



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



Minutes of the meeting of Messing Cum Inworth Parish Council  
Tuesday 15 October 2024, Messing Village Hall, 7.30pm

		PRESENT
Chairman	Councillor R Suckling	Yes
Councillors	Councillor Mrs J Hughes	Yes
	Councillor R Strudwick	Yes
	Councillor Mrs M Irons	Yes
	Councillor Mrs C Baxter	Yes
	2 VACANT SEATS	
IN ATTENDANCE	Clerk	

**1 139/24 APOLOGIES: NIL**

**2 140/24 DECLARATIONS OF INTEREST**

- a) **RECEIVE** declarations of interest regarding the agenda: Councillor Mrs C Baxter declared an interest in item 7g (145/24) as Chair of Messing Allotment Association.
- b) **NOTE** decisions of requests for dispensation relating to the agenda: NIL

**3 141/24 PUBLIC PARTICIPATION**

- a) **RECEIVE** reports from City and County Councillors: NIL
- b) **RECEIVE** public comments relating to the agenda or matters for future consideration: NIL

**4 142/24 MINUTES - APPROVE** minutes (previously circulated) as a true record

- a) minutes of the meeting of the council held on 17 September 2024 were **APPROVED** on proposal of Cllr Mrs J Hughes, seconded Cllr Mrs C Baxter, all agreed and duly signed by the Chair;
- b) minutes of the meeting of the personnel committee held on 17 September 2024 were **RECEIVED** and **NOTED**

**5 143/24 GOVERNANCE**

- a) External auditor's closure letter **RECEIVED and CONSIDERED**. Actions resulting from AGAR process to be consolidated with ongoing actions and presented to monitor each meeting.
- b) Updated EALC bursary application forms were signed by relevant Councillors. The need for bespoke training from EALC to be revisited next year.
- c) UTB mandate to appoint new clerk as main administrator **RECEIVED** and **APPROVED** on proposal of Cllr Suckling, seconded Cllr Mrs C Baxter and all agreed.
- d) Insurance renewal **RECEIVED** and **CONSIDERED**. Cllr Suckling to send asset register document to the clerk to check against categories in schedule. Clerk to confirm with Gallagher current situation with war memorial and orchard classroom.
- e) It was **RESOLVED** to **APPROVE** clerk's address as contact address for council business correspondence, proposed Cllr Suckling, seconded Cllr Mrs C Baxter and all agreed.
- f) It was **RESOLVED** to **APPROVE** the updated Financial Regulations, proposed Cllr Mrs J Hughes, seconded Cllr Mrs M Irons and all agreed.

**6 144/24 PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:

- a) 241881 Messing Primary School, CO5 9TH - replace existing fencing line with new 'Safe-Guarding' perimeter fencing: <https://www.colchester.gov.uk/wampd/?id=241881> – comment with concerns about appearance not in-keeping.
- b) 241882 Messing Primary School, CO5 9TH - Safe-guarding front extension/reception area: <https://www.colchester.gov.uk/wampd/?id=241882> – support application.
- c) 241970 Village Hall, The Street, Messing, CO5 9TR- Installation of Solar Panels on roof to existing rear extension: <https://www.colchester.gov.uk/wampd/?id=241970> – support application.
- d) Notification of Reg 14 consultation for Finchingfield and Wethersfield Neighbourhood Plan running from 07.10.24 to 22.11.24 <https://www.fw-np.org/> - **RECEIVED** and **NOTED**
- e) Colchester Local Plan (LP) timescales. Current national consultation on proposed changes to the National Planning Policy Framework (NPPF) and wider reforms. Of key importance to the Local Plan are proposed changes to the standard method for housing needs. The government has committed to publishing a revised NPPF by the end 2024. As a result, we have reconsidered the timing for the LP to take into account the revised NPPF while still meeting the requirement to review the LP within 5 years. The timetable is: Preferred Options (Regulation 18) Consultation in February/March

2025; Submission Plan (Regulation 19) Consultation in August/September 2025; Submission of the LP to the Secretary of State by end of October 2025. There will continue to be opportunities to engage in the LP process. If you have any questions or queries, please get in touch via [Local.Plan@colchester.gov.uk](mailto:Local.Plan@colchester.gov.uk) – **RECEIVED** and **NOTED**

