



**Messing Cum Inworth Parish Council**  
**PARISH COUNCIL MEETING**



Minutes of the meeting of Messing Cum Inworth Parish Council  
Tuesday 19 March 2024, Messing Village Hall, 7.30pm

		<b>PRESENT</b>
Chairman	Councillor R Suckling	Yes
Councillors	Councillor Mrs J Hughes	Yes
	Councillor R Strudwick	Yes
	4 VACANT SEATS	
<b>IN ATTENDANCE</b>	Clerk and a member of the public	

1 36/24 **APOLOGIES:** Nil

2 37/24 **DECLARATIONS OF INTEREST:** NIL

3 38/24 **MINUTES** - on proposal of Councillor Mrs J Hughes, seconded by Councillor R Suckling, it was **RESOLVED** to **APPROVE** minutes of the meeting of the council held on Monday 12 February 2024 as a true record, agreed by all and duly signed by the Chairman.

4 39/24 **PUBLIC PARTICIPATION**

- a) Reports from City and County Councillors: NIL
- b) Public comments: insurance for school allotment visits, Orchard finances, strategy to organise events, S106 funding.

5 40/24 **PARISH MATTERS**

- a) Highways: County Councillor K Bentley has requested site visit regarding Inworth road signs and repairs.
- b) Orchard: minutes and risk assessments were **RECEIVED** and **NOTED**. Event volunteers needed, audit accounts from 20/21.
- c) Allotments: grounds maintenance schedule agreed. Plot 12 tenancy agreement was **RECEIVED** and duly signed by the Chairman; permission to erect a shed was **APPROVED** proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed. To follow up insurance liability cover for school visits.
- d) Parish tree survey quotes were **RECEIVED** and **NOTED**. To follow up timescale.
- e) Parish plan: to liaise with members of the public in Messing and Inworth.
- f) CCC online briefing covering Neighbourhood Plan and Local Plan Review 10 Apr, Cllr Mrs Hughes and Councillor Strudwick to attend. Site meeting to engage on Local Plan Review including settlement boundary and call for sites - to be arranged.
- g) A12: MIAG winding up, offer of funds to parish council ringfenced for specific use - Clerk to follow up and seek legal advice.
- h) S106 Orchard funds requested, awaiting response from planning to ascertain whether this is Community or Leisure. Old Crown pub asset of community value registration request submitted.

6 41/24 **GOVERNANCE**

- a) Committee appointments - **DEFERRED**.
- b) Co-option policy update - draft to be agreed. Allotment agreement to be reviewed before October annual renewal.
- c) End of year audit, internal control statement and report to be completed.
- d) NALC briefing on council email addresses and password security was **RECEIVED** and **NOTED**.
- e) On proposal of Cllr Suckling, seconded Cllr Mrs Hughes, it was **RESOLVED** to **ADOPT** the ICO model publication scheme, all agreed. Template to be completed.
- f) Councillor training courses to be reviewed. New code of conduct training with MO, date to be agreed.

7 42/24 **PLANNING**

- a) Essex Minerals Local Plan Review consultation [www.essex.gov.uk/minerals-review](http://www.essex.gov.uk/minerals-review) Due to significant public interest the consultation deadline has been extended to 5pm on Tuesday 09 April. Correspondence from a member of the public was **RECEIVED** and **NOTED**. Council response to be published, draft to be agreed.
- b) 240273 The Old Vicarage, CO5 9TR, listed building, Renovation of all windows, replacement of 6 existing windows, 2 new french doors <https://www.colchester.gov.uk/wampd/?id=240273> - **RESOLVED** to support the application.
- c) 240343 Village Hall, CO5 9TR, listed building, Repairs and repointing to brickwork to front and side elevations <https://www.colchester.gov.uk/wampd/?id=240343> - **RESOLVED** to support the application.

8 43/24 **CLERK'S REPORT**

- i. Offer of free crematorium benches, to be collected - Clerk to follow up.
- ii. Flood lighting complaint **RECEIVED** and **NOTED** - to respond and follow up with CCC.
- iii. Portrait of HM King Charles III has been ordered.
- iv. CALC minutes **RECEIVED** and **NOTED**.
- v. Casual vacancy: the Notice posted 23 February did not trigger an election. Council may proceed to co-opt.
- vi. Parish Council gov.uk Domain Helper Service guidance **RECEIVED** and **NOTED**. Webinars attended by Clerk.

