MUNDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON
TUESDAY 15 SEPTEMBER 2026 AT 7PM IN THE VICTORY HALL

Email: clerk@mundonparishcouncil.gov.uk
Website: Mundon.org – Tel: 07789 342747

Present:	**Cllr Gavin Rowsell, Cllr John Bennett, Cllr Kerry-Jane Wylie and Cllr Marita Ponting**
In Attendance:	**Mrs Jackie Lines – Parish Clerk/RFO**
Members of Public:	**11**
Meeting Commenced:	**7pm**

50. Chair's welcome - apologies of absence received from Cllr Leggett and Community Protection Team Leader, Adrian Rayner.

51. 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 have been made.

52. Public Forum

Ivydene – no updates received from the Enforcement Team or Cllr Fittock. Clerk to follow up again.

Water - a resident reported a recent water leak on the verge and in the ditch in the Stud Hill area to E&S Water which had flooded the grounds of a neighbouring property. Works were eventually concluded after carrying out repairs to two water mains.

It was noted E&S Water will be working within the Mundon area for many months to come as there is 5.8km of pipe to replace. Traffic lights are expected but no road closures. E&S Water had held a meeting in the Victory Hall for residents about their works on 13 Sept 2026 and leaflet drops had been made to residents.

Planning – Proposed two storey cottage style dwelling, East Furze Cottage 26/00541
Family residents attended the meeting to express their wishes for their planning application.

Land at Hook Farm – residents mentioned an event 28 – 29 Aug 2026 had been particularly noisy until late in the evening. Letter received by some residents from the owner for a further event 30 Oct to 1 Nov 2026 to include fireworks. Concerns were raised regarding animal welfare. Cllr Rowsell to follow up.

53. Minutes of the previous meeting – 21 July 2026

Minutes of the meeting of the Parish Council held on 21 July 2026 were approved and signed by the Chair as a true and accurate record – **unanimous decision.**

54. County/District Councillors Report

To receive reports from County and/or District Councillors – it was noted that although County Cllr Jay, District Cllr Fittock and District Cllr Bassenger may not be able to attend each parish meeting, they continue to help with many issues remotely on a regular basis.

55. Policies, Procedures, Risk Assessments and Contracts

To consider and resolve any annual or new drafts:

a) It was resolved to agree the IT Policy - **unanimous decision.**
b) It was resolved to agree the Health and Safety Policy and signed by the Chair – **unanimous decision.**
c) It was resolved to agree the Co-Option Policy **– unanimous decision.**

56. Public Transport

Cllr Ponting confirmed nothing specifically to report other than the recent road closure at Mill Road had re-opened early.

57. The Furze

Wood Warden reported The Furze had been somewhat quiet at the moment other than a notification of possible camping taking place. People located on the day and chatted to. The Furze purpose and rules of use were discussed and this seemed to be an isolated incident.

58. Grass Cutting/Verges

Report provided by Cllr Leggett – all the grass cutting by Mow My Lawn was satisfactory and will be monitored throughout the rest of the contract.
Additional edging work on the path in front of the fence had only been half completed and debris remained. A couple of residents took on the task of clearing the debris themselves. A request to Mow My Lawn had been made for the second half of the edging to be cleared away completely which had been acknowledged.

59. Neighbourhood Watch

Cllr Wylie reported that at the last Chelmsford and Maldon NHW group meeting in July, the emphasis was on Chelmsford and urban areas. Cllr Wylie raised the matter that the Police 'Let's Talk' sessions hadn't worked out too well for the village as one was arranged at such short notice with little time to advertise and the next one the Police didn't attend. A comment from the Police is expected at the next NHW meeting on 22nd September.

A van being parked along New Hall Lane on several occasions was mentioned and noted, possibly with someone sleeping in it overnight. This is to be monitored.

60. Woodside

Funding – Woodside Paths

Clerk expressed thanks from the Parish Council to The Strategy Team at MDC for The Where Quality of Life Matters funding of £10K which had been received on behalf of the village and enabled phase 1 of the paths at Woodside to be renewed. Further funding is now required to complete the works. Settlement cracks to be reviewed by Cllr Rowsell.

Access Road to Woodside Cottages - Moat Housing had been contacted again for ownership, maintenance and future traffic calming measures to be confirmed by them. A representative from Moat Housing visited Mundon in person on 3 September and met with two residents to review the road and discuss the problems in full. The meeting was felt to be very helpful, Moat Housing ownership of the road was confirmed and the problems being encountered would be

fed back to Moat by their representative with a way forward suggested. **Clerk to follow up with Moat Housing.**

61. Website and Social Media

Cllr Rowsell reported recent posts regarding the Fete and the proposed water works in Mundon had attracted more views. There are currently 377 followers on the Mundon Village Facebook page.

