

MUNDON PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE MUNDON PARISH COUNCIL HELD ON TUESDAY 17 MAY 2022 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 and Diane Leggett
In Attendance: Mrs Jackie Lines – Parish Clerk/RFO
Members of the Public: 2
Meeting Commenced at: 7pm

1. Election of Chair and Vice Chairman

- a) Nominations had been received by the Clerk, Cllr Bennett proposed and Cllr Leggett seconded that Cllr Rowsell continue as Chairman and Cllr Wylie continue as Vice Chair – Agreed and an individual Declaration of Acceptance of Office signed by Cllr Rowsell and Cllr Wylie.

2. Election of Representatives:-

- a) Finance - **(Cllr Attfield, Cllr Rowsell and Clerk)**
b) Risk Assessment – **(All Councillors and Clerk)**
c) Health & Safety – **(All Councillors and Clerk)**
d) Wood Wardens – **(Les Potts and Steve Wells)**
e) Neighbourhood Watch/Police/Village Information – **(Cllr Wylie)**
f) Local Transport – **(Cllr Bennett)**
g) Plume Educational Trust – **(Cllr Wylie)**
h) Dengie Hundred Group of Parish Councils – **(Cllr Rowsell, Cllr Wylie and Clerk if group remains – may evolve to be United Dengie Councils)**
i) Village Hall – **(Marita Ponting)**
j) Community Events – **(All Councillors)**
k) Village/Parish Council Website – **(Cllr Rowsell)**
l) Sea Defences/Airports – **(Cllr Rowsell)**
m) Planning – **(All Councillors)**
n) Highways & PROW (Public Rights of Way) – **(All Councillors)**

3. Apologies for Absence

Received and accepted from Cllr Attfield – unanimous decision.

Cllr Wendy Stamp and Cllr Mark Bassenger had previously expressed their apologies for any absence which will be due to a clash in meeting dates.

4. Declarations of Interest

- a) Cllr Leggett declared an interest relating to agenda item 16 – Parish Council Land – Ownership and Boundaries.
No other interests declared.

- b) Cllr Rowsell reminded members it is their responsibility to check that their Register of interest are up to date and if any changes occur that they are updated within 28 days on the MDC website.

5. Minutes of the previous meeting – 15 March 2022

Minutes of the Parish Council meeting held on 15 March 2022 were approved and signed by the Chairman as a true and accurate record. Unanimous decision.

6. Public Forum

A request was made by a resident to update the website with information regarding St Mary's Church once the recent works have been completed together with the annual report, received in May 2022, from the Friends of Friendless Churches.

It was reported a vehicle remains parked at the Victory Hall and belongs to a member of the public residing outside of the village – Cllr Rowsell to follow this up.

The lack of reporting provided by the Victory Hall Committee to the parish community was raised and discussed with a view to re-establishing the communication links.

7. Policies, Procedures and Risk Assessments

To consider and resolve any annual or new drafts -

- a) Standing Orders – content of draft agreed and to be adopted 17 May 2022 - unanimous decision.
- b) Financial Regulations – content of draft agreed to be adopted 17 May 2022 – unanimous decision.

Advice had been sought from the SLCC regarding .gov websites and emails, no legal requirement at present. ICO information covering email addresses had been received and circulated, agreed communications and correspondence always goes via the Clerk as a representative of the Parish Council.

8. District Councillors Report

No reports received from District Councillors.

Cllr Stamp had previously offered to hold a Saturday surgery in Mundon – a one off surgery, at a date to be agreed was felt would be of benefit and the Clerk is to liaise with relevant parties.

County Cllr Stamp provided an annual report for the meeting – see website for full report or a copy may be requested from the Clerk.

9. Transport

- a) To receive any updates or new issues raised.
Cllr Bennett had reviewed the TravelEssex App, provided free by Essex Highways and reported that it was a good tool to use when planning journeys by all methods of transport. A link will be placed on the website and Facebook.
- b) Bus Back Better Strategy update – no further updates received.

10. The Furze

To receive an update on The Furze and consider any new items – the wood warden confirmed the wood chipper had been well received and was of great benefit. Walkers in The Furze seem pleased with the wider and more structured paths.

Disappointingly, an unofficial path and area, surrounded by flowering bluebells, had recently been trampled and partly cleared by others. It was felt the reinstatement of the ditch in that area would be of benefit.

11. Grass Cutting/Verges

To receive an update, and discuss and consider any new matters arising – grass cutting commenced again in April and an additional request had been made for the grass to be cut just prior to the Queen's Jubilee event.

