

# MUNDON PARISH COUNCIL

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Mrs J Lines  
Parish Clerk/RFO  
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11 May 2021

**Dear Councillors**

You are summoned to attend the ANNUAL MEETING OF **MUNDON PARISH COUNCIL** to be held on **Tuesday 18 May 2021 at 7.00 p.m.** in the **Victory Hall, Mundon**, when the following business is proposed to be transacted.

**Members of the Public and Press are welcome to attend, limited space is available due to Covid-19 restrictions, please contact the Clerk to book attendance.**

Yours faithfully  
Jackie Lines  
Parish Clerk/RFO

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**Councillors: Cllr Gavin Rowsell, Cllr Lynne Attfield, Cllr John Bennett and Cllr Kerry-Jane Wylie**

## A G E N D A

**1. Election of Chair and Vice Chairman**

- a) Chair and Vice Chair to sign declaration of acceptance of that office.

**2. 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) Village/Parish Council Website
- k) Sea Defences/Airports

- l) Planning
- m) Highways & PROW (Public Rights of Way)

**3. Apologies for Absence**

**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. Minutes of the previous meetings – 17 November 2020 and 16 March 2021**

- a) To receive, approve and sign the minutes of the Annual Parish Council Meeting held on 17 November 2020 and the Parish Council Meeting held on 16 March 2021.

**6. Review Frequency of Parish Council Meetings**

- a) To discuss and decide whether the frequency of current bi-monthly meetings is adequate.

**7. Policy, Procedures and Risk Assessments**

- a) To review and agree the draft Risk Assessment for use of the Victory Hall for Parish Council meetings.

**8. Public Forum**

- a) 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 .

**9. District Councillors Report (either in person or written update if available.)**

**10. Co-Option of Councillor**

- a) Members to note that Co-option can take place without advertising, but it is likely that adverts will have to be placed in order to let people know that there is a vacancy, but the 14 day rule does not apply.

**11. Transport**

- a) To receive an update and to discuss and decide if anything needs to be done.
- b) Dengie Dart.

**12. The Furze**

- a) To receive an update on the maintenance of The Furze and to discuss and make any necessary decisions.

**13. Grass Cutting/Verges**

- a) To receive an update, and discuss and make any necessary decisions.

**14. Neighbourhood Watch**

- a) To receive an update, discuss and make any necessary decisions.

**15. Woodside**

- a) To receive an update regarding correspondence with Moat Housing on fencing and land.

**16. Website and Social Media**

- a) To receive an update and make any decisions needed.

**17. Planning**

a) **Planning Applications:**

**21/00412/LDE – Little Wycke Farm, Blind Lane**

Claim for a lawful development certificate for the existing occupation of Little Wycke Farm as dwelling without compliance with agricultural occupancy conditions.

b) **20/00642/FUL – Desch Plantpak Ltd, Maldon Road**

Erection of fencing, including replacement of 2 existing vehicular gates – appeal has been made to the Secretary of State against Maldon District Council’s decision to refuse to grant planning permission.

c) **Planning Decisions: None received at the time of writing.**

d) **Planning Correspondence:**

Members to note receipt via email of the following:

List of planning applications weeks 09 to 18

List of planning decisions and appeals weeks 09 to 18

**18. Parish Council Land – Ownership and Boundaries**

- a) To receive updates for review and discussion.

**19. Highways**

- a) To receive updates on outstanding highways issues and an opportunity for members to raise any new highways issues and make decisions accordingly.
- b) To review any information received from the Community Protection Team after carrying out regular speed checks via a TRUCAM.

**20. Defibrillator – Outside Victory Hall**

- a) Update.

**21. Community**

- a) Recognition plaques.
- b) Mundon Information Booklet.
- c) LGA advice regarding possible building defects.

**22. Plume Educational Trust**

- a) Report from new Trustee, Cllr Wylie

**23. Correspondence**

- a) 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.

**24. Finance**

- a) To review and approve receipts, payments and bank reconciliation for March and April 2021 – list of payments circulated to members prior to the meeting for review and sign off.

**Mar-21**

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
40/20-21	05/03/2021	MDC	TRUCAM Inv MUN20182619	17.10	3.42	20.52
41/20-21	31/03/2021	Clerk	Month 12 salary and expenses	243.80		243.80

**Apr-21**

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
01/21-22	01/04/2021	EALC	EALC/NALC Affiliation Fees 21/22	132.63	0.00	132.63
02/21-22	22/04/2021	MDC	Trucam attendance x1 hr March 2021	34.20	6.84	41.04
03/21-22	30/04/2021	Clerk	Month 1 salary and expenses	243.80		243.80

- b) To review the AGAR form together with the internal auditor’s report for the year ended 31 March 2021.
- c) Financial Regulations – review/approve.
- d) NS&I Investment Account – update.
- e) Clerk’s report.
- f) Review of Clerk’s hours required for the year 2021/22.
- g) Consider and approve the value of reserves to be carried forward to 2021/22 and confirm the 2021/22 Precept budget value
- h) Review of annual insurance cover due for renewal on 1 June 2021.

**25. Training**

- a) Updates and review of future needs.

**26. External Meetings**

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

**27. Information Exchange & Items for next Agenda**

- a) 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.

**28. Date of next meeting – Tuesday 20 July 2021 @ 7.30 pm**

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