

# Messing Cum Inworth Parish Council

Locum Clerk to the Council: Kate Palmer  
 Temporary Parish Number: 07939 597176  
 Chairman: Cllr Bob Suckling  
 Website: [www.messinginworth.org](http://www.messinginworth.org)

## MINUTES of the Annual Council Meeting and the May General Meeting held on Tuesday 25<sup>th</sup> May 2021 at 7pm in Messing Village Hall

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| 1 | 004/21 | Election of Chairman for Municipal Year 2021/22 – Cllr Patten Proposed that Cllr Suckling be appointed Chairman, Seconded by Cllr Dey. All in favour. <b>RESOLVED</b> to appoint Cllr Suckling as Chairman for Municipal Year 2021/22.   |
| 2 | 005/21 | To receive the Chairman’s Declaration of Acceptance of Office.<br>Cllr Suckling duly signed the declaration of acceptance of office in the presence of the Locum Clerk appointed to act in the capacity of Proper Officer.   |
| 3 | 006/21 | Election of Vice Chairman for Municipal Year 2021/22 – Cllr Andrew Watson Proposed to appoint Cllr Patten as Vice Chair, Seconded by Cllr Ward. All in favour. <b>RESOLVED</b> to appoint Cllr Patten as Vice Chairman for Municipal Year 2021/22.   |
| 4 | 007/21 | To receive the Vice Chairman’s Declaration of Acceptance of Office and those of all other Members.<br>Cllr Patten and all other Members duly signed the declaration of acceptance of office in the presence of the Locum Clerk appointed to act in the capacity of Proper Officer.   |
| 5 | 008/21 | To receive Members’ Register of Interest Forms.<br>Members duly completed and signed the Register of Interest Forms and passed them to the Locum Clerk for her to copy and send to CBC.  |
| 6 | 009/21 | Apologies for Absence – To resolve to accept apologies from any members not present. <b>None</b>   |
| 7 | 010/21 | To confirm the Minutes of the Full Council Meeting held on the 20 <sup>th</sup> of April 2021 and the Minutes of the Extraordinary general meeting held on the 10 <sup>th</sup> of May 2021.<br><b>RESOLVED</b> that the minutes of the meetings be accepted as read and confirmed and signed by the Chairman. Proposed by Cllr Patten, Seconded by Cllr Dey. All in favour. |
| 8 | 011/21 | Declarations of Interest – Members to declare any pecuniary or non-pecuniary interest in any Agenda item.<br>Cllr Patten declared a non-pecuniary interest in Item 17 being a resident in occupation in that road.   |

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| 9  | 012/21 | Public Participation ( <i>Maximum of three minutes per person/group to make representations to the Parish Council, to a total of 15mins</i> )   |
| 10 | 013/21 | To re-adopt the Standing Orders without amendment.<br>To re-adopt the Financial Regulations without amendment.<br>To re-adopt the Code of Conduct as currently exists.<br><br><b>RESOLVED</b> to re-adopt the above policies as presented without amendment.<br>Proposed by Cllr Andrew Watson and Seconded by Cllr Ward. All in favour.  |
| 11 | 014/21 | To approve the Committee Structure with Members for the 2021/22.<br>Personnel Committee – Members 3 (Chairman is Ex-Officio).<br><b>RESOLVED</b> to appoint Cllrs Ward, Patten and Dey to the Personnel Committee.<br><b>ACTION:</b> Terms of Reference to be drawn up and presented to Full Council for approval. A Chairman to be appointed at the Committees first meeting.  |
| 12 | 015/21 | District and County Councillor Reports –<br><b>County Cllr John Jowers</b> advised 2 traffic surveys were undertaken over a 7-day period. One on Kelvedon Road had an average speed of 21.8mph. The second survey was in Harborough Hall Road, the average speed was 23.1mph. Cllr Jowers will allocate £2k from his County Allocation towards play equipment for the Parish Council.<br><br><b>Ward Cllr Kevin Bentley</b> announced he has been elected Leader of the County Council that day. Ward Cllr Locality Budgets have been reduced to £1k.<br>Waste bags for textiles are not always being picked up and he requested this be reported to him whilst they work through some teething problems.<br>The devolution of services is going to be reviewed again to give Parish and Town Councils more powers to undertake repairs as he believes it will be quicker than County or Borough could do.<br><br><b>A120/A12</b> – Highways England consultations are taking place at the end of June. Priti Patel MP has been briefed on the situation and is supporting them. The route alternatives being brought forward by MIPC were shared with Cllr Bentley. MIPC were invited to attend a meeting with Priti Patel MP to share their views. There is a united approach being put forward to secure the A12 upgrade but with a need for the changes to the A120 being agreed in their favour. |
| 13 | 016/21 | Locum Clerks Report: No report given.   |
| 14 | 017/21 | Finance Report:<br>i) To approve the payments for May as submitted – no payments were submitted.  |
| 15 | 018/21 | Disabled Swing Update: Funds are believed to be outstanding from Cllr Ellis and Cllr Jowers (£2,000) from 2020/21 and Cllr Bentley offered to give £1k towards the costs from his 202/22 allocation. <b>ACTION:</b> Locum Clerk to contact all Cllrs and obtain the funds as a matter of urgency.   |
| 16 | 019/21 | Planning Matters:   |