9 44/24 **MATTERS FOR FORTHCOMING AGENDA:** to agree May date for annual council and parish meetings, set 2024/25 calendar.

10 45/24 **NEXT MEETING** - to be agreed.

11 46/24 **PERSONNEL MATTERS** - **RESOLVED** pursuant to s1(2) Public Bodied Act 1960 for public and press to leave the meeting due to the confidential nature of business to be transacted, proposed Cllr Suckling, seconded Cllr Strudwick and agreed.

- a) Issues relating to previous employee: correspondence was **RECEIVED** and **NOTED**, final salary payment was **APPROVED**. **RESOLVED** proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed.
- b) Clerk contract to be reviewed, additional hours and resources were **APPROVED**, annual leave to be agreed.

12 47/24 **FINANCE**

- a) RFO report (previously circulated) was **RECEIVED** and **NOTED**. It was **RESOLVED** to transfer interest to UTB and close the Barclays account, proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed.
- b) Reconciliation of bank accounts to 29.02.24 was **APPROVED**, signed by Cllr Suckling and Cllr Mrs Hughes and agreed.
- c) Accounts presented for payment were **APPROVED**, signed by Cllr Suckling, Cllr Mrs Hughes and Cllr Strudwick, all agreed.
- d) On proposal of Cllr Suckling, seconded by Cllr Mrs Hughes, it was **RESOLVED** to **APPROVE** gov.uk domain registration, website and email package with Parish Online, all agreed. Cloud storage deferred, PO Box not approved.

There being no further business, the meeting closed at 21.40.

Reconciliation of Accounts for month ended 29 February 2024

INCOME FEBRUARY 2024					
Date	Payor	Description	Net £	VAT £	Gross £
07.02.24	RS	refund orchard hob overpayment	5.00	0.00	5.00
<b>Total</b>			<b>5.00</b>	<b>0.00</b>	<b>5.00</b>
EXPENDITURE - FEBRUARY 2024					
Date	Payee	Description	Net £	VAT £	Gross £
05.02.24	Essex Pension Fund	Pension contributions (Dec 23)	274.30	0.00	274.30
05.02.24	DJ Smith	Grass cut v green (Mar-Oct) INV 1108 CHQ 200113	387.50	0.00	387.50
06.02.24	EE Limited	Mobile phone - direct debit	5.20	1.04	6.24
09.02.24	ICO	Annual ICO fees	35.00	0.00	35.00
15.02.24	Staff	Salary & expenses (Feb)	700.64	0.00	700.64
15.02.24	Staff	Office expenses (January travel, postage)	98.37	0.00	98.37
15.02.24	HMRC	PAYE (Jan)	187.14	0.00	187.14
15.02.24	HMRC	PAYE (Feb)	160.52	0.00	160.52
15.02.24	Essex Pension Fund	Pension contributions (Jan-Feb 24)	548.60	0.00	548.60
15.02.24	DM Payroll Services	Payroll admin (Dec 23 - Mar 24)	70.00	0.00	70.00
15.02.24	DM Payroll Services	Payroll admin/HMRC submissions (2022-2024)	110.00	0.00	110.00
15.02.24	J Stobart	Internal audit review	150.00	0.00	150.00
<b>Total</b>			<b>2,727.27</b>	<b>1.04</b>	<b>2,728.31</b>

RECONCILLIATION Feb 2024	FEBRUARY
Opening Cash Book	£ 36,614.21
Income	£ 5.00
Expenditure	£ 2,728.31
<b>Closing Cash Book Balance</b>	<b>£ 33,890.90</b>
<b>Reconciled to Bank Statement</b>	
Unity Trust Community Account	£ 3,920.90
Unity Trust Reserve Account	£ 29,970.00
<b>Total Closing Bank Statements(B)</b>	<b>£ 33,890.90</b>

PAYMENTS APPROVED		
Ex-staff	Final salary (Sept-Nov 23)	£863.60
Staff	Salary & expenses (Mar)	£1,025.76
Staff	Office expenses (Feb-Mar)	£70.34
HMRC	PAYE (Mar)	£373.08
Essex Pension Fund	Pension contributions (Mar)	£419.37
BS	123-Reg website domain fee	£20.39

