

MUNDON PARISH COUNCIL
MINUTES OF THE MEETING HELD ON
TUESDAY 16 JANUARY 2024 AT 7PM IN THE VICTORY HALL
Email: mundonparishcouncil@yahoo.com
Website: Mundon.org – Tel: 07789 342747

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

103. Chairman’s welcome and to receive apologies of absence.

Apologies of absence were received from EC Cllr Stamp and District Cllr Fittock.

104. 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.

105. Public Forum

The Wood Warden confirmed a dead silver birch had fallen during the heavy winds and had blocked access to West Chase. The Wood Warden and another volunteer cleared the access during the night. Some debris still remains on verges and farm land, Wood Warden happy to help further if required. Council expressed their thanks to the Wood Warden on behalf of the residents.

106. Minutes of the previous meeting – 21 November 2023

Minutes of the meeting of the Parish Council held on 21 November 2023 were approved and signed by the Chairman as a true and accurate record – **unanimous decision.**

107. Councillors

Councillor vacancy to be filled by co-option – no application for the Councillor vacancy had been received at present, continue to advertise. Letter sent to the Victory Hall Committee of 4 October 2023 to be followed up.

108. County/District Councillors Report

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

EC Cllr Stamp had asked to be notified of any major issues which Mundon feel are outstanding or require attention. Council felt existing matters were in hand and there were no new major issues to report.

109. Policies, Procedures, Risk Assessments and Contracts

It was resolved to adopt the updated Financial and Management Risk Assessment – **unanimous decision.**

110. Transport

Cllr Bennett confirmed there were some ongoing consultations which will be reviewed and completed if applicable to Mundon.

A resident reported two new bus timetable posts had been installed and the old posts cut down. However it was noted one of the metal posts, located near the bus shelter on the Victory Hall side of the Main Road, had been left in a hazardous way with part of the sawn off post protruding above the ground. Matter to be reviewed and addressed to make safe and reported to EC Cllr Stamp.

111. The Furze

The Wood Wardens confirmed there is a lot of work to be carried out within The Furze but it had been too wet of recent.

The unofficial footpath in the top left hand corner remains blocked. To be monitored, Cllr Rowsell to discuss with the farmer again if required in the future.

A tree from The Furze had recently partly fallen into a resident's garden, the Wood Wardens had liaised with the resident and work will commence to clear and repair any fencing as appropriate shortly.

112. Grass Cutting/Verges

Cllr Leggett confirmed there was nothing to report at present with regard to grass cutting as the season had not recommenced.

The verge saplings were again noted as having little growth at present but hopefully they will start to flourish during the spring.

113. Neighbourhood Watch

Cllr Wylie reported there have been reports of hare coursing in the wider area with the police successfully seizing vehicles, dogs and offenders.

Within the village there have been a couple of fly tipping incidents which have been removed.

A Mundon Village NHW basic page has been set up on Facebook – Cllr Wylie to monitor and maintain. The next Chelmsford and Maldon NHW meeting takes place on 25th January.

At the last Parish meeting an 'antisocial' vehicle had been reported to the police by a resident. Cllr Wylie followed up the issue with the Community Policing Team who replied that they do follow up where the keeper is local and on occasion will notify the insurance company of the modifications that are suspect.

114. Woodside

The Clerk reported, confirmation and forms had been received from the Probation Service (Community Payback Team) with regard to the project of repainting the fencing surrounding Woodside green. The work will take place during the drier weather which is anticipated during the spring. The Parish Council are grateful to EC Cllr Stamp and the ECC Locality Fund who have kindly agreed to fund the paint and equipment, in the value of £302.69, which the Parish Council are required to purchase for the project.

Clerk to complete the necessary paperwork on behalf of the Parish Council to conclude the matter.

115. Website and Social Media

Cllr Rowsell confirmed an update on figures will be reported at the next meeting but as always, if anyone has any comments regarding the number of posts uploaded, for example, not enough/too many, please let Cllr Rowsell know.

116. Planning

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

Application 24/0004/COU PP-12606975

S73 application for the change of use to mixed use comprising one gypsy pitch (for the stationing of one caravan for residential use) and the use of yard for commercial purposes. The erection of boundary treatments.

Information received 12 January 2024, falls within Purleigh Ward – **no representation from Mundon Parish Council – unanimous decision.**

For Review

Nothing to report at date of meeting.

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 15 Jan 2024

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.

Appeal allowed from 21 Sept 2023, South Eastern Area Planning Committee considered on 15 Nov 2023, application refused 17 Nov 2023

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 in progress as at 15 Jan 2024

c) **Planning Correspondence:**

Members noted receipt via email of the following:

List of planning applications, decisions and appeals weeks 47 of 2023 to 02 of 2024.

117. Highways

a) To receive any updates on outstanding or new highways matters - Cllr Rowsell confirmed advance information had been received with regard to one.network roadworks taking place during April 2024 in New Hall Lane (15th for 3 days), Vicarage Lane (22nd for 4 days) and Mundon Road (13th for 4 days). As these dates are some way off, they could be subject to change.

b) To consider and resolve matters relating to the crossing of the Main Road by mobility scooters – it was resolved Clerk to liaise with EC Cllr Stamp for a pedestrian crossing to be installed which will assist residents crossing the Main Road to community amenities such as the bus stop and Victory Hall – **unanimous decision.**

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:
November = 9 offenders
December = 4 offenders

- d) To receive an update on the signs to display speeding data – all 4 signs now received and to be installed throughout the village.
- e) To receive an update on village gateways – the Clerk reported EC Cllr Stamp had submitted a request to the LHP (Local Highways Panel) 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.