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|    |        | <p>Applications Received:<br/>21/211136/FUL – Conifers, School Road, Messing – NO COMMENT response agreed by all Members. Locum Clerk to update CBC portal.</p> <p>Decisions Received: None</p> <p>Correspondence/Appeals: None</p>  |
| 17 | 020/21 | <p>A12/A120 widening:</p> <p>i) Update - The Chair expressed some concerns about the low response from residents and how to support the Parish with the outcome, whatever the decision is. Feedback to residents on steps taken and steps to be taken is important. The primary impact will be on Inworth but Messing will be affected also. Members discussed how best to consult with residents on route options and alternatives and a flyer was the preferred suggestion.</p> <p>ii) Parish Consultation Outcomes and Actions: Members considered the suggested alternative routes from residents. The preferred option for Members was the Hybrid Community Bypass HCB) and Cllr Suckling proposed it be adopted by MIPC. It was Seconded by Cllr Dey. All in favour. <b>RESOLVED</b> to adopt the HCB option as shown in Appendix A as an alternative route to submit to Highways England and ECC.</p> <p>The public liaison officer was unable to attend the last meeting but a meeting with HE is due to discuss the consultation process.</p> |
| 18 | 021/21 | <p>BT Phone Box – Members discussed potential uses for the Box which BT has agreed to paint. Suggested uses are a community library and information point for residents and visitors. Cllr Dey to get further information and report back to the next meeting.</p> <p><b>ACTION</b> – Locum Clerk to put it on the next Agenda.</p>  |
| 19 | 022/21 | <p>NEC Community Engagement Team (Birch CIC) – Members discussed the path being put in the Orchard. Further information to be received before any comments/decisions can be made.</p> <p><b>ACTION</b> – Locum Clerk to put it on the next Agenda.</p>   |
| 20 | 023/21 | <p>Outdoor Assets, Maintenance and Contracts:</p> <p>i) Grass Cutting – 3 quotes required for the village green.<br/><b>ACTION:</b> Locum Clerk to obtain 1 further quote for Council to consider.</p> <p>ii) Great Spring Clean – Zone Wardens to support with provision of litter picking equipment. Cllr Watson agreed to organize it in line with the national initiative. <b>ACTION:</b> Cllr Watson to report back.</p> <p>iii) Allotments – Members discussed grass cutting and were of the view it was not feasible to cut paths due to proximity to plots and possible damage to crops. <b>RESOLVED</b> to not cut the grass at the allotment site and amend the tenancy agreement to reflect that. Three quotes for the fence repair were considered. Members discussed all Cllr Watson Proposed Council accept the quote from a Mr Fritz and Cllr Dey Seconded the proposal. All in favour.<br/><b>RESOLVED</b> to accept the quote from Mr Fritz.</p>  |

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|    |        | <p>A request for a shed was discussed and agreed.<br/>A request for a greenhouse was discussed. The requirement for a Perspex/toughened glass structure was discussed and it was agreed to insist on this standard across the site. <b>ACTION</b> Cllr Suckling to advise the tenant.</p> <p>iv) Community Orchard – Members discussed the need for a new Chair for the committee. <b>ACTION</b> Members to reach out to those in the community they know and the editor of the E. News.</p>  |
| 21 | 024/21 | <p>Administration &amp; Personnel:</p> <p>i) Retrieval of Council property and effects from the former Clerk - Cllr Ward agreed to collect these items in the week from the former Clerk.</p> <p>ii) Agree process for future recruitment of a Clerk. – Deferred to next meeting.</p> <p>iii) Councillor Recruitment – deferred to next meeting.</p>  |
| 22 | 025/21 | <p>Training &amp; Events</p> <p>i) Training courses attended/requests for training. - Cllr Watson and Cllr Patten recently attended New Councillor Training with the EALC. The feedback was there were some useful points, but it was not as detailed or informative as they would have liked.</p>  |
| 23 | 026/21 | <p>Information to share and/or inform the next meeting:</p> <p>Cllr Suckling – Neighbourhood Plan is in progress. Cllr Patten advised he is secretary to the group.</p> <p>Cllr Suckling – Request from Dawn Marriott to amend Minutes from 2020 that mis-stated she had returned Bank Statements to Barclays when she had in fact sent them to the former Clerk. <b>ACTION</b> Locum Clerk to amend Minutes.</p>   |
| 24 | 027/21 | <p>Members to consider closing the Meeting in accordance with the Press and Public (Public (Admissions to Meetings) Act 1960) as the item will contain exempt information as defined by the Local Government Act 1972 Sch. 12a Pt (1) relating to item 027/21 on the agenda.</p> <p>i) Personnel Committee Terms of Reference – deferred to next meeting.</p> <p>ii) Locum Clerk cover - contract for Interim Clerk to be discussed. – Members briefly discussed the draft contract as previously circulated. Cllr Ward proposed it be accepted, Seconded by Cllr Watson. All in favour. <b>RESOLVED</b> to accept the contract as drafted and await agreement from the partnering Parish Council.<br/><b>ACTION</b> Locum Clerk to share the contract with the partnering Council Members and feedback any comments.</p> |
| 25 | 028/21 | <p>Date of Next Meeting – Tuesday 15<sup>th</sup> June 2021 at 7.00pm.<br/><b>ACTION</b> Locum Clerk to book Inworth Church to host the meeting.</p>  |

**Meeting Closed 9.25pm**

Appendix A - Item 020/21 refers