Orchard Budget Review	Budget	Actual	Balance	Final cost	Budget
EXPENDITURE		Apr 23-Feb 24	01-Mar	Projection	Variance
Grass cut & tree maintenance - Orchard	£700.00	£530.00	£170.00	£530.00	£170.00
Grounds maintenance - Orchard	£150.00	£0.00	£150.00	£50.00	£100.00
New trees - Orchard (capital)	£350.00	£91.90	£258.10	£91.90	£258.10
General maintenance - Orchard	£150.00	£0.00	£150.00	£0.00	£150.00
Grant - Orchard	£0.00	£1,086.92	-£1,086.92	£1,086.92	-£1,086.92
	£1,350.00	£1,708.82	-£358.82	£1,758.82	-£408.82
INCOME	Budget	Received	Outstanding	Projected	Variance
Orchard	£0.00	£530.49	£0.00	£530.49	£530.49

COUNCIL BUDGET REVIEW					
EXPENDITURE	Budget	Actual	Balance	Final cost	Budget
Administration		Apr 23-Feb 24	01-Mar	Projection	Variance
Staff Salaries	£8,286.50	£6,125.34	£2,161.16	£8,014.70	£271.80
Staff salaries (Aug 22-Mar 23, +PAYE 168.55)	£0.00	£6,110.45	-£6,110.45	£6,110.45	-£6,110.45
Locum Salary (2022) (incl. PAYE & Pension)	£0.00	£5,039.43	-£5,039.43	£5,039.43	-£5,039.43
PAYE (incl. staff deductions)	£538.50	£1,911.02	-£1,372.52	£2,284.10	-£1,745.60
Pension (incl. staff deductions)	£0.00	£822.90	-£822.90	£1,242.27	-£1,242.27
Payroll Fees	£0.00	£180.00	-£180.00	£180.00	-£180.00
Audit Fees	£250.00	£610.00	-£360.00	£610.00	-£360.00
Insurance	£650.00	£636.13	£13.87	£636.13	£13.87
Legal costs	£2,700.00	£0.00	£2,700.00	£0.00	£2,700.00
Professional subscriptions (incl. ICO)	£800.00	£247.18	£552.82	£247.18	£552.82
Training	£800.00	£0.00	£800.00	£0.00	£800.00
Travel	£175.00	£138.75	£36.25	£181.14	-£6.14
Office - expenses (incl. WFHA)	£1,068.00	£194.65	£873.35	£222.60	£845.40
Office - equipment (capital)	£800.00	£0.00	£800.00	£0.00	£800.00
Elections	£150.00	£0.00	£150.00	£0.00	£150.00
IT Services/Communications	£600.00	£150.00	£450.00	£150.00	£450.00
Additional budget	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
VAT	£0.00	£319.04	-£319.04	£400.00	-£400.00
<b>Subtotal</b>	<b>£17,818.00</b>	<b>£22,484.89</b>	<b>-£4,666.89</b>	<b>£25,318.00</b>	<b>-£7,500.00</b>
Outside Spaces					
Grass cut & tree maintenance - Parish	£1,450.00	£1,042.50	£407.50	£1,042.50	£407.50
Grounds maintenance - Parish	£150.00	£0.00	£150.00	£50.00	£100.00
Grass cut & tree maintenance - Orchard	£700.00	£530.00	£170.00	£530.00	£170.00
Grounds maintenance - Orchard	£150.00	£0.00	£150.00	£50.00	£100.00
New trees - Orchard (capital)	£350.00	£91.90	£258.10	£91.90	£258.10
Grass cut - Allotments	£370.00	£380.00	-£10.00	£380.00	-£10.00
Grounds maintenance - Allotments	£150.00	£160.00	-£10.00	£160.00	-£10.00
Utilities - Allotments (water)	£150.00	£0.00	£150.00	£0.00	£150.00
General maintenance - Parish	£1,150.00	£300.00	£850.00	£300.00	£850.00
General maintenance - Orchard	£150.00	£0.00	£150.00	£0.00	£150.00
General maintenance - Allotments	£150.00	£0.00	£150.00	£0.00	£150.00
Defibrillator - replacement costs	£500.00	£0.00	£500.00	£0.00	£500.00
Parish Notice Boards & Signage	£750.00	£0.00	£750.00	£0.00	£750.00
<b>Subtotal</b>	<b>£6,170.00</b>	<b>£2,504.40</b>	<b>£3,665.60</b>	<b>£2,604.40</b>	<b>£3,565.60</b>

