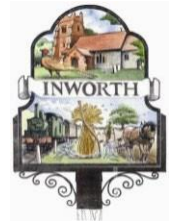




Messing Cum Inworth Parish Council Notice of Meeting

Members are duly summoned to attend

MESSING CUM INWORTH PARISH COUNCIL MEETING
TUESDAY 19 DECEMBER 2023, Messing Village Hall, 7.30pm



14.12.23 *Karen Elliott*, Clerk & Proper Officer

AGENDA

- 1 233/23 **APOLOGIES FOR ABSENCE**
 - a) **RECEIVE** apologies for absence
 - b) **NOTE** decisions to accept apologies for absence
- 2 234/23 **DECLARATIONS OF INTEREST**
 - a) **RECEIVE** declarations of interest regarding the Agenda
 - b) **NOTE** decisions of requests for dispensation relating to the Agenda
- 3 235/23 **MINUTES - APPROVE** Minutes (previously circulated) as a true record - *for signature by the Chairman*
 - a) Minutes of the Meeting held on Tuesday 22 November 2023
 - b) Minutes of the Meeting held on Thursday 09 November 2023
 - c) Minutes of the Meeting held on Monday 14 August 2023
- 4 236/23 **PUBLIC PARTICIPATION** (*shall not exceed 15 minutes*)
 - a) **RECEIVE** reports from City and County Councillors
 - b) **RECEIVE** public comments relating to the Agenda or matters for future consideration - *members of the public may make representations, answer questions and give evidence at a meeting they are entitled to attend in respect of business on the agenda, shall direct comments to the chairman and not speak for more than 3 minutes. A question shall not require a response nor start debate. Matters will be considered in accordance with business on the agenda.*
- 5 237/23 **PLANNING - CONSIDER** applications or decisions presented to Council for comment
 - a) 232752 - Brook Farm, Kelvedon Rd, Messing, CO59TA - Demolish existing bungalow and construct new 4 bed chalet bungalow with double garage (resubmission of approved Application 202074) Consultation expiry date 31.12.2023 - <https://www.colchester.gov.uk/wampd/?id=232752>
- 6 238/23 **PARISH MATTERS - RECEIVE** updates on
 - a) Neighbourhood Plan
 - b) Highways - A12/A120 widening, 20's Plenty
 - c) Outdoor spaces - Maintenance, Spring Clean & Litter Pick
 - d) Assets - Orchard, Allotments
- 7 239/23 **CLERK'S REPORT - RECEIVE** Clerk's report (previously circulated) - emails, website, cloud based storage
- 8 240/23 **FINANCE**
 - a) **RECEIVE** RFO report (previously circulated) - chainsaw blades invoice
 - b) **RESOLVE** payment of invoice CEPC0123 £2115.20 clerk secondment liabilities
 - c) **RESOLVE** transfer to Unity Trust Bank - *mandate to be signed by authorised bank signatories*
 - d) **CONFIRM** Bank Reconciliation 01 Apr-30 Nov 23 - *for signature by 2 members (non-cheque signatories)*
 - e) **RECEIVE** and **APPROVE** Accounts for Payment - *for signature by 2 members (non-cheque signatories)*
 - f) **CONSIDER** updates to 2023/24 budget, draft 2024/25 budget, precept request - *deadline 25.01.24*
 - g) **CONSIDER** grant funding
- 9 241/23 **GOVERNANCE - CONSIDER**
 - a) Updates to policies and procedures, LGA Code of Conduct and Register of Interests
 - b) Risk Assessment - to review effectiveness of internal control systems and processes and record a Statement of Internal Control in preparation for interim Internal Audit by February 2024
 - c) Committee appointments and terms of reference
- 10 242/23 **BRIEF REPORTS OF MEMBERS**
Matters for forthcoming Agenda
- 11 243/23 **NEXT MEETING**
To agree date of next meeting Tuesday 16 January 2024 Messing Village Hall 7.30pm
- 12 244/23 **PERSONNEL MATTERS - RESOLVE** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for public and press to leave the meeting due to the confidential nature of business to be transacted
 - a) Appointment of locum clerk and contract - *for signature by the Chairman*
 - b) Participation in LGPS as published in the required notice on 12.12.23 - *signed minutes to be submitted*
 - c) Outstanding personnel issues relating to previous employee

Close of Meeting