



Messing Cum Inworth Parish Council
COUNCIL MEETING



Minutes of the meeting of Messing Cum Inworth Parish Council
Tuesday 09 July 2024, Messing Village Hall, 07.30

		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, 1 member of the public	

1 100/24 **APOLOGIES: NIL**

2 101/24 **DECLARATIONS OF INTEREST**

a) **RECEIVE** declarations of interest regarding the agenda: Councillor Mrs C Baxter declared an interest in item 7e (106/24) as chair of Messing Allotment Association.

b) **NOTE** decisions of requests for dispensation relating to the agenda: NIL

3 102/24 **PUBLIC PARTICIPATION:** County Councillor K Bentley noted 5k county and 6k city locality budgets for parish community projects. A12 delay awaiting outcome of legal objection. The issue of anti-social behaviour relating to public health and safety and security of the community orchard was raised by the chair noting regular use of the site by youths with litter including nitrous oxide gas cannisters and drink cans. Cllr Bentley advised an immediate risk assessment, to contact school regarding safety of pupils attending classes on site, to liaise with community force to request regular police presence. A member of public raised ESS/31/24/COL planning application (received 05.07.24, to respond by 26.07.24) Change of use of agricultural land to a waste management use and construction of a concrete pad to enable the extension of green waste open windrow composting operations, topsoil blending and storage operations, construction of a new surface water attenuation lagoon and perimeter landscaped soil bunds. Birch Airfield, CO5 9XE. Issues noted include collection of green waste from Southend and London areas, increase from 10 to 30 tonnes, vehicle movements, foul smell and environmental concerns. Cllr Bentley to attend ECC Development and Regulation committee meeting.

19.59 Cllr Bentley left the meeting

20.00 member of the public left the meeting

4 103/24 **MINUTES**

a) On proposal of Councillor Mrs J Hughes, seconded Cllr Mrs Baxter, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the council held on Tuesday 18 June 2024 as a true record, all agreed, duly signed by the chair.

b) On proposal of Cllr Mrs Hughes, seconded Councillor R Strudwick, it was **RESOLVED** to **APPROVE** the minutes of the meeting of the council held on Tuesday 25 June 2024 as a true record, all agreed and duly signed by the chair.

5 104/24 **GOVERNANCE**

a) **RESOLVE** to **ADOPT** new Financial Regulations (previously circulated) - deferred.

b) **RESOLVED** to **APPROVE** Notes to accompany Section 1 - Annual Governance Statement 2023/24 (previously circulated) on proposal of Councillor R Suckling, seconded Cllr Mrs Baxter, all agreed.

c) **RECEIVED** Internal Audit Recommendations and Actions report - **NOTED**

i. It was **RESOLVED** to **APPOINT** Cllr Mrs C Baxter and Councillor Mrs M Irons as non-bank signatory members to independently check monthly bank reconciliation and payments presented to council for approval against source documents, on proposal of Cllr Suckling, seconded Cllr Strudwick and agreed. Cllr Mrs Baxter and Cllr Mrs Irons accepted the appointment.

ii. It was **RESOLVED** to **APPOINT** Cllr Suckling and Cllr Mrs Baxter to conduct Internal Control review reporting back to full council at least annually by 31 March, on proposal of Cllr Suckling, seconded Cllr Mrs Irons and agreed. Cllr Suckling and Cllr Mrs Baxter accepted the appointment.

iii. **APPOINT** member with responsibility to regularly update the asset register and review property damage cover - it was agreed for Cllr Suckling to continue updating the asset register and report back to council.

iv. **RESOLVED** gov.uk email switchover, new website development, data security - Microshade contract agreed for 12 months. Cllr Mrs Irons to liaise with gov.uk email support services. New website to be developed. Cllr Suckling to liaise with the clerk to develop business requirements plan.

d) **RECEIVED** member training schedule: it was agreed to arrange bespoke EALC training for all members and specialist courses for members with additional responsibilities to include working with volunteers, personnel matters. To apply for bursary.

e) **RESOLVE** to formalise committee structure, appoint members and agree terms of reference:

i. It was **RESOLVED** to **APPOINT** Cllr Mrs Baxter, Cllr Mrs Hughes and Cllr Mrs Irons to the Personnel Committee with agreed terms of reference - proposed Cllr Suckling, seconded Cllr Strudwick and agreed. Cllr Mrs Baxter, Cllr Mrs Hughes and Cllr Mrs Irons accepted the appointment. To attend EALC training 11 Sept, 09 Oct, 16 Oct. Appeals panel appointments - deferred.

ii. Community Facilities Committee - deferred

iii. Orchard Management Committee - deferred. To clarify non-councillor member eligibility criteria.