12. Neighbourhood Watch

To receive an update, discuss and make any necessary decisions –

Cllr Wylie was pleased to report that there have been no crimes reported within Mundon since the last meeting.

On 31st March 2022 Cllr Wylie attended an on-line meeting of the Chelmsford and Maldon Group of Neighbourhood Watches. During the meeting the Essex Watch Liaison Officer from Essex Police gave a very interesting presentation regarding Police Incident Data and showed those present the many different forms the data can be shown and how area comparisons can be made etc. As one Coordinator expressed a particular issue of car crime increases, the Essex Watch Liaison Officer was able to show this in graph format in comparison to other areas and then he discussed how Police operations are then set up to deal with the issues shown in the data.

Remember: Report everything, the police react to the data and check for any trends then act on the findings.

Issues raised relating to the Maldon area were that there are still hare coursing issues and heating oil theft is on the increase.

Next Chelmsford Group NHW takes place 24th and 26th May 2022.

13. Woodside

To receive an update regarding quotations for the repair of paths with reference to Moat Housing's proposal.

Quotes were still being obtained for upgrading the paths and exploring other options. Clerk to update Moat Housing on the current position.

14. Website and Social Media

To receive an update, review and consider any new items.

Cllr Rowsell reported:

The website remains under-used, but as a legal requirement is continually updated with agendas and minutes, as well as any other important messages or Highways projects.

Monthly usage reports show most visits tend to be via direct access (rather than from a search engine) and correlate with our Facebook posts.

Our Facebook page currently has 194 dedicated followers, with some recent posts now reaching over 700 users, which for a Parish of just over 300 is very impressive.

15. Planning

a) Planning Applications:

None at the time of writing.

b) Planning Decisions:

Awaiting decision

21/01230/OUT PP-10402912 – Orchards, New Hall Lane

Proposed 1 and a half storey chalet styled bungalow – Maldon District Council, pending consideration at 16 May 2022.

c) Planning Correspondence:

Members noted receipt via email of the following:

List of planning applications weeks 11 to 19

List of planning decisions and appeals weeks 11 to 19

16. Parish Council Land – Ownership and Boundaries

To receive an update, consider and make any necessary decisions – the Clerk reported that despite corresponding with solicitors, since the last meeting, no feedback had been received. Cllr Leggett to review and provide an update to the Council.

17. Highways

- a) To receive updates on outstanding highways matters and an opportunity for members to raise any new highways issues – notification of road closure received, Burnham Road, Mundon 23 May for 4 days for repairs and resurfacing work.

Cllr Rowsell had again reported the missing right hand bend sign at the bottom of the hill and disappointedly received a reply from highways of the matter not being of importance.

Ride London event looks to affect the area on Friday 27th May with the race starting and finishing at the Prom.

- b) To review any information received from the Community Protection Team after carrying out regular speed checks via a TRUCAM – in March, two attendances of 30 minutes = 16 offenders. April data has yet to be received from Maldon District Council. Speed through the village continues to be an ongoing concern, other methods of monitoring to be explored. An incident in the Mundon Hill and 40mph sign along Mundon Road area had been highlighted to the Parish Council and the County Councillor by a resident during April.

It was noted seasonal farm traffic appears to travel at speed however information obtained confirmed only a tiny percentage of tractors were able to travel at more than 31mph.

18. Community

- a) Mundon Information Booklet – Cllr Wylie and Cllr Leggett delivered all of the booklets (141 properties in Mundon Parish). A copy of the booklet will be sent to EALC who provided the Micro Grant for this project.
- b) Update from the Queen’s Jubilee Committee and fundraising – the Quiz had taken place on 9 April and had been a successful fundraising event. The next planned event was the Queen’s Jubilee celebration to be held on 2 June and posters will be displayed around the village, on Facebook and the Parish Council website. The 2 June celebrations will take place on the village green and in the village hall. The beacon will be lit in readiness for 9.45pm, to coincide with the rest of the country. Next committee meeting to be held on Wednesday 25 May at 4pm to finalise arrangements. Any funds raised via fundraising events will be held by and reported separately by the Parish Council.

19. Plume Educational Trust

- a) Nothing to report at this time and probably not until the next set of applications which will be in the autumn.

20. Correspondence

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

21. Finance

- a) To review and approve receipts, payments and bank reconciliation for March and April 2022 - List of payments circulated to members at the end of each month prior to the meeting – unanimously agreed and signed off by Cllr Rowsell.