<b>Play Areas</b>					
Safety Inspections ( <i>weekly, annual</i> )	£420.00	£0.00	£420.00	£0.00	£420.00
Maintenance	£500.00	£0.00	£500.00	£0.00	£500.00
New Play Equipment	£500.00	£451.48	£48.52	£451.48	£48.52
<b>Subtotal</b>	<b>£1,420.00</b>	<b>£451.48</b>	<b>£968.52</b>	<b>£451.48</b>	<b>£968.52</b>
<b>Grants</b>					
Grant - Friends of Messing Church	£0.00	£475.00	-£475.00	£475.00	-£475.00
Grant - Orchard	£0.00	£1,086.92	-£1,086.92	£1,086.92	-£1,086.92
Grant s137	£500.00	£0.00	£500.00	£0.00	£500.00
<b>Subtotal</b>	<b>£500.00</b>	<b>£1,561.92</b>	<b>-£1,061.92</b>	<b>£1,561.92</b>	<b>-£1,061.92</b>
<b>Total Expenditure</b>	<b>£25,908.00</b>	<b>£27,002.69</b>	<b>-£1,094.69</b>	<b>£29,935.80</b>	<b>-£4,027.80</b>
<b>INCOME</b>					
	<i>Budget</i>	<i>Received</i>	<i>Outstanding</i>	<i>Projected</i>	<i>Variance</i>
Reserve Account Interest	£0.00	£101.62	[£22.40]	£124.02	£124.02
Orchard	£0.00	£530.49	£0.00	£530.49	£530.49
Allotments	£492.00	£550.00	£50.00	£600.00	£108.00
Grants - other (2 x 511)	£0.00	£1,022.00	£0.00	£1,022.00	£1,022.00
Revenue & LCTS Grant	£864.00	£864.00	£0.00	£864.00	£0.00
Push Energy (2022) Refund	£0.00	-£1,250.00	£0.00	-£1,250.00	-£1,250.00
VAT refund	£0.00	£0.00	[£2,973.33]	£2,973.33	£2,973.33
<b>Subtotal Income</b>	<b>£1,356.00</b>	<b>£1,818.11</b>	<b>[£2,995.73]</b>	<b>£4,863.84</b>	<b>£3,507.84</b>
<b>Precept</b>	£24,552.00	£24,552.00	£0.00	£24,552.00	£0.00
<b>Subtotal Precept Income</b>	<b>£24,552.00</b>	<b>£24,552.00</b>	<b>£0.00</b>	<b>£24,552.00</b>	<b>£0.00</b>
<b>Total Income</b>	<b>£25,908.00</b>	<b>£26,370.11</b>		<b>£29,415.84</b>	

<b>RESERVES</b>	
<b>Reserve Account</b>	<b>£29,970.00</b>
Q4 Interest	£22.40
<b>Subtotal</b>	<b>£29,992.40</b>
<b>General Reserves</b>	<b>£18,792.40</b>
( <i>year-end forecast</i> )	<b>Subtotal £18,792.40</b>
<b>Earmarked Reserves</b>	
Office Equipment	£1,000.00
Personnel ( <i>incl. FOI requests</i> )	£1,400.00
Elections	£1,000.00
Parish Plan	£1,000.00
Parish notice boards & signage	£2,000.00
Play Areas ( <i>capital</i> )	£2,000.00
Community Grants ( <i>s137 limit £2,869.77</i> )	£2,800.00
<b>Subtotal</b>	<b>£11,200.00</b>
( <i>year-end forecast</i> )	<b>Total Reserves £29,992.40</b>

#### SUMMARY BUDGET REVIEW 2023/24

<b>INCOME (projected)</b>	
Precept from CCC	£24,552.00
Grant from CCC	£864.00
Grants - other	£1,022.00
VAT Refund	£2,973.33
Interest	£124.02
Push Energy (2022) Refund	-£1,250.00
Orchard	£530.49
Allotments	£600.00
<b>Totals</b>	<b>£29,415.84</b>
<b>EXPENDITURE (projected)</b>	
Staff costs ( <i>incl. 22-23 costs £11,149.88</i> )	£22,690.95
Administration	£2,227.05
Grants	£1,561.92
Open Spaces - grass cutting	£1,952.50
Open Spaces - other costs	£1,103.38
VAT	£400.00
<b>Totals</b>	<b>£29,935.80</b>