

MUNDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON
TUESDAY 18 NOVEMBER 2025 AT 7PM IN THE VICTORY HALL

Email: mundonparishcouncil@yahoo.com

Website: Mundon.org – Tel: 07789 342747

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

In Attendance: Mrs Jackie Lines – Parish Clerk/RFO
District Cllr Mark Bassenger

Members of Public: 2

Meeting Commenced: 7pm

73. Chairman's welcome – no apologies for absence received.

74. 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.

75. Public Forum

No points raised.

76. Minutes of the previous meetings – 15 July and 16 September 2025

Minutes of the meetings of the Parish Council held on 15 July and 16 September 2025 were approved and signed by the Chairman as a true and accurate record – **unanimous decision.**

77. County/District Councillors Report

Cllr Bassenger apologised for not attending in person recently due to so many evening meetings taking place but will continue involvement responding to any emails the parish council generate.

Following the change in laws which have deemed the previous Local Development Plan obsolete, Cllr Bassenger is involved in a group within MDC, along with Cllr Fittock, who are reviewing new planning applications for development sites locally and working to defend these in the interest of existing residents and feedback received. A new Head of Planning, Mark Jaggard, has been appointed which has been welcomed.

78. Policies, Procedures, Risk Assessments and Contracts

No new draft or existing policies to consider and resolve.

79. Public Transport

- a) Cllr Ponting reported:
Love Your Bus update
Extra buses from Burnham to Chelmsford 08:30, 18:30 and 19:35.

Proposal for late night bus service Maldon to Burnham 23:45, Burnham to Chelmsford 23:30 to connect with last Wickford trains.

Dengie Hundred Bus User Group have simplified the 31,331,332 Bus timetable showing only those buses running between Chelmsford and Burnham (removing those terminating at Maldon) Shared Facebook link.

Buses will be on diversion 17 - 21 November due to closure of Maldon Road, Latchingdon. Divert in both directions via Burnham Road, Fambridge Road, and Cold Norton Road. Bus stops at A1 Corner, St Andrew's Farm, and Mayfair Industrial Estate will not be serviced.

- b) Love Your Bus Grant 2025/26 – applications closing date 31 Jan 2026. It was resolved to continue to review the options and links as Mundon has already benefited from being the thoroughfare between other parishes who were successful in receiving the grant to enhance services last year – **unanimous decision**.

80. The Furze

- a) The Wood Wardens reported the clearing of the footpaths and storm damage is ongoing. Footpath behind the village hall has been blocked to prevent walkers accessing the Furze from the farmer's field. The boundary fence in relation to the 'unauthorised' gate was reviewed. Village Hall Committee to remove shed in car park, this may leave easy access into the Furze so additional fencing may be required.
- b) To consider and resolve private access to Parish Council land – Cllr Rowsell met with the residents concerned and discussed. Old access now covered in brambles, therefore residents created a new access gate. Boundary line was reviewed in detail and agreed by both parties for it to remain in its current location. No further action – **unanimous decision**.
- c) To consider and resolve tree damage – no further damage has occurred. TPOs revoked in 2010 by ECC and were not re-served by MDC. No further action – **unanimous decision**.

81. Grass Cutting/Verges

Cllr Leggett reported the grass was cut regularly and well maintained.

Cllr Rowsell confirmed the hedge cutting near the bus stop and road sign on Main Road, to aid visibility, had been carried out but will be reduced further in due course.

82. Neighbourhood Watch

Cllr Wylie reported during the evening of 28 September a RIB was dumped on the verge along New Hall Lane. A white van was spotted on CCTV around that time. MDC and the Police were contacted. There was more fly tipping in Blind Lane and MDC were notified to clear. The next Chelmsford and Maldon NHW meeting is on 25 November.

83. Woodside

- a) The Wood Warden reported two fence posts had been identified as requiring repair, which will be addressed over the next couple of weeks.