Mar-22						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
47/21-22	04/03/2022	MDC Inv MUN20184595	Tru Cam attendance x1 hr February 2022	35.06	7.01	42.07
48/21-22	16/03/2022	Garden Machinery Sales & Servicing	Cobra Wood Chipper	654.16	130.83	784.99
49/21-22	25/03/2022	MDC Inv MUN20184711	Tru Cam attendance x1 hr March 2022	35.06	7.01	42.07
50/21-22	31/03/2022	Clerk	Salary and expenses - Month 12 - March 2022	542.02		542.02
51/21-22	29/03/2022	Point Graphics Ltd	Mundon Information Booklet printing	466.00	93.20	559.20

Apr-22						
FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
01/22-23	01/04/2022	EALC	EALC and NALC annual affiliation fees 2022/2023 Inv 15386	130.02		130.02
02/22-23	01/04/2022	Victory Hall	Victory hall hire x3 hrs May 2022 mtgs	24.00		24.00
03/22-23	13/04/2022	Auditing Solutions Ltd	Audit fee for y/e 31 March 2022 Inv A7409	125.00	25.00	150.00
04/22-23	21/04/2022	SLCC	Clerk training - agendas and minutes 5 and 12 May inv BK205743-1	60.00	12.00	72.00
05/22-23	29/04/2022	Clerk	Salary and expenses month 1 - April 2022	400.18		400.18

- b) To review the AGAR form together with the internal auditor’s report for the year ended 31 March 2022.

- **Certificate of Exemption (page 3)** – no matters raised, form accepted and signed by Chairman and Clerk, unanimous decision.
 - **Annual Internal Audit Report 2021/22 (page 4)** provided by Auditing Solutions Ltd together with the detailed annual audit report (without and actions) – no other matters raised, form and report accepted, unanimous decision.
 - **Section 1 – Annual Governance Statement 2021/22 (page 5)** – no matters raised, form accepted and signed by Chairman and Clerk, unanimous decision.
 - **Section 2 – Accounting Statements 2021/22 (page 6)** – no matters raised, form accepted, previously signed by the Clerk, signed by the Chairman, unanimous decision.
- c) Report by the Clerk - The parish council kept within the small budget for 2021/22 and obtained a £500 grant from the EALC towards the printing of the updated Mundon Information Booklet. An annual reclaim of VAT was received during the year of £128.77. Capital items purchased were, 500 saplings planted on the main road verge, which in turn has slightly reduced the mowing costs for this year and a wood chipper to assist the wood wardens in the maintenance of paths within the Furze.

The internal audit for the accounts for the year ended 31 March 2022 has already taken place with recognition from the auditor that the council now maintain more than adequate and effective internal control arrangements. Statutory reporting in relation to the audit will follow and information will shortly be displayed on the website.

The parish precept for the 2022/23 year is £5,500. Reserves at the end of the year were £750 for elections and £10,939.65 relating to the Church Room fund (allowed for capital projects only).

The budget for 2022/23 has already been set and will be closely monitored throughout the year with monthly reviews and reporting to councillors.

- d) Consider and approve the value of reserves to be carried forward to 2022/23 and confirm the 2022/23 Precept budget value - reserves £750 election expenses and £10,939.65 relating to the Church Room fund (allowed for capital projects only) the value of the being Precept £5,500 – values approved, unanimous decision.
- e) Review of annual insurance cover due for renewal on 1 June 2022 – renewal accepted, unanimous decision.

It was agreed the assets will remain on the Council's insurance schedule rather than regarded as "self-assured" – unanimous decision.

Taking a photo of all assets was agreed as a good idea for the future – unanimous decision.

22. Training

- a) Clerk had attended two training sessions with the SLCC remotely during May 2022 regarding Agendas and Minutes. No requests for future training received.

23. External Meetings

- a) Cllr Leggett had attended the United Dengie Councils (UDC) meeting on 8 April 2022 which focussed mainly on the proposed road infrastructure for the proposed planning and building of new houses in South Woodham. Cllr Rowsell thanked Cllr Leggett for representing Mundon Parish Council at the meeting and it was considered useful to remain part of the UDC group.

24. Information Exchange & Items for next Agenda

- a) A request was received to place dog waste bins within The Furze and West Chase on the next agenda.

25. Date of next meeting – Tuesday 19 July 2022 @ 7pm

- 26. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.27pm.**