

# MUNDON PARISH COUNCIL

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

14 May 2024

## Dear Councillors

You are summoned to attend the ANNUAL MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 21 May 2024 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

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**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. **Election of Chair and Vice Chair**  
Chair and Vice Chair to sign Declarations of Acceptance of Office.
3. **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)

**4. 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.

**5. 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.

**6. Minutes of the previous meeting – 19 March 2024**

To receive, approve and sign the minutes of the meeting of the Parish Council held on 19 March 2024.

**7. 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 2024/25.

**8. Councillors**

Councillor vacancy arising following 4 May 2023 election.

**9. County/District Councillors Report**

To receive reports from County and/or District Councillors.

**10. Policies, Procedures, Risk Assessments and Contracts**

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

**11. Transport**

To receive an update from Cllr Bennett.

**12. The Furze**

To receive an update on The Furze.

**13. Grass Cutting/Verges**

To receive an update from Cllr Leggett.

**14. Neighbourhood Watch**

To receive an update from Cllr Wylie.

**15. Woodside**

To receive an update.

**16. Website and Social Media**

To receive an update from Cllr Rowsell.

**17. Planning**

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

**24/00376/LDE PP-13005076**

Claim for lawful development certificate for existing use of an outbuilding known as 'The Cabin' as a separate independent dwelling unit.

Land Rear of Alma, Mundon Road, Mundon

**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

**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)

**24/00226 PP-12842453**

External\_internal alterations to fenestrations and structural repairs

Limbourne Park Farm, Main Road, Mundon

**c) Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications weeks 12 to 20

List of planning decisions and appeals weeks 12 to 20

**18. Highways**

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

b) To consider and resolve matters relating to the crossing of the Main Road by mobility scooters.

c) To review information received from the Community Engagement Team after carrying out regular speed checks via a TruCAM.

d) To receive an update on village gateways.

**19. Community**

a) Fundraising Committee update from Cllr Leggett.

b) To consider and resolve Fundraising account expenditure.

c) Martyn's Law.

d) To consider and resolve allotment request.

**20. Plume Educational Trust**

Report from Trustee, Cllr Wylie.

**21. 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.

**22. Finance**

- a) To review and approve receipts, payments, bank reconciliation and budget v actual reports for March and April 2024 - List of payments are circulated to members at the end of each month prior to the meeting.

Mar-24						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
43/23-24	28/02/2024	Maldon District Council	Inv MUN10390013 - Election 4 May 2023 uncontested fee and print costs	99.85		99.85
44/23-24	21/03/2024	DHGPC Chairman	DHGPC member parish council annual subscription fee for 2024	40.00		40.00
45/23-24	28/03/2024	Clerk	Salary and home office month 12 - March 2024	425.08		425.08
46/23-24	26/03/2024	Maldon District Council	Inv MUN20190360 - Community Engagement Jan to Mar 2024	121.59	24.32	145.91
47/23-24	28/03/2024	DHGPC Chairman	Return at bank of payment Folio 44/23-24 - dormant account	-40.00		-40.00

Apr-24						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
01/24-25	02/04/2024	Victory Hall	Victory Hall hire x2 hrs for May 2024 meetings	16.00		16.00
02/24-25	01/04/2024	DHGPC Chairman	DHGPC member parish council annual subscription fee for 2024	40.00		40.00
03/24-25	02/04/2024	EALC	EALC and NALC annual affiliation fees for 2024/25	138.31		138.31
04/24-25	04/04/2024	April Skies	Final internal audit fee for year ended 31 March 2024	£87.50		87.50
05/24-25	09/04/2024	Mow My Law n	Grass cutting services for 6 April 24	£90.00		90.00
06/24-25	30/04/2024	Clerk	Salary and home office month 1 - April 2024	441.75		441.75

- b) To review and resolve the AGAR form together with the internal auditor's report and recommendations for the year ended 31 March 2024.
- c) Clerk's report.
- d) Consider and resolve the value of reserves to be carried forward to 2024/25 and confirm the 2024/25 Precept budget value.
- e) To consider and resolve annual insurance cover renewal from 1 June 2024.
- f) To consider and resolve new parish projects which the Locality Fund could support.

**23. Training**

Updates and review of future needs for members, volunteers and Clerk.

**24. External Meetings**

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

**25. 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.

**26. Date of future meetings, next meeting – Tuesday 16 July 2024 @ 7pm**

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