- 6 105/24 PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:
- 232838 Maypole, CO5 0ES Application for Lawful Development Certificate for existing 1 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. **NOTED**
 - Colchester CC local plan review update - consultation in the autumn.
- 7 106/24 PARISH MATTERS**
- Highways A12VTAG update - minutes of June meeting attended by Cllr Strudwick were **RECEIVED** and **NOTED**.
 - Norwich to Tilbury Pylons petition - it was **RESOLVED** to draft a letter supporting the objection on the proposal of Cllr Strudwick, seconded by Cllr Mrs Baxter and agreed. Deadline 26.07.24.
 - Highfields Farm Solar Park community benefit payments - to follow up.
 - Parish boundary with Tiptree statement of common ground update - to arrange meeting with Tiptree parish council, liaison with RCCE. It was agreed to commission a rural housing needs survey.
 - CONSIDER** Allotment agreement terms and conditions - it was agreed to circulate draft updated agreement to allotment holders for comment, awaiting legal advice.
 - RECEIVED** quotes for new Orchard gate (previously circulated) - to follow up preferred quote.
 - Orchard working party 12 July risk assessment to be completed - *Cllr Mrs Baxter, Cllr Strudwick*
 - Play area: equipment replacement costs, inspection, RoSPA membership/training - to follow up play equipment replacement costs to update asset register and insurance, RoSPA membership/training courses, EALC routine playground inspection course, agreed Cllr Strudwick to attend. Defibrillator weekly checks to be completed by member of the public in Inworth and Cllr Suckling in Messing.
- 8 107/24 CLERK'S REPORT** correspondence **RECEIVED** (attached) **NOTED**: Essex Highways public transport, Colchester Residents' Panel, Adult Social Care Community Micro-enterprise Project, RCCE Newsletter, village hall grants scheme. ESS/31/24/COL planning application (received 05.07.24, respond by 26.07.24) Change of use agricultural land to waste management use and construction of concrete pad to enable extension of green waste open windrow composting operations, topsoil blending and storage operations, construction of a new surface water attenuation lagoon and perimeter landscaped soil bunds. Location: Birch Airfield, CO5 9XE - to publicise and draft response.
- 9 108/24 BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda: King's seeds, Orchard finances, allotment shed.
- 10 109/24 NEXT MEETING** - Tuesday 20 August commencing 19.30.
- 11 110/24 RESOLVED** pursuant to s1(2) Public Bodied (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted, on proposal of Cllr Suckling, seconded Cllr Strudwick and agreed.
- 12 111/24 PERSONNEL MATTERS**
- RECEIVED** and **APPROVED** notification of payroll and expenses - signed Cllr Mrs Baxter and Cllr Mrs Irons.
 - Recruitment of permanent clerk and responsible financial officer
 - RESOLVE** to **APPROVE** contract terms and conditions (previously circulated) - deferred
 - RESOLVED** to **APPROVE** recruitment advert and information pack (previously circulated) on the proposal of Cllr Suckling, seconded Cllr Mrs Baxter and agreed.
- 13 112/24 FINANCE**
- RECEIVED** finance report (previously circulated) budget review, 3-year forecast, 10% precept reduction **NOTED**. £81.06 cash Orchard income from Tiptree Spring Show was **RECEIVED** from Cllr Mrs Baxter and counted by Cllr Suckling. Additional Orchard cash to be received from Cllr Mrs Irons.
 - APPROVED** bank reconciliation for the month of June 2024 - countersigned Cllr Mrs Baxter and Cllr Mrs Irons, signed by the chair.
 - APPROVED** accounts for payment - signed Cllr Mrs Baxter and Cllr Mrs Irons, all agreed.
- | Power | Payee | Description | Net £ | VAT £ | Gross £ |
|---------------|---------------------|---|--------|-------|---------|
| LGA 1972 s111 | Staff | Salary & office allowance (Jul) | 856.73 | 0.00 | 856.73 |
| LGA 1972 s111 | HMRC | PAYE (Jul) | 216.89 | 0.00 | 216.89 |
| LGA 1972 s111 | Essex Pension Fund | Pension contributions (Jul) | 327.06 | 0.00 | 327.06 |
| LGA 1972 s111 | Staff | Travel expenses (Jun) | 61.03 | 0.00 | 61.03 |
| LGA 1972 s111 | Staff | Garden Centre pre-payment card | 251.00 | 0.00 | 251.00 |
| LGA 1972 s111 | DM Payroll Services | Administration of payroll Apr-Sept 2024 | 60.00 | 0.00 | 60.00 |
| PHA 1875 s164 | J Cornwell | Grounds maintenance Orchard cut (Jun) | 100.00 | 0.00 | 100.00 |
| LGA 1972 s111 | Microshade | Virtual server set up INV 19241 | 75.00 | 15.00 | 90.00 |
| LGA 1972 s111 | Microshade | Hosted service & VSM share INV 19238 | 431.70 | 82.74 | 496.44 |

There being no further business, the meeting closed at 22.33.