The return of the insurance excess in relation to the single vehicle accident on 1 Feb 2025 should be concluded during the week commencing 24 November 2025.

It was agreed for the Clerk to submit an application for the Quality of Life Matters Grant in relation to the renewing of the paths at Woodside. The closing date for applications is 30 November 2025. MDC confirmed, if successful, funds could be allotted but held by MDC until the Parish Council require them.

- b) Speeding of vehicles along the access road – it was reported the matter had not improved. Moat Housing require substantive evidence and in addition the matter could be reported to the Police.

84. Website and Social Media

- a) Cllr Rowsell reported there are now 361 followers on Facebook. There has been slightly less engagement of late. Any ideas or feedback welcome regarding posts.
- b) Clerk reported the work on email management in line with digital and data compliance continues. New clerk@mundonparishcouncil.gov.uk email address ready to go live. Migration of historic emails the next step and a tidying process of existing emails (due to storage costs) was currently taking place.

Due to the volume of work involved, it was agreed for the Clerk to start to use the new email address and not to transfer the historic emails across.

Therefore mundonparishcouncil@yahoo.com used from 2019 to Nov 2025 and clerk@mundonparishcouncil.gov.uk to commence December 2025– **unanimously agreed.**

85. Planning

- a) **Planning Applications For Review (and For Information Only)**

25/00954/FUL

30MW Solar Park (including cable route from site to point of connection) and associated infrastructure

Land at Bramble Hall, Mundon Road, Mundon

The Parish Council had previously met with the proposers, BSR Energy Group (BSR) on 23 June 2025. BSR held a consultation event with the public on 2 July 2025 and had subsequently met with individual residents at a neighbouring property to the proposed site. The proposed planning application was discussed at length with residents at the Parish Council meetings on 15 July and 16 September 2025 and additional individual feedback welcomed to the Parish Clerk via email.

Object - Unanimous decision

Mundon Parish Council will be submitting objections to the planning application and will liaise with Cllr Fittock and Cllr Bassenger for a summary objection report to be produced.

25/00750/VAR PP-14262362

Desch Plantpak Ltd Maldon Road Mundon

Removal of condition 5 on approved planning permission

94/00480/FUL (Alterations and extension to factory unit)

Mundon Parish Council have reviewed the above mentioned planning application for variation, have no objections and support the application (Clerk's DoP used).

Pending consideration as at 17 Nov 25.

25/00578/OUTM PP-14084507

Land West Of The Cemetery London Road Maldon

Amendment: submission of revised plan and information relating to a change to the red line boundary on the London Road section of the site. Further information responding to the Ecology comments has also been received by MDC

Outline application with all matters reserved, except for access, for the erection of up to 275 residential units including affordable housing, land for a children's nursery (Class E), 1.8ha of land for an extension to Maldon Cemetery, drainage works, landscaping, vehicular access to the A414, pedestrian/cycle access to Spital Avenue and London Road, and associated infrastructure works.

9 Oct 2025 amendment received from MDC re red boundary line change. Previously agreed at 15 July 2025 Parish Council meeting no representation to be made. No further comments to submit regarding amendment.

b) Planning Decisions (and awaiting Decisions)

25/00773/SCR

Land at Bramble Hall Mundon Road Mundon

EIA Screening opinion request for proposed solar park

MDC confirmed EIA not required, week 37 planning decisions ending 19 Sept 2025.

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.

Pending consideration as at 17 Nov 2025.

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.

Pending consideration as at 17 Nov 2025.

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 – no further update on MDC planning portal as at 17 Nov 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.

Pending consideration as at 17 Nov 2025.

c) **Planning Correspondence:**

Members noted receipt via email of the following:

List of planning applications, decisions and appeals for weeks 38 to 46.

