

MUNDON PARISH COUNCIL

MINUTES OF THE MEETING HELD ON
TUESDAY 16 MARCH 2021 AT 7.30PM
HELD VIRTUALLY VIA ZOOM

Present: Cllr Gavin Rowsell, Cllr John Bennett, Cllr Kerry-Jane Wylie, Cllr Lynne Attfield (left meeting at 8.05pm – internet complications) and District Cllr Mark Bassenger (left meeting at 7.45pm – internet complications)

In Attendance: Mrs Jackie Lines – Parish Clerk

Members of Public: 1

1. **Chairman’s welcome and to receive apologies for absence** – apologies received from Cllr Bennett and no update from District Cllr Boyce. Meeting commenced at 7.31pm (Cllr Bennett joined the meeting at 7.37pm).
2. **Declarations of Interest**
 - a) Members made the usual declaration that all members live and/or work in the District and declared a global declaration. No other declarations were made at this point in the meeting.
 - b) Members noted their responsibility to make any changes to their register of interests within 28 days and let the Parish Clerk know that it has been done.
3. **Minutes of the previous meeting – 19 January 2021** – approved and signed by the Chairman as a true and accurate record - **Agreed**, proposed by Cllr Rowsell and seconded by Cllr Wylie.
4. **Policy and Procedures**
 - a) To review and agree the draft Risk Assessment for use of the Victory Hall for Parish Council meetings – Council to initially review meetings for 18 May 2021 onwards whether to continue via Zoom or use the hall.
5. **Public Forum**

A resident raised a query about an online petition against the development of a 1 acre playing field in Mundon, the link was not clear and did not seem to include any planning information. Cllr Rowsell had not seen this but suggested an email be forwarded to him with the link for review.
6. **District Councillors Report** – Cllr Bassenger confirmed he has numerous virtual meetings and has 4 parishes in his ward but certainly tries to

attend parish meetings when available. Cllr Bassenger provided an update –

BRB – they are ceasing all work for one year, including all investigative work, as they are unable to carry this work out during the current pandemic. However, it has been confirmed BRB have not stopped due to the pressure placed upon them by councils. Cllr Bassenger believes BANG especially, brought to bear some pressure which slowed things down.

Cllr Rowsell commented the BRB online forum was still continuing. Cllr Bassenger stated the working group and teams have been disbanded and there are no representations to Council for a year. Cllr Bassenger is unclear with regard to the forum but will follow this up for Cllr Rowsell.

Cllr Attfield raised a question but the audio connection was poor. It was therefore suggested that Cllr Attfield email Cllr Bassenger directly with any questions.

Cllr Bassenger suggested as a way forward, for Mundon Parish Council to send an email with questions before each meeting. Cllr Bassenger can then be used as a sounding board and will take questions directly to others for their responses, treat as a Q&A session.

Planning – Cllr Bassenger confirmed MDC no longer have a 5 year land supply which means we can no longer depend on the LDP, planning will be based upon the NPPF and applications will be considered using what is known as the Tilt system which favours developers.

7. Co-Option of Councillor

Unless someone specifically comes forward, the vacancy will not be promoted at present due to Covid-19 not being an ideal time for a new member to come on board.

8. Transport

- a) No report available at this time.
- b) Dengie Dart – no further update received. Cllr Rowsell requested if the information could be completed and also passed to Cllr Wylie for inclusion in the Mundon Information Booklet.

9. The Furze

- a) Illegal taking of wood, chopped by chainsaw, has been reported to the Council. It is noted the noticeboards at both entrances give clear guidance on this and letters have recently been sent to surrounding residents as a reminder. Council have health and safety concerns about this activity. Clerk to draft a further letter to residents.
- b) No other items to raise at present.

10. Grass Cutting/Verges

- a) It is felt the grass cutting will resume once the daffodils have finished.
- b) Not going ahead with hard landscaping on the verge, shrubs will be planted instead. **Agreed**, proposed by Cllr Wylie and seconded by Cllr Bennett.

Cllr Rowsell to contact company offering free trees and shrubs although in the offer only 20% are shrubs. Low maintenance shrubs are required by the Council and around 150 to cover the area. The Council may need to purchase instead and hope the planting will be carried out free of charge by volunteers.

11. Neighbourhood Watch

- a) Cllr Wylie provided an update - There is nothing to report with regard to crime or incidents in Mundon itself. In the wider local area there have been reports to the police of hare coursing and suspicious vehicles, breaking and entry and theft.

