



Messing Cum Inworth Parish Council
NOTICE OF PARISH COUNCIL MEETING
Members are duly summoned to attend
TUESDAY 09 July 2024, Messing Village Hall, 7.30pm



04.07.24 *Karen Elliott*, Clerk and Proper Officer

AGENDA

1 APOLOGIES

- a) **RECEIVE** apologies for absence.
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest regarding the agenda.
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 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, shall direct comments to the chair 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 the agenda.

4 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the Chairman*

- a) minutes of the meeting of the council held on Tuesday 18 June 2024
- b) minutes of the meeting of the council held on Tuesday 25 June 2024

5 GOVERNANCE

- a) **RESOLVE** to **ADOPT** new Financial Regulations (previously circulated)
- b) **RESOLVE** to **APPROVE** Notes to accompany Section 1 - Annual Governance Statement 2023/24
- c) **RECEIVE** Internal Audit Recommendations and Actions report
 - i. **APPOINT** two non-bank signatory members to independently check monthly bank reconciliation and payments presented for approval against source documents.
 - ii. **APPOINT** two members to conduct Internal Control review and report back to full council.
 - iii. **APPOINT** member with responsibility to regularly update the asset register and review property damage cover.
 - iv. **RESOLVE** gov.uk email switchover, new website development, data security - Microshade cloud system.
- d) **RECEIVE** member training schedule.
- e) **RESOLVE** to formalise committee structure, appoint members and agree terms of reference:
 - i. Personnel Committee, Appeals Panel.
 - ii. Community Facilities Committee, Orchard Management Committee.

6 PLANNING - CONSIDER the following applications or decisions presented to Council for comment:

- a) 232838 Maypole, Messing Rd, CO5 0ES Application for Lawful Development Certificate for existing one residentially incidental dwelling incidental to the Maypole. One self-contained unit of accommodation (C3), this is a four year test. One container used for storage. Decision Issued 12.06.24 - Approve certificate of lawful use or development.
- b) Colchester CC local plan review update

7 PARISH MATTERS

- a) Highways A12VTAG update - *Councillor Strudwick*
- b) Norwich to Tilbury Pylons petition - *Cllr Strudwick*
- c) Highfields Farm Solar Park community benefit payments
- d) Parish boundary with Tiptree statement of common ground update
- e) **CONSIDER** Allotment agreement terms and conditions
- f) **RECEIVE** and **CONSIDER** quotes for new Orchard gate (previously circulated)
- g) Orchard working party 12 July 10-12 risk assessment
- h) Play area: equipment replacement costs, inspection, RoSPA membership/training.

8 CLERK'S REPORT correspondence received: Essex Highways public transport, Colchester Residents' Panel, Adult Social Care Community Micro-enterprise Project, RCCE Newsletter, Village hall grants scheme.

9 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda.

10 NEXT MEETING - Tuesday 20 August commencing 19.30.

11 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.

12 PERSONNEL MATTERS

- a) **RECEIVE** and **APPROVE** notification of payroll and expenses.
- b) Recruitment of permanent clerk & responsible financial officer
 - i. **RESOLVE** to **APPROVE** contract terms and conditions (previously circulated)
 - ii. **RESOLVE** to **APPROVE** recruitment advert and information pack (previously circulated)

13 FINANCE

- a) **RECEIVE** finance report (previously circulated) **CONSIDER** budget review, 3-year forecast, 10% precept reduction
- b) **RECEIVE** and **CONFIRM** bank reconciliation for the month of June 2024 - *for signature 2 members & chairman*
- c) **RECEIVE** and **APPROVE** accounts for payment - *for signature 2 members & chairman*

Close of meeting