from a Victory Hall Committee member.

**56. 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.

**57. Public Forum**

A concern was raised by the Wood Warden regarding a resident who is reliant on a mobility scooter to cross the Mundon Road when accessing the bus stop and village hall. A request was made for an additional dropped kerb to be placed opposite the bus stop and village hall to avoid residents with mobility scooters or prams and pushchairs making hazardous journeys on the road due to other dropped kerbs being placed too far away. District Cllr Fittock offered to take this matter forward.

Cllr Rowsell requested the resident contact the Parish Council to provide feedback if there are any further problems in the future and for the Clerk to take the residents details for communication purposes.

**58. Minutes of the previous meeting – 18 July 2023**

Minutes of the Parish Council meeting held on 18 July 2023 were approved and signed by the Chairman as a true and accurate record – unanimous decision.

**59. Councillors**

Councillor vacancy to be filled by co-option – no applications for the Councillor vacancy had been received at present, continue to advertise. It was felt a member of the Village Hall Committee may wish to join the Parish Council, Clerk to liaise with the Committee.

**60. County/District Councillors Report**

District Councillor Tony Fittock provided a report:  
It had been a quiet recess at Maldon District Council (MDC).

The Responsible Authorities Group reports upon key services such as Primary care provision, community safety and fire and rescue. The Maldon District Community safety team has road safety on its concerns list and will be exploring what actions can be taken in response to District Residents feedback.

Cllr Fittock expressed the need for a strategic approach for parishes to work together on topics such as community speed watch as individual parishes do not generally have enough people volunteering. A larger team of volunteers across the parishes could perhaps be trained and work collectively around the parishes to help combat speeding.

One Maldon District is a partnership that works on a vision, strategies and corporate plans for the district and what is required for the residents, for instance, youth activities, surgery expansions and school places. Look out for the consultations, they are good to respond to and express your views.

From a MDC perspective, activities have focused on the Local Development Plan review with the current expectation of 450-500 new houses required per annum may be for the next 20 years. This number however seems to be the required number if a new secondary school were to be built. The next steps are modelling of Strategic Options to assess the limitations of the Highways network prior to select a growth option.

The standard method calculates currently the Housing Target to be 279 versus Local Plan target of 310 properties per year Houses per annum hence a possible significant uplift would be required. The Government requirement of 260 was increased to 310 on current plan inception to help fund expansion of the Plume Academy. The current target of 279 is informed by the Median value properties and the Median level of income, which has improved in part due to residents having higher wages and a reduction in Median house values. A study has indicated large number of residents within the district cannot afford / obtain a mortgage and therefore there is a need to provide more affordable rented / social housing.

Chelmsford City Council have indicated that the Lower Burnham Road will reach capacity by 2030/31. There are currently 1,100 vehicles travelling through Latchingdon per hour and junctions such as Kitts Hill are known hot spots which could be remodelled.

On Thursday 21 September 2023, councillors will be requested to approve resources for the implementation of projects resulting from S106 contributions accumulated from developers. There is £1M available and MDC have been advised to spend this value, to provide facilities for the district, specifically Maldon and Burnham, taking social benefits into account.

#### **61. Policies, Procedures, Risk Assessments and Contracts**

- a) It was resolved to adopt the Equality and Diversity Policy – unanimous decision
- b) It was resolved to adopt the Health and Safety Policy – unanimous decision and policy signed by Chairman.

#### **62. Transport**

Cllr Bennett reported the Maldon and Heybridge Transport Bus Users Group were holding their inaugural set up meeting on 20 September at 7.30pm in the Maldon Town Hall. A public consultation is being held by ECC, closing date 5 October 2023 regarding 162 non-commercial services across Essex and residents are being urged to share their views to help ensure the services meet levels of passenger demand (these services do not seem to affect Mundon).

[https://consultations.essex.gov.uk/iptu/2023/?utm\\_source=e-shot&utm\\_medium=email&utm\\_campaign=TravelEssexNewsletter-July2023](https://consultations.essex.gov.uk/iptu/2023/?utm_source=e-shot&utm_medium=email&utm_campaign=TravelEssexNewsletter-July2023)

**63. The Furze**

The Wood Warden reported being alerted by a dog walker that an ash tree had come down in the high winds and had fallen across a footpath. This has now been dealt with.

The use of the unofficial footpath in the top left hand corner had now ceased and the correct entrances were being used.

