
Messing Cum Inworth Parish Council
COUNCIL MEETING - 12 FEBRUARY 2024
 Minutes of the meeting of Messing Cum Inworth Parish Council held
 Monday 12 February 2024 at Messing Village Hall commencing 1pm

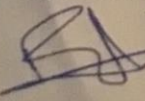
Chairman Councillors	Councillor R Suckling Councillor A Harding Councillor Mrs J Hughes Councillor R Strudwick 3 VACANT SEATS	PRESENT Yes Yes Yes Yes
-------------------------	--	--

IN ATTENDANCE

Clerk and four members of the public

- 1 24/24 **APOLOGIES:** Nil
- 2 25/24 **DECLARATIONS OF INTEREST:** Nil
- 3 26/24 **MINUTES** On proposal of Councillor Mrs J Hughes, seconded Councillor R Strudwick, it was **RESOLVED** to **APPROVE** minutes presented of meetings held on Tuesday 16 January and Thursday 25 January 2024 as a true record, agreed by all and duly signed by the chairman.
- 4 27/24 **PUBLIC PARTICIPATION**
 - a) Parish Plan presentation and feedback was **RECEIVED** and **NOTED**. To consider further updates with assistance from Inworth residents.
 - b) Public comments: concerns relating to sites identified in Essex Minerals Local Plan consultation, linked by road at Inworth, Windy Hill, quarry lorry alternative route via A12 potential exit by Ewell Hall, submit response by 18 March, clerk to liaise with residents. Potential interest in co-option for Inworth ward. Support for establishing Community Facilities Committee to enable residents to be involved. Orchard committee seek approval for events - Messing market, Christmas party, query over ringfenced funds.
- 5 28/24 **PARISH MATTERS**
 - a) Orchard: check historic ringfenced funds, copy of finance spreadsheet to be received. Fundraising party in village hall, sausage and cider event 20 April. Portaloo £180-£200, seek quotes for composting toilet, potential funding. Craft fair 28 Sept, clerk to contact village hall hiring manager. Signs for trees £512.82, enquire about £106 funding. School visits. Seek quotes to recover footpath. 3 compost bins needed, potential use of allotment pallets. Helpers required for Tiptree show, check alcohol license, insurance. Committee minutes to be received. It was **RESOLVED** to **APPROVE** grounds maintenance contract, proposed by Cllr Strudwick, seconded by Cllr Suckling and agreed.
 - b) Allotments: site visit report was **RECEIVED** and **NOTED**. Clerk and Cllr Mrs Hughes to follow up actions. It was **RESOLVED** to **APPROVE** grounds maintenance contract, proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed, cut brambles back, 3 grass cuts a year. To check site boundary, potential protected tree status. Clerk to contact school bursar to clarify car park boundary, school visits risk assessment, insurance. Follow up allotment registration, tenancy agreement to be updated.
- 6 29/24 **GOVERNANCE**
 - a) Formalise committee structure, appoint members and agree terms of reference:
 - i. It was **RESOLVED** to establish a Personnel Committee with agreed terms of reference, proposed Cllr Suckling, seconded Cllr Strudwick and agreed. Appointments to be confirmed.
 - ii. Community Facilities Committee, Community Orchard Management Committee - **DEFERRED**
 - b) Internal audit review was **RECEIVED** and **NOTED** - to consider actions. Council extended thanks to the clerk/RFO for successfully completing this work.
 - c) Notice of casual vacancy published, co-option policy to be updated.
- 7 30/24 **PLANNING** Essex Minerals Local Plan consultation www.essex.gov.uk/minerals-review - response to be drafted.
- 8 31/24 **FINANCE** - RFO report was **RECEIVED** and **NOTED**
 - a) Unity Trust Bank switch complete, Barclays Community account closed, Reserve account remains open pending receipt of final interest due. To consider prepaid card for Orchard and maintenance purchases.
 - b) Reconciliation of Barclays accounts to 25.01.24 and Unity Trust accounts to 31.01.24 were **APPROVED** signed by Cllr Suckling and Cllr Mrs Hughes, all agreed.
 - c) Accounts presented for payment were **APPROVED** signed by Cllr Suckling, Cllr Mrs Hughes, all agreed.
- 9 32/24 Pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED** for the public and press to leave the meeting due to the confidential nature of the business to be transacted, on proposal of Cllr Suckling, seconded Cllr Strudwick and agreed.
PERSONNEL MATTERS - outstanding issues relating to previous employee
 - a) **RESOLVED** to **APPROVE** final salary as advised by Payroll Services, proposed Cllr Strudwick, seconded Cllr Harding, carried by majority.
 - b) To draft response to correspondence, ICO data security report.
- 10 33/24 **CLERK'S REPORT** - correspondence received
- 11 34/24 **BRIEF REPORTS OF MEMBERS:** Nil
- 12 35/24 **NEXT MEETING** 19 March 7.30pm at Messing Village Hall. Annual Parish meeting date to be confirmed.

There being no further business, the meeting closed at 15.34.

 19/03/24
 ITEM 6 29/24 a.i) Formalised Community Structure agreement was delayed because of Councilor shortage