



# Messing Cum Inworth Parish Council



## COUNCIL MEETING

Minutes of the meeting of Messing Cum Inworth Parish Council  
Tuesday 17 September 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 A Baxter	Yes
	2 VACANT SEATS	
IN ATTENDANCE	Clerk, County Councillor K Bentley, City Councillor A Ellis	

1 126/24 **APOLOGIES:** NIL

2 127/24 **DECLARATIONS OF INTEREST**

- a) **RECEIVE** declarations of interest regarding the agenda: Councillor Mrs C Baxter declared an interest in item 7g (132/24) as Chair of Messing Allotment Association.
- b) **NOTE** decisions of requests for dispensation relating to the agenda: NIL

3 128/24 **PUBLIC PARTICIPATION:** County Councillor Bentley reported that the bus shelter rubbish issue has been resolved; photographic evidence of ongoing littering at the Community Orchard to be forwarded to Police. A12 improvements on hold due to change of Government, devolution options to be reconsidered. ECC budgets: £37K diverted to Highways for resurfacing and pothole repairs, Children’s Services overspend. City Councillor A Ellis reported CCC to respond to National Planning Policy Framework consultation; new national housing figures - target set to rise from 920 to 1290 per year. Local Plan update in progress; West Tey proposal to be reconsidered, awaiting dates for Local Plan briefings. Ward boundaries under review.

*20.10 Cllr Bentley and Cllr Ellis left the meeting*

4 129/24 **MINUTES - APPROVE** minutes (previously circulated) as a true record

- a) minutes of the meeting of the council held on 20 August 2024 were **APPROVED** with amendment, on proposal of Cllr Mrs Baxter, seconded Councillor Mrs J Hughes, all agreed and duly signed by the Chair;
- b) minutes of the meeting of the personnel committee held on 03 September 2024 were **RECEIVED** and **NOTED**;
- c) draft minutes of the meeting of the personnel committee held on 10 September 2024 were **RECEIVED** and **NOTED**.

5 130/24 **GOVERNANCE** - training schedule update **RECEIVED** and **NOTED**. EALC bursary application forms were signed by Councillors and countersigned by the Chair.

6 131/24 **PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:

- a) Braintree District Council Statement of Community Involvement sets out consultation strategy for engaging in Local Plan Review as well as the planning process. Consultation is being held between 23 August and 5pm on 10 October 2024: <https://braintree-consult.objective.co.uk> - **RECEIVED** and **NOTED**
- b) **Tendring Colchester Borders Garden Community - Consultation on Modifications to Development Plan.** Partner Councils (Tendring District, Colchester City, Essex County) for Tendring Colchester Borders Garden Community consultation on modifications to Development Plan Document following May 2024 hearing sessions. Public consultation **10 September to 21 October 2024** on inspector recommended modifications and supporting documents: view / comment: <https://talk.tcbgardencommunity.co.uk> - **RECEIVED** and **NOTED**
- c) Sustainability Appraisal (SA) to undertake technical consultation of scoping report with Environment Agency, Historic England, Natural England. We invite comment on the document. Consultation between **04 September and 5pm on 04 October 2024**. view at: Braintree Planning Policy Consultations - **RECEIVED** and **NOTED**.

7 132/24 **PARISH MATTERS**

- a) Highfields Farm Solar Park community benefit payments - being received, to follow up outstanding payments.
- b) Parish boundary with Tiptree statement of common ground - Councillor Suckling reported on meeting with Tiptree Parish Council regarding proposed boundary changes. Tiptree to provide copy of slides presented.
- c) RCCE rural housing needs survey - to be finalised and delivery dates agreed.
- d) Parish Tree survey - Cllr Mrs Baxter reported on follow up meeting with BAA Groundcare. It was **RESOLVED** to obtain quotes from recommended tree surgeons to undertake required works, proposed Cllr Mrs Baxter, seconded Cllr Suckling, all agreed.
- e) Play area - awaiting authorisation for release of s106 grant funding to offset swing seat repair works.
- f) Orchard - it was **RESOLVED** to **APPROVE** JC Services quote for tree trimming, proposed Cllr Mrs Baxter, seconded Cllr Suckling, all agreed.
- g) Allotments - signed tenancy agreements and payments received from most plot holders. To send notice to vacate to any plot holders that have not returned their agreements by 01 October.
- h) Defibrillators - annual inspection reports **RECEIVED** and **NOTED**.