It was noted on the grass opposite West Chase, the brambles restrict the view of buses coming along. Cllr Rowsell will review and cut back as required.

**64. Grass Cutting/Verges**

Cllr Leggett reported that all seemed fine at present.

**65. Neighbourhood Watch**

**Village Incidents:**

Cllr Wylie reported that 2 cars were broken into overnight of 3<sup>rd</sup> August at the White Horse pub and also vehicles outside the Village Hall the same night.

It was also reported that a Fiat vehicle with male occupants had been at Limbourne Stables on 7<sup>th</sup> August taking pictures and looking at a horse, when confronted they left in a hurry.

There have been 2 further incidents of fly tipping in Blind Lane since the last meeting that have been reported to MDC and removed.

**Chelmsford and Maldon Neighbourhood watch meeting (July):** Cllr Wylie reported that Steve Leverett, Chair of Chelmsford and Maldon Group of Neighbourhood Watches had a meeting with the Community Policing Team (CPT) Inspector, Sam Girdlestone, and the Neighbourhood Watch (NHW) PCs, Rosie and Scott. The police, as always, were very welcoming and were keen to endorse police and NHW working together – the police value greatly the partnership. It is proving very useful that the CPT area and the NHW Group cover the same area of Chelmsford and Maldon – policing resources can be applied more flexibly across the areas. CPT is being stretched at present (during summer) – with diversions to Southend to support extended policing activities there due to seasonal pressures.

It is recognised that the 101 service is problematic and it was advised that the best way to report crime is on-line – unless it is an emergency when 999 must be used. The on-line link is <https://www.essex.police.uk/> then select 'Report'.

**Hotspots:**

The CPT is aware of the 'hotspots' across the area (mainly specific areas in Chelmsford and Hanningfield Reservoir). The hotspot policing came in from August as per the Government Initiative. Of course, CPT policing will continue to address matters across all areas of Chelmsford and Maldon in addition to these hotspots.

**Setting up a Mundon NHW group:**

Cllr Wylie discussed how NHW information, tips for security, issues and incidents can be passed on to residents and vice versa. It was decided to set up a Mundon NHW Facebook page coordinated by Cllr Wylie.

Next NHW meetings: 26<sup>th</sup> / 28<sup>th</sup> September 2023.

**66. Woodside**

The Prison Service had been contacted by submitting a nomination form online following the last meeting on 18 July 2023 with regard to the project of fence painting by the Payback Scheme. It had been confirmed by a Probation Officer there needs to be a day's work for 8 people and toilet facilities would be required.

The Victory Hall Committee had not been receptive to the toilets in the hall being used and felt a mobile welfare unit should be put in place instead.

It was resolved – unanimous decision - Clerk to liaise with the Prison Service and the Victory Hall Committee further to move the matter forward.

**67. Website and Social Media**

Cllr Rowsell reported there continues to be a trickle of new people joining the Facebook page and requested that if anyone has any comments or feedback about the content or quantity of posts please liaise with the Clerk.

**68. Planning**

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

**23/00744/RESM PP-12152781**

Mapledean Poultry Farm, Mapledean Chase, Mundon

Reserved matters application for approval of layout, appearance, landscaping and scale following outline planning permission OUT/MAL/18/01034 (Redevelopment of poultry farm for approx. 5030sqm B1 (b) & c) commercial floor space with associated access arrangements)

**The application was considered and resolved. Whilst Mundon Parish Council are willing to support this application, there are concerns regarding flooding, if these could be given full consideration – unanimous decision.**

**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 started 25 Aug 2023**

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

**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

**Pending consideration as at 19 Sept 2023**

**Appeal - APP/X1545/W/23/3317079**

**22/00491/FUL PP-11144693**

Glenlene Main Road Mundon Essex

Construction of a two storey detached dwelling

**Appeal allowed on 14 Sept 2023**

**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.

**Pending consideration as at 19 Sept 2023**

**23/00628/VAR PP-12258389**

Removal of condition 2 on approved planning permission MAR/253/67 (Erection of a dwelling for agricultural worker)

Wycke View Farm, Main Road, Mundon

**Refused by MDC week 33 ending 18 Aug 2023**

**c) Planning Correspondence:**

Members noted receipt via email of the following:

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

**69. Highways**

**a) To receive any updates on outstanding or new highways matters -**

Cllr Wylie had recently reported that the damaged and missing speed signs had been replaced.