It was noted the amenity tab for Victory Hall on the mundon.org website requires an update. **Cllr Ponting and Cllr Rowsell to conclude.**

62. Planning

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

26/00427/HOUSE PP-15038124

4 Woodside Cottages, Main Road, Mundon

Front porch

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

Approved by MDC week 36 ending 4 Sept 2026

26/00504/FUL PP-15108915

Small Steps Day Care Little Wycke Farm Blind Lane Mundon

Proposed change of use of former children's day nursery to one bedroom bungalow with associated landscaping and parking

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

Pending consideration as at 14 Sept 26

26/00541/FUL PP-15132891

Mobile Home East Furze Cottage Main Road Mundon

Proposed two storey Cottage style dwelling

Mundon Parish Council reviewed the above mentioned planning application, had no objections and support the application – unanimous decision

26/00304/FUL PP-14905835

Camp Beaumont Maldon Road Mundon Essex

Continued use of land for Use Classes B2 (General Industrial),
B8 (Storage and Distribution), Class E (g) (Office, Research and
Development, Industrial Processes)

Mundon Parish Council reviewed the above mentioned planning application, had no objections and support the application – unanimous decision

b) **Planning Decisions (and awaiting Decisions)**

26/00138/OUTM PP-14674327

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()); 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

Letter from MDC 15 Sept 2026 confirmed the application will be heard by the District Planning Committee on 22 Sept 2026 at 7.30pm at the MDC offices.

26/00216/FUL PP-14804966
Garlands Farm Mundon Road Mundon Maldon
Change of use from garage/store to a short-term holiday let. Single-storey extension to northern side. Install solar panels and roof lights to southern roof slope. Install new windows and replacement doors and associated works. Installation of package sewage treatment plant.
Pending consideration as at 14 Sept 2026 (resident confirmed an issue was being taken up with the Environmental Agency at present)

25/00954/FUL PP-14406358
Land at Bramble Hall, Mundon Road, Mundon
30MW Solar Park (including cable route from site to point of connection) and associated infrastructure
Pending consideration as at 14 Sept 2026

c) **Planning Correspondence:**
Members noted receipt via email of the following:
List of planning applications, decisions and appeals for weeks 30 to 37. All being received and members happy with the distribution process.

63. Highways

a) To receive any updates or concerns on new highways matters.
Visibility at Junction at West Chase to Main Road, a letter was sent on 26 August to Essex Highways, via Cllr Jay for an assessment to be carried out. On 1 Sept Cllr Jay confirmed the matter had been lodged with Essex Highways and an officer was due to attend the area as soon as possible to carry out an assessment. Residents confirmed at the meeting a Highways Officer had attended the area last week and made a request to a resident that their hedge be cut back. **Clerk to follow up and obtain latest update from Essex Highways.**

b) To review information received from the Community Engagement Team after carrying out regular speed checks via a TruCAM - the monthly patrols continue and results reflect:
July = 9 offenders
Aug = 5 offenders

c) To consider and resolve traffic calming measures through the village, to include village gateways – letter sent to Essex Highways (EH) via Cllr Jay to enquire whether **Active Enforcement signs** are approved for use by EH, whether there are standard signs to use, criteria for installation and whether any additional speed management measures could be considered to support driver compliance. Cllr Jay responded with an update from EH. The signs are not prescribed road signage under the Traffic Signs Regulations therefore installation cannot take place. Any traffic management improvements, including signage, would need to address a specific issue identified through recent traffic speed and volume data collected via automatic traffic counts, or in response to a pattern of injury-related road traffic collisions. However, ECC are currently undertaking a wider review of its approach to these type of requests and highways priorities and the review is currently still ongoing. **An update has been requested once the review is concluded. Clerk to continue to monitor.**

Ideas for traffic calming were discussed further and a resident suggested extending the current 30mph zone or going from the 30mph zone to a 40mph zone before the national speed limit is

applied. However, it was confirmed the Parish Council have already attempted to address this in the past with no success due to Mundon not meeting the criteria for specific issues identified through recent traffic speed and volume data collected via automatic traffic counts, or in response to a pattern of injury-related road traffic collisions.

No additional new concerns were raised.

64. Community

a) Report provided by Cllr Leggett, this year's Fete was most definitely a success and positive feedback from those who attended had been received with compliments on the colourful and welcoming hall.

It was good to see residents interacting and reconnecting with other villagers they hadn't seen for a while. This is most definitely what it was all about from the outset 3 years ago.