118. Community

- a) Cllr Leggett confirmed the date of the next meeting, likely to take place in the spring, will be announced shortly. No further matters arising and funds of £318.02 remain in hand.
- b) Defibrillator update – the Clerk reported a new battery had been on order, the cost being kindly funded by the East of England Ambulance Service, as the existing was only showing one bar. New battery received and installed on 16 Jan 2024. Clerk continues to monitor unit regularly and logs updates on ‘The Circuit’ website.

119. Plume Educational Trust

Cllr Wylie confirmed there was nothing to report at this time. The cheques for the scholarships would have been sent out to the students. The next meeting is in May 2024.

120. Correspondence

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

121. Finance

- a) To review and approve receipts, payments and bank reconciliation for November and December 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.**

Nov-23						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
28/23-24	31/10/2023	Mow My Law n	Grass cutting services x4 for Sept and Oct 2023	300.00		300.00
29/23-24	30/11/2023	Clerk	Salary (inc. backdated pay award) and home office - month 8 - Nov 23	647.90		647.90

Dec23						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
30/23-24	04/12/2023	Victory Hall	Victory Hall hire x2 hrs Jan 2024 mtg	16.00		16.00
31/23-24	13/12/2023	April Skies Accounting	Interim internal audit for year ending 31 March 2024	87.50		87.50
32/23-24	14/12/2023	Clerk	Expenses - x3 speed data signs from UK Safetystore	71.97	14.39	86.36
33/23-24	29/12/2023	Clerk	Salary and home office - month 9 - December 2023	381.52		381.52
34/23-24	20/12/2023	Wood Warden	Expense claim- chainsaw trousers	220.48	44.10	264.58

- b) Budget and precept for 2024/2025 – Cllr Rowsell signed off the budget which had been updated as agreed at the meeting held on 21 November 2023.
The Clerk reported the value of the Precept for 2024/25 was requested from MDC in the value of £7,500 on 14 December 2023. This amounts to an annual cost to Band D households of £51.23 per annum which is an annual increase of £4.44 on 2023/24 which equates to a 9p per week increase.
- c) To consider and resolve budget headings where possible shortfalls may arise - it was resolved the current budget headings to remain and the contingency heading, along with others with surplus funds during the year to be used to cover any shortfalls which may arise. The account referred to as ‘Church Room Funds’ will now be referred to as ‘Capital Reserves’ – **unanimous decision.**

- d) Internal interim audit for the current year took place on 14 December 2023 and the Auditor's report reflected '*Overall Council has successfully maintained a satisfactory system of financial control. I have no recommendations to raise*'.
It is anticipated the final end of year audit for 2023/24 will take place during April 2024.
- e) It was resolved to agree the Asset Register dated January 2024 – **unanimous decision**.

122. Training

To consider and resolve any future needs for members, clerk and volunteers – previously resolved training - one Wood Warden to attend a refresher chainsaw maintenance and crosscutting course at Writtle College, attendance will be during March 2024. Clerk to arrange booking.

No other training requests received.

123. External Meetings

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

Cllr Wylie reported:

The DHGPC meeting held on 7th December 2023 was chaired by Latchingdon PC - Tony Fittock. Those present discussed the purpose of the group, which was predominantly to provide 'one voice' for the area as Dengie is 50% of the district. It was discussed how to take the group forward and how the original aims and objectives of the group could be updated as necessary. Funding was discussed (i.e. affiliation fees) and host venues to be looked into.

A Chair and Vice Chair to be voted in at the next meeting. Conduct at meetings was discussed and it will be less formal than PC meetings and everyone allowed to contribute by raising hand to speak – managed by the Chair.

Items were discussed to be put on the next agenda ... including Road Safety (speed), Climate action, infrastructure, Health and Wellbeing, Communication, LDP, with sub headings under each topic. Next meeting 18th January 2024, Clerk to attend.

Cllr Rowsell reported:

Within the Essex Landowners Meeting (which includes Essex Coast Organisation (ECO), Rural Flood and Coastal Committee, Environment Agency (EA), Essex County Council and others) on 27th November 2023 and subsequent meetings between ECO and EA, the recent huge tidal surges were discussed. Heights of 1.8 metres (over normal tide heights) were measured, which if they had coincided with a high spring tide, would have caused substantial and heavily destructive flooding along the Essex Coast. The main barrier's to increasing seawall heights, still remain with overly restrictive environmental rules, such as the clay needed to raise seawalls, being classified as a waste material within the very strict EA waste regulations, being just one example.

Next public meeting of the Transport Users Group – 5 Feb at 2pm, Heybridge PC.

124. Information Exchange and Items for next Agenda

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

125. Next meeting to be held on Tuesday 19 March 2024 @ 7pm

126. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.18pm.