86. Highways

- a) No new highways points raised.
- 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:
- Sept = 6 offenders
 - Oct = 4 offenders
- c) Weight restrictions for HGVs – the Clerk reported Traffic Regulation Orders (TROs) are lodged with ECC. It was confirmed Main Road, Mundon is a Priority Route 2 (PR2). Without a weak structure only an environmental 7.5 tonne weight limit could be considered by the Local Highways Panel (LHP) and would be reliant on enforcement. Higher weight HGV deliveries could still be made to local businesses and/or residents.
The LHP is not taking on any new requests of this nature for a temporary period this year. The Cabinet Member for Highways is looking to determine how small-scale safety related matters might be addressed going forward. Clerk to continue to liaise with Cllr Stamp for further updates.
- d) Excessive mud on Mundon Road – reviewed in detail and on site by Parish Council member. Felt to be a temporary matter whilst a new garage is built and the grounds landscaped. No further action.
- e) Dropped kerb works – two inline dropped kerbs were installed on Main Road with works completed on 15 October 2025, providing residents with improved access for crossing Main Road to amenities transport links on each side. Thanks go to Cllr Stamp and Cllr Bassenger for their help in pushing this project through for the village.
- f) Update on traffic calming measures through the village, to include village gateways – LHP is not taking on any new requests for a temporary period this year and the application for village gateways, submitted in October 2023, has not progressed any further.

87. Community

- a) Cllr Leggett reported a Committee meeting will be held during January/February 2026. A Village Fete is planned to take place again next year and different strategies will be considered.
- b) It was resolved to accept the Statement of the Fundraising Account to 31 October 2025 – **unanimous decision.**

No requests for further expenditure were received.

**Mundon Parish Council
Fundraising Account
1 July 2025 to 31 October 2025**

Income

B/Fwd 30 June 2025 337.82

Summer Village Fete (9 Aug 25)

Tombola 72.36

Refreshments 40.50

Raffle 68.00

Bric-a-Brac 32.50

213.36

Total Income 551.18

Less: Expenditure

Summer Village Fete (9 Aug 25)

Cakes and Drinks 43.18

Prizes 38.89

Sweets Game 33.47

Hook a Duck 23.39

Tombola 41.74

Other expenses 25.98

206.65

Parish Plants 42.42

Surplus Income 302.11

88. Plume Educational Trust

Cllr Wylie reported the Trustees meeting will take place on 25 November 2025 to review student applications received to date.

89. 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.

90. Finance

- a) To review and approve receipts, payments, bank reconciliation and budget v actual reports for September and October 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 Rowsell.

Sep-25

| FOLIO | DATE | PAYEE | DESCRIPTION | NET AMT | VAT | GROSS |
|----------|------------|------------|---|---------|------|--------|
| 31/25-26 | 16/09/2025 | Councillor | Expense claim - plants for parish | 35.35 | 7.07 | 42.42 |
| 32/25-26 | 01/09/2025 | Clerk | Expense claim - printer cartridge @50% | 18.54 | 3.71 | 22.25 |
| 33/25-26 | 30/09/2025 | Clerk | Salary, home office - month 6 - Sept 2025 (to inc. backpay from 1 Apr 25) | 581.46 | | 581.46 |

Oct 25

| FOLIO | DATE | PAYEE | DESCRIPTION | NET AMT | VAT | GROSS |
|----------|------------|-------------------------|---|---------|-------|--------|
| 34/25-26 | 28/09/2025 | Mow My Lawn | Inv 1839 - Grass cutting 5 and 19 September 2025 | 160.00 | | 160.00 |
| 35/25-26 | 01/10/2025 | Victory Hall Committee | Hall hire x2 hrs for 18 November 2025 | 16.00 | | 16.00 |
| 36/25-26 | 10/10/2025 | HMRC | NIC liability due for July to Sept 25 payroll (not taken via DDR) | 28.29 | | 28.29 |
| 37/25-26 | 30/09/2025 | Clerk | Expense claim - Royal Mail Recorded Delivery charge | 3.60 | | 3.60 |
| 38/25-26 | 10/10/2025 | Maldon District Council | Inv MUN20193573 - Community Engagement patrols July - Sept 2025 | 129.72 | 25.94 | 155.66 |
| 39/25-26 | 19/10/2025 | Mow My Lawn | Inv 1857 - 6 and 10 October 2025 | 160.00 | | 160.00 |
| 40/25/26 | 31/10/2025 | Clerk | Salary, home office - month 7 - Oct 2025 | 474.60 | | 474.60 |