8 133/24 **CLERK’S REPORT** was **RECEIVED** and **NOTED**

9 134/24 **FINANCE**

- a) Finance report was **RECEIVED** and **NOTED**
- b) Bank reconciliation for the month of August 2024 was **APPROVED**, signed Cllr Mrs Baxter and Cllr Mrs Irons
- c) Accounts presented for payment were **APPROVED**, signed Cllr Mrs Baxter and Cllr Suckling

- 10** 135/24 **BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda: Inworth speed survey, peacocks in village, post box, Financial Regulations, Insurance renewal.
- 11** 136/24 **NEXT MEETING** - confirmed Tuesday 15 October 2024 commencing 19.30
- 12** 137/24 **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 Baxter, all agreed.
- 13** 138/24 **PERSONNEL MATTERS** - It was **RESOLVED** to **APPROVE** additional staff hours, proposed Cllr Suckling, seconded Cllr Mrs Hughes, all agreed.
- There being no further business the meeting closed at 21.51.

**FINANCE REPORT 17 September 2024**

INCOME - AUGUST 2024					
Date	Payor	Description	Net £	VAT £	Gross £
16.08.24	DM	Orchard Tiptree show	17.50	0.00	17.50
21.08.23	UTB	Internal transfer from reserves account	-1,500.00	0.00	-1,500.00
21.08.23	UTB	Internal transfer received into current account	1,500.00	0.00	1,500.00
21.08.23	UTB	Internal transfer from reserves account	-3,000.00	0.00	-3,000.00
21.08.23	UTB	Internal transfer received into current account	3,000.00	0.00	3,000.00
<b>Total</b>			<b>17.50</b>	<b>0.00</b>	<b>17.50</b>

EXPENDITURE - AUGUST 2024					
Date	Payee	Description	Net £	VAT £	Gross £
06.08.24	EE Limited	Mobile phone DD	5.61	1.12	6.73
21.08.24	HMRC	PAYE (Aug)	328.35	0.00	328.35
21.08.24	Essex Pension Fund	Pension contributions (Aug)	411.46	0.00	411.46
21.08.24	Staff	Travel expenses (Jul)	19.42	0.00	19.42
21.08.24	J Cornwell	Grounds maintenance Orchard grass cut (Jul)	100.00	0.00	100.00
21.08.24	J Cornwell	Grounds maintenance VH hedge cut (Jul)	100.00	0.00	100.00
21.08.24	J Cornwell	Grounds maintenance Allotments grass cut (Jul)	70.00	0.00	70.00
21.08.24	J Cornwell	Grounds maintenance Orchard grass cut (Aug)	100.00	0.00	100.00
21.08.24	SLCC Enterprises Ltd	Allotment Management Training INV BK216690-1	35.00	7.00	42.00
21.08.24	Huws Gray Ltd	Allotment repairs shackle INV IH803368	27.92	5.58	33.50
21.08.24	Staff	Salary & office allowance (Aug)	1,042.62	0.00	1,042.62
23.08.24	Signs Base Ltd	Orchard Tree Signs INV 4741/3	427.35	85.47	512.82
27.08.24	A Deptford	Defib CR2 replacement battery & pads INV 14988	360.00	72.00	432.00
27.08.24	Wicksteed Leisure Ltd	Play Area Annual Inspection INV 425988	150.00	30.00	180.00
30.08.24	S P Bardwell Ltd	Orchard gate/bollards supply/install INV 13725	1,689.00	337.80	2,026.80
<b>Total</b>			<b>4,886.73</b>	<b>538.97</b>	<b>5,405.70</b>

MONTHLY RECONCILIATION	JULY	AUGUST
Opening Cash Book	£ 53,767.32	£ 52,031.89
Income	£ 892.45	£ 17.50
Expenditure	£ 2,627.88	£ 5,405.70
Closing Cash Book Balance	£ 52,031.89	£ 46,643.69
<b>Reconciled to Bank Statement</b>		
Unity Trust Community Account	£ 1,122.29	£ 234.09
Unity Trust Reserves Account	£ 50,909.60	£ 46,409.60
<b>Total Closing Bank Statements(B)</b>	<b>£ 52,031.89</b>	<b>£ 46,643.69</b>

PAYMENTS APPROVED		
Staff	Salary & office allowance (Sept)	2,874.70
Essex Pension Fund	Pension contributions (Sept)	623.37
HMRC	PAYE	28.83
Staff	Travel expenses (Aug)	38.84
SLCC	Annual membership fees	183.00
J Cornwell	VH hedge cut (Sept)	80.00
J Cornwell	Orchard grass cut (Sept)	100.00

