

MUNDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON
TUESDAY 16 SEPTEMBER 2025 AT 7PM IN THE VICTORY HALL

Email: mundonparishcouncil@yahoo.com

Website: Mundon.org – Tel: 07789 342747

Present: Cllr Kerry-Jane Wylie, Cllr Diane Leggett, Cllr John Bennett and Cllr Marita Ponting

In Attendance: Mrs Jackie Lines – Parish Clerk/RFO

Members of Public: 11

Meeting Commenced: 7pm

50. Chairman's welcome and to receive apologies of absence – apologies were received from Cllr Rowsell, District Cllr Bassenger and District Cllr Fittock.

51. Declarations of Interest

- a) To receive declarations of interest for any agenda items – **no interests declared.**
- 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 when updates had been made.

52. Public Forum

An attendee raised concerns regarding the Bramble Hall Solar Park EIA opinion screening request, it was felt the impact to wildlife had been overlooked with surveys not providing enough detail and being scaled down on the wildlife aspect of the site, therefore implying there isn't a need for full screening. International birds flock to the estuary and there are international obligations for these birds.

It was agreed for the Clerk to feedback these concerns to MDC.

53. Minutes of the previous meeting – 15 July 2025

Minutes of the meeting of the annual Parish Council held on 15 July 2025 were approved and signed by the Chairman as a true and accurate record – **unanimous decision.**

54. County/District Councillors Report

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

55. Policies, Procedures, Risk Assessments and Contracts

It was resolved to agree and re-adopt the Health and Safety Policy – **unanimous decision.**

56. Public Transport

Cllr Ponting reported there was a new bus timetable from 31st August with minor changes. Steeple Road will be closed 6th Oct to 7th Nov which may impact some bus services (31/331/332).

57. The Furze

- a) To receive an update on The Furze – the Wood Warden reported the footpaths continue to be maintained.
- b) An unauthorised private access gate to The Furze was created on 15 August 2025 with damage to the Parish Council boundary fence. It was resolved for the Parish Council to make contact with the landowner concerned – **unanimous decision.**
- c) The tree being hollowed out and damaged was first noticed on 25 July with further damage on 15 Aug 2025. The Furze is a protected woodland having a TPO registered with Essex County Council. It was resolved for the Clerk to register the damage with the Local Authority – **unanimous decision.**

58. Grass Cutting/Verges

Cllr Leggett reported the grass was being cut regularly and the contractor was maintaining the areas well.

59. Neighbourhood Watch

Cllr Wylie reported that further reports of tree damage had occurred within The Furze on 15 August. Sergeant Matt Dalby from Neighbourhood Policing was contacted again and said officers would continue to patrol the area.

Fly-tipping occurred in Blind Lane but MDC have since cleared this up.

60. Woodside

It had been noted the new litter bin, placed next to the bus shelter near the Victory Hall, was not being emptied regularly by the MDC contractors and bin bags were not being replenished – Clerk to contact MDC for this to be addressed.

The matter of speeding vehicles along the unmade access road behind Woodside cottages was addressed following the last meeting by way of letters to the residents and Moat Housing. It was reported the matter had not improved – Clerk to follow this up again.

The insurance excess of £100 regarding the fence damage following the accident on 1 Feb 2025 is still awaited. Request for the Clerk to pursue this more rigorously given the length of time it has taken so far to be resolved.

Funding continues to be explored in relation to help to repair/renew Woodside green's paths and applications made as relevant.

Picket fencing posts – the Wood Wardens confirmed the ground may now be more malleable for these repairs to take place.

61. Website and Social Media

- a) Cllr Rowsell to provide a report for the next meeting.
- b) The Clerk reported, the Parish Online "Core" gov.uk free email service had been set up for clerk@mundonparishcouncil.gov.uk. The transfer of historic data from the existing email address of mundonparishcouncil@yahoo.com is still work in progress and further updates will be provided when the new email goes live.

It was resolved to agree costs, should they arise, in relation to auto forwarding (£25) and increased data storage (£24pa plus VAT) – **unanimous decision.**

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

The Parish Council were advised a “STOP Bramble Hall Solar Park” campaign had been set up by the residents, with 250 signatures received so far.

An update from a meeting held in July at a resident’s property with BSR was discussed.

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.

Mundon Parish Council have reviewed the above mentioned planning application and wish to reserve judgement to await further clarity on agricultural barns being granted on non-established or non-viable working farms.

Further information on how the existing public right of way will be affected is also required – unanimous decision.

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.

Mundon Parish Council have reviewed the above mentioned planning applications, have no objections and support these applications – unanimous decision.

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.

Appeal reference 3369961

Start date 20 August 2025

Decision date – not yet decided (as at 16 Sept 2025)

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.