**7 145/24 PARISH MATTERS**

- a) Inworth: Highfields Farm Solar Park community benefit payments – 7 still to be paid; speed survey – clerk to request.
- b) RCCE rural housing needs survey – it was **RESOLVED** to **APPROVE** amended version of the letter and survey, proposed Cllr Mrs J Hughes, seconded Cllr Mrs C Baxter and all agreed.
- c) Parish Tree survey actions – report sent to three tree surgeons who have all agreed to provide quotes.
- d) Peacocks in village – clerk to contact Messing Park estate staff to discuss.
- e) Play area – Cllr Strudwick attended EALC training, clerk to enquire with Wicksteed about operational inspections.
- f) Orchard – Messing market risk assessment was **RECEIVED** and **NOTED**. Cash taken at the event was £260.65. Tree signs received and missing 'Katy' sign ordered. JC Services to prepare ground for seeds when ready to plant in spring. Tree pruning course to be held 18 January 2025. Salt in bins can be used to top up yellow salt bins but clerk to check if this can still happen if salt is contaminated. Clerk to order replacement trees and stakes/ties to be purchased locally. Cllr Mrs M Irons pricing banner to be used for events. Cllr Strudwick to approach Bob Fritz to reduce height of bank to improve visibility and therefore security. Working party to be held on 9 November.
- g) Allotments - signed tenancy agreements and payments received from all plot holders. Water regulations inspection completed and certificate received. Clerk to contact Plot 6 regarding gutter and hosepipe.
- h) Defibrillators – Cllr Suckling to check power to Inworth defibrillator.
- i) Noticeboards renovation – Cllrs Suckling and Strudwick to arrange oiling of boards.
- j) Birch airfield waste management proposal – no further information received.

**8 146/24 CLERK'S REPORT** was **RECEIVED** and **NOTED**

**9 147/24 FINANCE**

- a) Finance report was **RECEIVED** and **NOTED**. Forecast report to be discussed next meeting.
- b) Bank reconciliation for the month of September was deferred to next meeting as bank statements not available.
- c) Accounts presented for payment were **APPROVED**, signed Cllr Mrs Baxter and Cllr Mrs Irons.

**10 148/24 BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda: assets of community value, budget forecast, website, calendar, action list, internal control review.

**11 149/24 RESOLVED** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of the business to be transacted, proposed Cllr Suckling, seconded Cllr Mrs Hughes, all agreed.

**12 150/24 PARISH LIAISON** – slides from Tiptree Parish Council were **RECEIVED** and **NOTED**.

**13 151/24 NEXT MEETING** - confirmed Tuesday 19 November 2024 commencing 19.30

There being no further business the meeting closed at 22.19

## FINANCE REPORT - October 2024

INCOME - SEPTEMBER 2024							
Date	Payor	Description	Net £	VAT £	Gross £	Signed	Signed
03.09.21	AD	Orchard Messing Market (table hire)	5.00	0.00	5.00		
03.09.24	MI	Orchard donation (gazebo hire)	25.00	0.00	25.00		
06.09.24	CCC	Precept, revenue & LCTS grant	12,925.00	0.00	12,925.00		
06.09.24	CB	Allotment rental Plot 2 & 7a INV MCI AP 24 02	75.00	0.00	75.00		
06.09.24	AJ	Orchard Messing Market (table hire)	5.00	0.00	5.00		
09.09.24	UTB	Internal transfer from current account	-10,000.00	0.00	-10,000.00		
09.09.24	UTB	Internal transfer received into reserves account	10,000.00	0.00	10,000.00		
09.09.24	CB	Orchard Plants Messing Market (table hire)	5.00	0.00	5.00		
11.09.24	Hiscox	Orchard gate insurance claim	1,776.80	0.00	1,776.80		
11.09.24	CA	Allotment rental plot 8 INV MCI AP 24 08	50.00	0.00	50.00		
16.09.24	HMRC	VAT refund	540.09	0.00	540.09		
17.09.24	CH	Allotment rental plot 10 INV MCI AP 24 10	50.00	0.00	50.00		
18.09.24	MAA	Allotment rental plot 7b INV MCI AP 24 07	25.00	0.00	25.00		
18.09.24	IA	Allotment rental plot 11 INV MCI AP 24 11	50.00	0.00	50.00		
20.09.24	Totham Bangers	Orchard Messing Market (table hire)	5.00	0.00	5.00		
20.09.24	Staff	Orchard Tiptree show (takings)	78.00	0.00	78.00		
24.09.24	TB	Allotment rental Plot 4 INV MCI AP 24 04	50.00	0.00	50.00		
27.09.24	RB	Allotment rental Plot 3 INV MCI AP 24 03	50.00	0.00	50.00		
30.09.24	SW	Allotment rental Plot 5 INV MCI AP 24 05	50.00	0.00	50.00		
30.09.24	MD	Allotment rental Plot 6 INV MCI AP 24 06	50.00	0.00	50.00		
30.09.24	BM	Allotment rental Plot 9 INV MCI AP 24 09	50.00	0.00	50.00		
30.09.24	UTB	Reserve account interest	355.28	0.00	355.28		
<b>Total</b>			<b>16,220.17</b>	<b>0.00</b>	<b>16,220.17</b>		