**BUDGET REVIEW 2024/25**

EXPENDITURE	Budget	Actual	Balance	Final cost	Budget
		Aug-24		Projected	Variance
<b>Administration</b>					
Staff Salaries	£11,500.00	£4,088.98	£7,411.02	£11,500.00	£0.00
PAYE	£400.00	£1,084.08	-£684.08	£1,900.00	-£1,500.00
Pension Contributions	£2,900.00	£1,616.82	£1,283.18	£3,200.00	-£300.00
Payroll Fees	£150.00	£60.00	£90.00	£150.00	£0.00
Audit Fees	£800.00	£160.00	£640.00	£800.00	£0.00
Insurance	£800.00	£0.00	£800.00	£800.00	£0.00
Professional subscriptions	£900.00	£162.40	£737.60	£550.00	£350.00
Travel	£400.00	£184.85	£215.15	£400.00	£0.00
Office Expenses	£950.00	£551.11	£398.89	£750.00	£200.00
Hall Hire	£400.00	£0.00	£400.00	£0.00	£400.00
IT Services	£800.00	£788.70	£11.30	£800.00	£0.00
Bank Charges	£100.00	£18.00	£82.00	£80.00	£20.00
VAT	£0.00	£885.56	-£885.56	£970.00	-£970.00
<b>Subtotal</b>	<b>£20,100.00</b>	<b>£9,600.50</b>	<b>£10,499.50</b>	<b>£21,900.00</b>	<b>-£1,800.00</b>
<b>Property and Footpaths</b>					
Grass cut, tree & grounds maintenance	£1,000.00	£555.00	£445.00	£750.00	£250.00
General maintenance (incl. defib)	£900.00	£746.00	£154.00	£800.00	£100.00
<b>Subtotal</b>	<b>£1,900.00</b>	<b>£1,301.00</b>	<b>£599.00</b>	<b>£1,550.00</b>	<b>£350.00</b>
<b>Play Area</b>					
Safety Inspections (weekly/annual)	£1,500.00	£150.00	£1,350.00	£150.00	£1,350.00
Maintenance	£500.00	£0.00	£500.00	£500.00	£0.00
<b>Subtotal</b>	<b>£2,000.00</b>	<b>£150.00</b>	<b>£1,850.00</b>	<b>£650.00</b>	<b>£1,350.00</b>
<b>Allotments</b>					
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>
<b>Orchard</b>					
Grass cut, tree & grounds maintenance	£2,050.00	£620.00	£1,430.00	£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>£825.00</b>	<b>£1,375.00</b>	<b>£1,300.00</b>	<b>£900.00</b>
<b>Total Expenditure</b>	<b>£27,050.00</b>	<b>£12,044.42</b>	<b>£15,005.58</b>	<b>£25,900.00</b>	<b>£1,150.00</b>
<b>INCOME</b>	<i>Budget</i>	<i>Received</i>	<i>Outstanding</i>	<i>Forecast</i>	<i>Variance</i>
Reserve Account Interest	£0.00	£316.66	£0.00	£0.00	£316.66
Orchard	£600.00	£108.56	£491.44	£600.00	£0.00
Allotments	£600.00	£0.00	£600.00	£600.00	£0.00
Revenue & LCTS Grant	£864.00	£432.00	£432.00	£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	£3,025.10	£608.71	£4,000.00	£4,000.00
<b>Subtotal Income</b>	<b>£2,064.00</b>	<b>£17,193.76</b>	<b>£2,226.04</b>	<b>£19,469.33</b>	<b>£17,721.99</b>

<b>Precept</b>	£24,986.00	£12,493.00	£12,493.00	£24,986.00	£0.00
<b>Subtotal Precept Income</b>	<b>£24,986.00</b>	<b>£12,493.00</b>	<b>£12,493.00</b>	<b>£24,986.00</b>	<b>£0.00</b>
<b>Total Income</b>	<b>£27,050.00</b>	<b>£29,686.76</b>	<b>£14,719.04</b>	<b><u>£43,555.33</u></b>	

<b>RESERVES</b>	Budget
<b>Reserves Account</b>	£30,119.06
<i>Transfer (precept)</i>	£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 [540.09 due]	£4,000.00
<i>Transfer (precept)</i>	£10,000.00
<i>Interest (316.66 received)</i>	£1,710.61
<i>(year end forecast)</i>	<b>Subtotal £66,485.15</b>
<b>General Reserves (uplift to 100% running costs)</b>	<b>£21,404.87</b>
<i>(year end projection)</i>	<b>Subtotal £21,404.87</b>
<b>Earmarked Reserves</b>	
Office Equipment	£2,000.00
Personnel <i>(incl. FOI requests)</i>	£3,800.00
Training [204.80]	£3,300.00
Civic Allowance	£300.00
Parish Plan <i>(incl. HNS)</i>	£2,000.00
Parish notice boards, signage	£1,000.00
Play Equipment <i>(capital)</i>	£3,000.00
Community Facilities <i>(capital)</i>	£20,000.00
Community Grants <i>(s137 limit £3,124.09)</i>	£3,100.00
Election costs	£1,000.00
Legal costs	£1,000.00
Defibrillator	£1,000.00
	<b>Subtotal £41,500.00</b>
<b>Ringfenced Reserves</b>	
Orchard Account (721.87 + 108.56)	£830.43
Inworth Action Group (2,748 + 1.85)	£2,749.85
	<b>Subtotal £3,580.28</b>
<i>(year end projection)</i>	<b>Total Reserves £66,485.15</b>