Scams – with the announcement of a phased exit out of lockdown, the demand for tickets for summertime events has soared—along with the opportunities for scammers. Essex Police have recently seen an increase in reporting where residents have purchased tickets but the tickets never arrive or purchasers go to collect them and the home owner is unaware of the sale. To protect yourself, buy from genuine ticket sellers (i.e. box office/promoter/reputable ticket site) - whilst you may be able to pick up a ‘bargain’ via social media, there is no guarantee you will receive the tickets.

Remember - if it seems too good to be true, it probably is.

Another message from Essex Police following on from recent concerns raised locally and nationally around **dog thefts** is that despite a number of reports on social media, “we are thankfully not seeing a significant rise in the number of crimes involving dogs in our county”. Their advice is: Don’t leave your dog unattended anywhere, be wary of strangers and ensure they are microchipped.

Cllr Bennett added that there are many catalytic converters being stolen at the moment in the area.

12. Woodside

- a) The Clerk provided an update on the **fencing** – following the review of the repair works carried out by Moat recently and the disappointment expressed by the Council, Moat are referring the matter back to their Technical Team, further updates will be monitored.
- b) The Clerk provided an update regarding the historic offer of **land** from Moat – It has been confirmed by Moat’s representative that the land is seen as a liability for them and in essence Moat agrees to pass the land across to the Parish, however their charity status now causes

complications in this respect. The matter is currently awaiting a decision from the powers that be within Moat.

13. Website and Social Media

- a) Cllr Rowsell provided an update – **Facebook** continues to be a good platform to use currently with 142 followers, increasing regularly and some recent posts having a good number of shares. Statistics reflect 72% of the audience are women over the age of 35. The **website** receives less than 1 visit every 3 days and from all over the country.
- b) Report to the Maldon Standard - Cllr Rowsell confirmed the Council used to do this but it takes up a lot of the Clerk's time. The readership of the Maldon Standard is ever decreasing and it is now mainly online, where Clerks' reports are hard to locate. Facebook, when shared, has more coverage than the Maldon Standard. Cllr Wylie questioned what would be in the Clerk's report as there is nothing going on at the moment but perhaps when events occur it would be an option. A resident asked whether the Facebook page could include the Zoom details for meetings rather than just the noticeboard. Cllr Rowsell took the comment on board as being a worthy idea once the meetings are back in the Victory Hall when people are also actively encouraged to come along.

14. Planning

- a) **Planning Applications:**
See Planning Decisions item c).
- b) **Planning Correspondence**
Members to note receipt via email of the following:-
- i) List of Planning applications weeks – 02 to 08 - **Noted**
 - ii) List of Planning Decisions & Appeals weeks – 02 to 08 - **Noted**
- c) **Planning Decisions:**
Hook Farm, Mundon Road - 20/01352/LDP – Claim for lawful development certificate for a proposed single storey side extension – MDC list 10 w/e 12 March 2021 information only – approved.
- St Mary's Church, Vicarage Lane – 21/00068LBC – Urgent structural repairs to tower timbers, pews and their platforms, external section of Nave wall, as well as timber repairs to windows in Nave and Chancel – MDC list 10 w/e 12 March 2021 Listed building consent granted.**
- Haydens Hall Farm, New Hall Lane – 20/01322/AGR - Notice of intent received regarding an agricultural development for a general purpose**

steel framed building – **MDC list 2 w/e 15 Jan 2021 prior approval not required.**

Wayside, Main Road, Mundon – 20/00902/FUL – Proposed replacement of existing outbuildings and erection of new fencing and gates to property entrance – **MDC list 4 w/e 29 Jan 2021 approved with conditions.**

15. Parish Council Land – Ownership and Boundaries

The Clerk had reviewed old papers and only the Furze Register of Title had been located. The Clerk had also reviewed the Land Registry options available and explained their content and costs. The Clerk was requested to write to the relevant homeowners initially. Cllr Rowsell and the Clerk to review the next options and update councillors between meetings in readiness for a concise direction to be reviewed/agreed at the next meeting.