EXPENDITURE - SEPTEMBER 2024							
Date	Payee	Description	Net £	VAT £	Gross £	Signed	Signed
09.09.24	EE Limited	Mobile phone DD	5.61	1.12	6.73		
09.09.24	Wicksteed Leisure Ltd	Play Seat Repair INV DU837442	337.50	67.50	405.00		
19.09.24	J Cornwell	Grounds maintenance Orchard grass cut (Sept)	100.00	0.00	100.00		
19.09.24	J Cornwell	Grounds maintenance VH hedge cut (Sept)	80.00	0.00	80.00		
19.09.24	Essex Pension Fund	Pension contributions (Sept)	623.37	0.00	623.37		
19.09.24	Staff 2	Salary & office allowance (Sept)	2,272.54	0.00	2,272.54		
19.09.24	Staff 2	Travel expenses (Aug)	38.84	0.00	38.84		
20.09.24	Staff 3	Salary & office allowance (Sept)	602.16	0.00	602.16		
20.09.24	SLCC	Annual membership fees	183.00	0.00	183.00		
20.09.24	SLCC	Qualification fee Staff 3 (ILCA)	120.00	24.00	144.00		
30.09.24	UTB	Service charge	18.00	0.00	18.00		
<b>Total</b>			<b>4,381.02</b>	<b>92.62</b>	<b>4,473.64</b>		

MONTHLY RECONCILIATION	AUGUST	SEPTEMBER	Signed	Signed
Opening Cash Book	£ 52,031.89	£ 46,643.69		
Income	£ 17.50	£ 16,220.17		
Expenditure	£ 5,405.70	£ 4,473.64		
<b>Closing Cash Book Balance</b>	<b>£ 46,643.69</b>	<b>£ 58,390.22</b>		
<b>Reconciled to Bank Statement</b>				
Unity Trust Community Account	£ 234.09	£ 1,625.34		
Unity Trust Reserves Account	£ 46,409.60	£ 56,764.88		
<b>Total Closing Bank Statements(B)</b>	<b>£ 46,643.69</b>	<b>£ 58,390.22</b>		

### Q2 BUDGET REVIEW 2024/25

EXPENDITURE	Budget	Actual Sep-24	Balance	Final cost Projected	Budget Variance
<b>Administration</b>					
Staff Salaries	£11,500.00	£5,965.48	£5,534.52	£11,500.00	£0.00
PAYE	£400.00	£286.11	£113.89	£400.00	£0.00
Pension Contributions	£2,900.00	£2,240.19	£659.81	£2,900.00	£0.00
Payroll Fees	£150.00	£60.00	£90.00	£150.00	£0.00
Audit Fees	£800.00	£160.00	£640.00	£370.00	£430.00
Insurance	£800.00	£0.00	£800.00	£680.00	£120.00

Professional subscriptions	£900.00	£345.40	£554.60	£400.00	£500.00
Travel	£400.00	£223.69	£176.31	£350.00	£50.00
Office Expenses	£950.00	£608.72	£341.28	£750.00	£200.00
Hall Hire	£400.00	£0.00	£400.00	£0.00	£400.00
IT Services (incl. laptop maintenance)	£800.00	£788.70	£11.30	£800.00	£0.00
Bank Charges	£100.00	£36.00	£64.00	£72.00	£28.00
VAT	£0.00	£978.18	-£978.18	£1,200.00	-£1,200.00
<b>Subtotal</b>	<b>£20,100.00</b>	<b>£11,692.47</b>	<b>£8,407.53</b>	<b>£19,572.00</b>	<b>£528.00</b>

**Property and Footpaths**

Parish grass cut, tree & grounds maintenance	£1,000.00	£635.00	£365.00	£750.00	£250.00
Parish general maintenance (incl. defibrillators)	£900.00	£746.00	£154.00	£800.00	£100.00
<b>Subtotal</b>	<b>£1,900.00</b>	<b>£1,381.00</b>	<b>£519.00</b>	<b>£1,550.00</b>	<b>£350.00</b>

**Play Area**

Safety Inspections	£1,500.00	£150.00	£1,350.00	£150.00	£1,350.00
Maintenance	£500.00	£337.50	£162.50	£500.00	£0.00
<b>Subtotal</b>	<b>£2,000.00</b>	<b>£487.50</b>	<b>£1,512.50</b>	<b>£650.00</b>	<b>£1,350.00</b>

**Allotments**

Grass cut, tree & grounds maintenance	£500.00	£140.00	£360.00	£350.00	£150.00
Utilities - water, electricity	£200.00	£0.00	£200.00	£0.00	£200.00
General maintenance	£150.00	£27.92	£122.08	£150.00	£0.00
<b>Subtotal</b>	<b>£850.00</b>	<b>£167.92</b>	<b>£682.08</b>	<b>£500.00</b>	<b>£350.00</b>