At the 20 Aug 25 meeting of the South-Eastern Area Planning Committee the application was deferred to seek further clarification and due to be considered at a forthcoming meeting of the South-Eastern Area Planning Committee on 17 September 2025 at Burnham Town Council Offices at 7.30pm.

c) **Planning Correspondence:**

Members noted 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 –

A resident had seen Himalayan Balsam growing in Blind Lane, The Street Purleigh and Simmons Lane, Purleigh and reported this to MDC, ECC and the Environment Agency for its removal prior to the seeds dispersing.

Long awaited works to the missing double bend warning sign on Mundon Road heading out of the village, reported in September 2022, seems to now be progressing through Highways schedule of works.

Residents voiced concerns of damage to their properties due to vibrations from HGV vehicles passing through the village. A request was received for a weight restriction to be applied for the village – Clerk to obtain information.

Excessive amounts of mud on Mundon Road, near the property Ivydene, had been noticed by residents – Clerk to review.

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

July = 3 offenders

August = 4 offenders

c) To consider and resolve the purchase of new speed data signs - it was resolved to wait until the end of the year to update the existing signs – **unanimous decision.**

d) Update on traffic calming measures through the village, to include village gateways –

It was noted, Head of Roads Policing, Adam Pipe had recently stated, the volume of deaths on Essex's roads in 2025 has been "relentless", citing drug-driving, speed and carelessness as the biggest problems seen on the county's highways.

Cllr Stamp continues to await information regarding a zone within Althorne for a reduction in the speed limit (a response was promised last December) and if this is successful it could provide next steps for the same within other villages. Cllr Stamp will raise the issue at the September LHP meeting and send a further request for an update to the Cabinet member and Officer.

Cllr Stamp will follow up again for a commencement of work date regarding the dropped kerb on Main Road, previously confirmed to be within the Highways capital expenditure budget for 2025/26.

Village gateways – a request was made to Cllr Stamp if the application from Oct 2023 could be revisited and followed up again at the next LHP meeting. Cllr Stamp confirmed there were limited funds available and the scheme had closed. Cllr Stamp offered to follow this up at the

next LHP meeting during September and ask if village gateways can be delivered and how. However, it could be likely that the village may need to fund these themselves.

64. Community

- a) Fundraising Committee – Cllr Leggett reported the Village Fete went ahead on Saturday 9 August from 2pm – 4pm this year but disappointingly numbers attending were down. Those who attended enjoyed the event. The Fete is not to make a profit but to bring the community together and any surplus funds are invested in the Village. Funds raised this year amounted to £213.36 and expenses £206.65, with a surplus of £6.71.

The Committee will discuss the event's future and alternative ideas at their next meeting. The Committee welcome any feedback.

- b) It was resolved to accept an expense request from the Fundraising Account for plants for the parish of £42.42 – **unanimous decision**.

65. Plume Educational Trust

Cllr Wylie reported that no meeting has been held since the last Parish meeting. The scholarships would have been promoted and applications received. The next meeting will be in November when the scholarship 'pot' will be finalised and allocation of funds to applications will be discussed and decided.

66. Correspondence

There was no additional correspondence other than already circulated via email, copy reports provided for all at the meeting or detailed as a separate agenda item.

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 – **unanimously agreed** and signed off by Cllr Wylie.

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 – Wood Warden had researched viability of the project to cut back trees along Main Road. Many aspects still to consider, possible road closure, therefore working with Essex Highways. More discussions to take place, work in progress.

- c) To consider and resolve any capital expenditure requests from Capital Reserves – **no requests received.**
- d) The 2025/2026 Local Government Services Pay Agreement for the Clerk, backdated to 1 April 2025, was considered and resolved to be processed during September 2025 – **unanimous decision.**
- e) VAT reclaim for year to 31 August 2025 – the Clerk reported a reclaim was submitted to HMRC on 1 September 2025 in the value of £593.13.

68. Training

Updates and to consider and resolve future needs for Councillors, Volunteers and Clerk – **no requests received.**

69. External Meetings

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

The Clerk attended a meeting “Get Grant Ready” on 27 Aug 2025 held by MDC at the Maldon & Tiptree FC. It was a helpful and informative meeting about funding applications in general with advice and tips. The funding window is now open for this grant which can be up to £10K for the first tier of applicants to include parish councils. An application will be drafted for help towards the cost of repairs or renewing the paths at Woodside and/or help with maintaining The Furze.

70. Information Exchange and Items for next Agenda

Members requested the following to be included within the next meeting’s agenda:

- Weight restriction for HGVs.
- Excessive mud on Mundon Road.

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

72. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.19pm.