16. Highways

- a) Drainage/flooding issue from Pillar Box Corner on Main Road raised by a resident had been reported to ECC.
- b) The Clerk reported, the TRUCAM Community Protection Team did not attend during January 2021 due to the current pandemic but resumed services in February when they attended for 30 minutes and caught 2 offenders. This monthly service is due to continue for the foreseeable future. It was felt the March attendance should not be hindered as the Mundon Road has now been reopened.
- c) Bus shelter owned by the Parish – Licence may be required by Essex Highways – no further information had been received on this matter. Cllr Rowsell requested this item be removed from the next agenda.

17. Defibrillator – Outside Victory Hall

Cllr Rowsell confirmed the unit is still located at the Victory Hall and checks are carried out periodically by Cllr Rowsell as well as the First Responders.

18. Community

- a) Cllr Rowsell and Cllr Wylie had reviewed areas of the Parish for a place to display recognition plaques. It was felt the metal post which holds the village sign would be best. **Agreed** – proposed Cllr Bennett, seconded Cllr Wylie.
Wording on plaques to be agreed. Proposals to be reviewed and voted upon by the Council. As and when new recognition plaques arise, details will be announced at an Annual Parish Assembly meeting.
- b) Micro Grant of £500 had been received from the EALC via ECC to fund the printing of the Mundon Information Booklet.

Cllr Wylie reported 3 quotes for printing had been received and ranged between £350 and £400. The booklet will not include adverts or the listing of all properties within the village. For Victory Hall, there will be the booking clerk's details. The booklet will also refer people to the website and noticeboard. Intention is to keep the booklet simple. A resident confirmed the chronicle from 2005 can now be brought up to date by Mundon Parish Council with the decisions they have made. Cllr Wylie confirmed not all years will have an entry. Cllr Rowsell recognised and wanted to thank Christine McDonald for her input with many forms of literature for the Parish over the years.

19. Plume Educational Trust

Richard Wilson's resignation received 8 Feb 2021. Appointment of new Trustee. Cllr Wylie to be appointed as the new Trustee. **Agreed** – proposed Cllr Bennett, seconded Cllr Rowsell. A resident confirmed they will forward further information on the Trust via email to Cllr Wylie.

20. Correspondence

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

21. Finance

- a) To review and approve receipts, payments and bank reconciliation for January and February 2021 – list of payments circulated to members prior to the meeting for review and sign off. **Agreed** - proposed Cllr Bennett, seconded Cllr Wylie.

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
36/20-21	19/01/2021	MDC	Trucam Inv MUN20182441 Nov and Dec 20	51.30	10.26	61.56
37/20-21	31/01/2021	Clerk	Month 10 salary and expenses	243.80		243.80
				295.10	10.26	305.36

FOLIO	DATE	PAYEE	DESCRIPTON	NET AMT	VAT	GROSS
38/20-21	08/02/2021	EALC	Book - Local Councils Explained	19.99	1.00	20.99
39/20-21	28/02/2021	Clerk	Month 11 salary and expenses	243.80		243.80
				263.79	1.00	264.79

- b) NS&I Investment Account – the Clerk reported forms had been sent off on 17 Feb 2021 but had heard nothing further to date. Clerk to call NS&I for an update.
- c) Audit to take place following the end of the financial year, members to review/approve use of existing auditors being Auditing Solutions Limited. **Agreed** – proposed, Cllr Rowsell, seconded Cllr Wylie.
- d) Standing Orders – review/approve. **Agreed** – proposed Cllr Rowsell, seconded Cllr Bennett.

- e) Financial Regulations – review/approve. These require further review and updates, extraordinary meeting may be called to finalise these prior to the next Parish meeting on 18 May 2021.
- f) Councillor Code of Conduct - review/approve. **Agreed** – proposed Cllr Rowsell, seconded Cllr Wylie.

22. Training

The Clerk is continuing with the SLCC's ILCA modules and enjoying the course. Portal has been down for around 6 weeks in total over a period of time, SLCC are therefore extending the deadline for completion of the course by one month.

23. External Meetings

To receive reports on any external meeting attended by Councillors or Clerk. None attended.

Clerk to obtain information on the Dengie 100 group meetings as to when the next meeting will be held this year.

24. Information Exchange & Items for next Agenda

No further information or agenda items were discussed/exchanged.

25. Date of next meeting – Annual Meeting of the Council Tuesday 18 May 2021 @ 7.00 pm followed by Annual Parish Assembly @ 8.00 pm.

26. All business having been transacted, the Chair thanked everyone for attending and closed the meeting at 8.57 pm.