It was noted the pot holes on the Mundon Road, down the hill going out of the village, were still outstanding despite being marked up by Essex Highways.

It was noted the 30mph VAS/SID sign was not illuminating consistently. Cllr Rowsell to check the battery/capacitor.

**b) 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:**

July = 4 offenders

August = 5 offenders

It was noted that there has been more police presence in general within Mundon of late.

**c) To consider and resolve costs and information obtained for signs to display speeding data – a further schedule prepared by the Clerk had been reviewed and considered. It was resolved to purchase x4 signs – unanimous decision.**

**d) To consider and resolve costs and information obtained for village gateways – a further schedule prepared by the Clerk had been reviewed and considered and the costs were felt to be high. Next step, Clerk to make contact with other parishes who have village gateways to gather information on how they obtained and installed theirs.**

**70. Community**

Cllr Leggett provided an update from the Fundraising Committee confirming the village summer fete, held in the Victory Hall on Saturday 12 August, had been a success with great feedback being received and funds of £304.80 raised. Cllr Rowsell expressed thanks to all who helped organise and run the event. It was considered and resolved for there to be an annual event and that the current funds should be held in the Community account to go towards next year's event – unanimous decision.

**71. Plume Educational Trust**

Cllr Wylie reported that as part of the change over to the new Chair and Clerk and Treasurer of the Trust, all trustees had to approve the signing of mandates for the Trust's bank accounts. This was approved. The next trust meeting is end of October when applications for the scholarships will be in and considered.

**72. Correspondence**

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

**73. Finance**

- a) To review and approve receipts, payments and bank reconciliations for July and August 2023 - 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.

Cllr Rowsell requested Cllr Wylie to obtain approval at the bank for dual authorisation of online transactions.

Cllr Bennett requested information relating to interest received and current interest rates with the parish council's present bankers – Clerk to provide this information to councillors.

Jul-23						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
14/23-24	01/07/2023	SLCC	Annual membership renewal from 1 Aug 2023	112.00	0.00	112.00
15/23-24	18/07/2023	Maldon District Council	Inv MUN20188076 - Engagement Team Services Apr-Jun 2023	121.59	24.32	145.91
16/23-24	18/07/2023	Wood Warden	Expense claim - fuel and oil for wood chipper	13.95	2.79	16.74
17/23-24	24/07/2023	Clerk	Expense claim - printer toner @50%	30.42	6.08	36.50
18/23-24	31/07/2023	Clerk	Salary and home office - month 4 - July 2023	416.82	0.00	416.82

Aug-23						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
19/23-24	01/08/2023	Victory Hall	Victory Hall hire x2 hrs Sept 2023 mtg	16.00		16.00
20/23-24	09/01/2023	MPP Solicitors	VAT element inv 212315 re disbs chgs (re 37/22-23 and 41/22-23)	0.00	65.00	65.00
21/23-24	31/08/2023	Clerk	Salary and home office - month 5 - August 2023	300.16		300.16

- b) Locality Fund, consider and resolve application for funding - it was resolved the Clerk would provide County Cllr Stamp with a response of how the Locality Fund could benefit Mundon this year for assistance with the materials for painting the Woodside fencing – unanimous decision.
- c) The Auditor's Letter of Engagement for 2023/24 interim and internal audit was considered, approved and resolved at a total cost of £175, half of the cost falling within the current year. Clerk to sign and return the Letter of Engagement and obtain provisional dates for the audits – unanimous decision.

**74. Training**

Updates and review of future needs for members and Clerk – the Wood Warden confirmed a refresher course is being reviewed at Writtle College and information of the course and the Wood Warden's own insurance cover will be confirmed to the Clerk.

No other requests for training were received.

**75. External Meetings**

To receive reports on any external meeting attended by Councillors or Clerk – Cllr Wylie reported that on 14<sup>th</sup> September there was a Dengie Farm Watch meeting but was unable to attend. A full report will be made at the next Parish meeting when the notes have been received. One item that has been circulated is an initiative calling Essex Horse Riders to become extra eyes and ears for Essex Police. Horse Riders have the unique ability to see over hedges and go where patrol cars can't so are asking riders to sign up to the Essex Horse Rider Volunteer scheme. For more information go to [www.essex.police.uk/essexwatch](http://www.essex.police.uk/essexwatch). Next meeting to be held mid-November.

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

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

**77. Next meeting to be held on Tuesday 21 November 2023 @ 7pm**

**78. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.28pm.**