To attract more people, homemade cakes for refreshments will be provided next year. This is based upon feedback from other organisers of Fetes/Shows in the area and some volunteer bakers have already come forward in readiness. The homemade jam stall was also successful this year.

Recognition goes to the other 3 members of the Committee, Kerry-Jane, Marita and Jo Plume who worked very hard to contribute to the success of the day along with the ladies who helped with the refreshments.

Thanks go to Deli & Fizz, Morrisons, Colchester Zoo and Maldon Books for their kind donations to the raffle.

Taking in to account income and expenses this year, a surplus of £42.01 was made which will be added to the overall funds for the Parish Fundraising Account.
Clerk to pay funds into the bank and provide an up to date statement for the Fundraising Account at the next meeting.

b) Consider and resolve any Fundraising account expenditure requests – **no requests were made at the meeting.**

65. Plume Educational Trust

Cllr Wylie reported there had been no meeting of the Plume Educational Trust since the last Parish meeting. Students would have received a reminder of the scholarship when they received exam results so hopefully some applications will now have been received to be discussed at the next Trust meeting which will be in November.

66. Biodiversity – Local Nature Recovery Strategy

The publication of the Essex Local Nature Recovery Strategy in July 2025 was noted and its relevance to the Parish Council's biodiversity duty under the Environment Act 2021.

The importance of Mundon Furze as an area of ancient woodland and a local wildlife site and the importance of protecting and enhancing its existing biodiversity was recognised.

It was resolved that the Parish Council will continue to have regard to the Essex Local Nature Recovery Strategy when exercising its functions and, where reasonably practicable, will consider opportunities to conserve, enhance and connect habitats within the parish, including

when considering works to Parish Council land such as The Furze, verges, hedges and the green at Woodside – **unanimous decision.**

67. Correspondence

There was no additional correspondence other than already circulated via email, copy reports provided for all at the meeting or as detailed as a separate agenda item.

68. Finance

a) To review and approve receipts, payments, bank reconciliation and budget v actual reports for July and August 2026 - List of payments are circulated to members at the end of each month prior to the meeting - **unanimously agreed** and signed off by the Chair.

Jul-26						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
16/26-27	15/07/2026	HMRC	Ers NIC liability due for Apr to Jun 2026 payroll (not taken via DDR)	24.24		24.24
17/26-27	24/07/2026	ICO	Annual renew al Data Protection fee to 24 July 2027	47.00		47.00
18/26-27	30/06/2026	Farm & Country Supplies	Invoice 44593 - Mundon Village Pathw orks phase 1	10,000.00	2,000.00	12,000.00
19/26-27	13/07/2026	Maldon District Council	Inv MUN20194310 - Community Engagement patrols April to June 2026	134.73	26.95	161.68
20/26-27	21/07/2026	Mow My Law n	Inv 1958 grass cutting 5th June to 10th July 2026	240.00		240.00
21/26-27	31/07/2026	Clerk	Salary and home office - month 4 - July 2026	470.51		470.51
Aug-26						
FOLIO	DATE	PAYEE	DESCRIPTION	NET AMT	VAT	GROSS
22/26-27	01/08/2026	SLCC	Invoice MEM259591-1 annual membership renew al	116.00		116.00
23/26-27	03/08/2026	Victory Hall	Hall Hire x2 hrs - Meeting on 15 Sept 2026	20.00		20.00
24/26-27	26/07/2026	MSW Home & Garden Services	May 2026 - chipper annual service and parts	65.00		65.00
25/26-27	20/08/2026	Mow My Law n	Inv 1988 grass cutting 31 July 2026	80.00		80.00
26/26-27	28/08/2026	Clerk	Salary and home office month 5 - August 2026	421.56		421.56

b) To consider and resolve any expenditure requests from Capital Reserves – **no requests received.**

c) To consider and resolve the 2026/27 Local Government Services Pay Agreement for the Clerk backdated to 1 April 2026 – resolved to pay the value of £74.13 in Sept 2026, **unanimous decision.**

d) Clerk confirmed the VAT reclaim for year to 31 August 2026 amounted to £2,117.05 and was submitted to HMRC on 2 Sept 2026.

e) As no small projects have materialised at present, it was resolved to review ideas again next year in relation to the Locality Fund – **unanimous decision.**

69. Training

Future needs for Councillors, Volunteers and Clerk - no individual requests received.

70. External Meetings

No external meetings attended by Councillors or Clerk to report.

71. Information Exchange & Items for next Agenda

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

72. Date of future meetings

a) Next meeting – Tuesday 17 November 2026 @ 7pm

b) Review of date for May 2027 meetings – **Councillors to liaise with the Clerk and if applicable a new date to be confirmed at the next meeting.**

73. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.04pm.