- b) It was resolved to accept the precept budget for 2026/2027 to include an amendment to the contingency heading of a £400 reduction (Appendix 1) – **unanimous decision.**

The Clerk reported the value of the annual Precept to be requested from MDC for 2026/2027 will be £9,600. This amounts to an estimated annual cost to Band D households of £65.08 per annum, which is an annual increase of £6.77 (or 13p per week) on 2025/2026 using the same Taxed Figure Base from MDC for 2025/26 (awaiting release of 2026/27 figure).

- c) It was resolved to accept the internal auditor's annual engagement and audit fee of £160 for the year ending 31 March 2026 – **unanimous decision.**
- d) It was resolved for the Clerk to provide Cllr Stamp with information received from arboriculture@essex.gov.uk for required tree work which the Locality Fund may be able to assist with – **unanimous decision.**
- e) No requests received for capital expenditure from Capital Reserves. Future requests may relate to costs for extra boundary fencing for The Furze if the Victory Hall shed, located at the back of the car park, is removed – **unanimous decision.**

91. Training

- a) Defibrillator and First Aid training evening taking place in the Victory Hall on 24 November 2025 at 7pm. Thanks go to the Dengie West Community First Responders for volunteering their time and knowledge for this free event. Donations can be made to East of England Ambulance Service NHS Trust, details will be provided on the evening or contact the Parish Clerk for account details.
- b) No additional requests for training were made.

92. External Meetings

No external meetings attended by Councillors or Clerk.

93. Information Exchange and Items for next Agenda

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

94. Date of future meetings, next meeting – 20 January 2026 @ 7pm.**95. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.33pm.**

Appendix 1

Mundon Parish Council
Precept Budget 2026/2027

| | Clerk's Salary | Clerks Office All | Admin Expenses | Audit Fees | Affiliation Fees | Donations (£137) (Expenditure limit for 2025/26 is £11.10 per elector 2026/27 not announced as at 10 Nov 25) | Victory Hall Hire | Insurance | Training | Election Expenses | Grass Cutting | Parish Projects | Contingency and General Reserves | TOTAL BUDGET |
|--|-------------------|----------------------|-------------------|------------|---------------------|--|----------------------|-----------|----------|----------------------|---------------|--------------------|--|-----------------|
| Budget headings 2025/26 | 5,214 | 316 | 50 | 150 | 350 | 100 | 160 | 280 | 765 | 750 | 1,460 | 3,090 | 600 | 13,285 |
| Amount spent to 31 Oct 25 | 3,252 | 186 | 26 | 100 | 303 | 0 | 88 | 264 | 550 | 0 | 1,120 | 2,895 | 0 | 8,784 |
| Amount of budget remaining to 31 Mar 2026 | 1,962 | 130 | 24 | 50 | 47 | 100 | 72 | 16 | 215 | 750 | 340 | 195 | 600 | 4,501 |
| Projected expenditure required to 31 Mar 2026 | 2,223 | 130 | 11 | 0 | 0 | 0 | 60 | 0 | 0 | 0 | 400 | 332 | 458 | 3,614 |
| Estimated remaining balance at 31 Mar 2026 | -261 | 0 | 13 | 50 | 47 | 100 | 12 | 16 | 215 | 750 | -60 | -137 | 142 | 888 |
| RECOMMENDED 2026/2027 BUDGET | 5,600 | 312 | 50 | 160 | 350 | 100 | 180 | 320 | 175 | 1,000 | 1,615 | 790 | 600 | 11,252 |