



Messing Cum Inworth Parish Council
NOTICE OF PARISH COUNCIL MEETING
Members are duly summoned to attend



TUESDAY 18 JUNE 2024, Messing Village Hall, 7.30pm

13.06.24 *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 CO-OPTION

- a) Receive written applications for the office of Parish Councillor.
- b) Receive candidate submissions in person (*shall not exceed 3 minutes per candidate*)
- c) Consider co-option to existing vacancies utilising the person specification criteria with each candidate proposed and seconded by a member present. Vote by show of hands (LGA 1972 Sch.12. Para 39) will then take place. Election to the Council requires an absolute majority of votes cast.
- d) Upon conclusion of voting, the Chairman will declare any successful candidates duly elected. Successful candidates will sign a Declaration of Acceptance of Office before taking office as Parish Councillor.
- e) New Councillors will be provided with a copy of the Council Code of Conduct and induction pack. Upon signing the Declaration of Acceptance of Office, new members may take their seat immediately.

Clerk to notify Electoral Services of new Councillor appointments. Members are required to submit, within 28 days of being elected, a completed Registration of Interests form to the Monitoring Officer, copy retained by the Clerk.

4 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.*

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

- a) minutes of the meeting of the council held on Wednesday 08 May 2024
- b) minutes of the meeting of the council held on Tuesday 21 May 2024

6 GOVERNANCE

- a) **RESOLVE** to adopt new Financial Regulations (previously circulated)
- b) **RECEIVE** NALC The Good Councillor's Guide 2024 new edition
- c) **TRAINING** The Local Government Association (LGA) is encouraging councils to ensure that members, in particular first-time councillors, are alerted to the range of information and support the LGA provides. [New councillors can access the LGA's recently updated councillor hub to find information about their roles. The hub](#), which includes a welcome message from the LGA Chair, will help councillors learn more about the work of the LGA and how they can support councils. The LGA is inviting newly elected councillors to attend a [series of government-funded events for new councillors](#), including on time management as a councillor, and strategic and evidence-based decision-making. The events across the next few months will be interactive and help councillors get settled in their roles.

7 FINANCE

- a) **RECEIVE** finance report (previously circulated) - 2024/25 budget review.
- b) **RECEIVE** and **CONFIRM** bank reconciliation for the month of May 2024 - *for signature by 2 members.*
- c) **RECEIVE** and **APPROVE** accounts for payment - *for signature by 2 members.*
- d) **CONSIDER** and **APPROVE** the Statement of Accounts and Reconciliation for the year ending 31 March 2024 - *for signature by the chair*
- e) **CONFIRM** the assets list for the year 2023/24, set an appropriate minimum (replacement) value for the register.
- f) **RECEIVE** and **REVIEW** the report from the Internal Auditor and **NOTE** recommendations.
- g) **CONSIDER** 2023/24 AGAR for submission to the External Auditor
 - i. Section 1: Annual Governance Statement - **CONSIDER** questions and **RESPOND** accordingly, 'No' responses to be accompanied by written statement (text agreed by council) - *for signature by the chair*
 - ii. Section 2: Accounting Statements - **CONSIDER** and **AGREE** the statement figures - *for signature by the chair*
- h) **NOTE** the dates for the Notice of Public Rights.
- i) **CONSIDER** and **AGREE** the Insurance renewal for 2024/25.
- j) **RECEIVE** public liability certificates for 2024/25 from contractors.

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

- a) 240273 The Old Vicarage, The Street, Messing, CO5 9TR. Renovation of all windows, replace 6 existing windows including creation of 2 new French doors within altered window openings. **DECISION: APPROVE CONDITIONAL** <https://www.colchester.gov.uk/wampd/?id=240273>

- b) 240630 - Barn at Hill Farm, Inworth, CO5 9SX - Certificate of lawfulness application which seeks to regularise use of part of The Barn as a self-contained dwelling. **DECISION:** Approve Certificate of Lawful Use or Development. <https://www.colchester.gov.uk/wampd/?id=240630>
- c) New Planning appeal Lodged. **Proposal:** Erection of detached bungalow. **Application No:** 230067. **DTLR Appeal Ref:** APP/A1530/W/24/3342003. **Appeal Start Date:** 29/05/2024. **Location:** Elms Farm Bungalow, Messing Road, Tiptree, CO5 9TG. **Appeal Against:** Refusal of planning permission. (Planning enforcement notification served). <https://www.colchester.gov.uk/wampd/?id=230067>
- d) Affordable Rural Housing RCCE

9 PARISH MATTERS

- a) Highways A12VTAG meeting 28 June
- b) Parish boundary with Tiptree, statement of common ground

10 CLERK'S REPORT correspondence received.

11 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda.

12 NEXT MEETING - Tuesday 16 July commencing 19.30.

13 PERSONNEL MATTERS - RESOLVE 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 business to be transacted.

- a) **RECEIVE** and **APPROVE** notification of payroll and expenses.
- b) Review recruitment documents.

Close of meeting