**Orchard**

Grass cut, tree & grounds maintenance	£2,050.00	£720.00	£1,330.00	£1,000.00	£1,050.00
General maintenance	£150.00	£205.00	-£55.00	£300.00	-£150.00
<b>Subtotal</b>	<b>£2,200.00</b>	<b>£925.00</b>	<b>£1,275.00</b>	<b>£1,300.00</b>	<b>£900.00</b>

**Total Expenditure** £27,050.00 **£14,653.89** **£12,396.11** **£23,572.00** **£3,478.00**

**INCOME**

	Budget	Received	Outstanding	Forecast	Variance
Reserve Account Interest	£0.00	£671.94	£0.00	£0.00	£671.94
Orchard	£600.00	£231.56	£373.44	£600.00	£0.00
Allotments	£600.00	£500.00	£100.00	£575.00	-£25.00
Revenue & LCTS Grant	£864.00	£864.00	£0.00	£864.00	£0.00
Grants - other (Orchard, Play equipment)	£0.00	£10,561.59	£93.89	£10,655.48	£10,655.48
MIAG community funds	£0.00	£2,749.85	£0.00	£2,749.85	£2,749.85
VAT refund	£0.00	£3,738.02	£172.83	£4,000.00	£4,000.00
<b>Subtotal Income</b>	<b>£2,064.00</b>	<b>£19,316.96</b>	<b>£740.16</b>	<b>£19,444.33</b>	<b>£18,052.27</b>

**Precept**

£24,986.00	£24,986.00	£0.00	£24,986.00	£0.00
<b>Subtotal Precept Income</b>	<b>£24,986.00</b>	<b>£24,986.00</b>	<b>£0.00</b>	<b>£24,986.00</b>

**Total Income** £27,050.00 **£44,302.96** **£740.16** **£44,430.33**

**RESERVES**

	Budget
<b>Reserves Account</b>	£30,119.06
Transfer (precept)	£10,000.00
S106 Orchard Community grant	£4,110.11
S106 Orchard Leisure grant	£6,000.00
S106 Leisure Play equipment grant [93.89 due]	£545.37
VAT reclaim (£3,565.19 received)	£4,000.00
Transfer (precept)	£10,000.00
Interest (671.94 received)	£1,710.61
Orchard income	£231.56
(year end forecast) <b>Subtotal</b>	<b>£66,716.71</b>
<b>General Reserves (uplift to 100% running costs)</b>	<b>£21,513.43</b>
(year end projection) <b>Subtotal</b>	<b>£21,513.43</b>
<b>Earmarked Reserves</b>	
Office Equipment (capital)	£2,000.00
Personnel (incl. FOI requests)	£3,800.00
Training (members/staff) [-324.80]	£3,300.00
Civic Allowance	£300.00
Parish Plan (incl. HNS)	£2,000.00
Parish notice boards, signage	£1,000.00
Play Equipment (capital)	£3,000.00
Community Facilities (capital)	£20,000.00
Community Grants (s137 limit £3,124.09)	£3,100.00
Election costs	£1,000.00
Legal costs	£1,000.00
Defibrillators (capital)	£1,000.00
<b>Subtotal</b>	<b>£41,500.00</b>

**Ringfenced Reserves**

Orchard Income (2024/25 108.66 - 213)	£953.43
Income from North Action Group (2,748 + 1.85)	£2,749.85
Precept from CCC	24,986.00
Grant from CCC	864.00
(year end projection) <b>Total Reserves</b>	<b>£66,716.71</b>
Grants - other	10,561.59
MIAG community funds	2,749.85
VAT refund	3,738.02
Bank interest	671.94
Orchard Income	231.56
Allotments	500.00
<b>Totals</b>	<b>44,302.96</b>
<b>Expenditure</b>	
Staff costs	8,491.78
Administration	2,222.51
Open Spaces - grass cutting	1495.00
Open Spaces - other costs	1128.92
Play equipment	337.50
VAT	978.18
<b>Totals</b>	<b>14,653.89</b>
<i>Income vs expenditure</i>	29,649.07

**PAYMENTS FOR APPROVAL**

LGA 1972 s111

SLCC

Qualification fee Staff 3 (FILCA)

144.00

Signed      Signed

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LGA 1972 s111	Staff	Salary & office allowance (Oct)	3,199.67		
LGA 1972 s111	Essex Pension Fund	Pension contributions (Oct)	657.25		
LGA 1972 s111	Staff 2	Expenses (Sept)	85.77		
LGA 1972 s111	Staff 3	Expenses (Sept) incl. orchard event	130.67		
LGA 1972 s111	Narkedesign	Website hosting/support INV1033746 (16.03.24)	225.00		
LGA 1972 s111	PKF	Limited assurance review AGAR SB20242885	252.00		
LGA 1972 s111	Gallagher	Annual Insurance Premium	1,329.43		
LGA 1972 s111	UTB	Internal transfer from reserves to current acc	5,000.00		