



Minutes of the meeting of Messing Cum Inworth Parish Council
Tuesday 16 January 2024 at Messing Village Hall commencing 7.30pm

PRESENT

Chairman	Councillor R Suckling	Yes
Councillors	Councillor A Harding	Yes
	Councillor Mrs J Hughes	Yes
	Councillor J Longman	No
	Councillor R Strudwick	Yes
	2 VACANT SEATS	

IN ATTENDANCE Clerk to the Council and one member of the public

- 1 11/24 **APOLOGIES** were received from Councillor J Longman. It was agreed to approve this absence. Apologies from County Councillor K Bentley were received and **NOTED**.
- 2 12/24 **DECLARATIONS OF INTEREST:** Nil
- 3 13/24 It was **RESOLVED** to **APPROVE** minutes of meetings held 20.07.23, 14.08.23, 19.09.23, 17.10.23, 09.11.23, 22.11.23, 04.01.24 as a true record, proposed by Councillor R Suckling, seconded by Councillor Mrs J Hughes and agreed - *to be published*
- 4 14/24 **PUBLIC PARTICIPATION**
 - a) **RECEIVE** reports from City and County Councillors: Nil
 - b) **RECEIVE** public comments (1) support proposed community facilities committee, forum to bring local groups together, highlighted at successful Christmas tree event, e.g. parent using playground area, allotment tenants, village green and orchard; (2) to confirm allotment records.
- 5 15/24 **CLERK'S REPORT** - ICO registration to be submitted, RoSPA information for weekly play area inspections, to check last annual inspection; EALC training course updates, SLCC practitioners' conference - to consider next year, Cloudy IT quote for cloud storage, gov emails and website domain.
- 6 16/24 **PARISH MATTERS** £150 portaloo cost, to seek alternative quotes for future events. Orchard working party Saturday has tidied up the orchard area, to publish photos on website. All 3 replacement trees have been planted. Additional tanks required for watering trees £45 each, transportation £50 plus fuel, potential assistance in the village. Quarterly bulletin distributed door to door. CCC Great Winter Clean 15.01.24-15.02.24 follow up loan of litter picking equipment.
- 6 17/24 **FINANCE**
 - a) **RECEIVED** RFO report - 2024/25 precept notification £24,986 (2.9% increase) submitted to CCC.
 - b) It was **RESOLVED** to pay invoice CEPC0123 £2115.20 for outstanding (2022) clerk secondment liabilities to Copford with Easthorpe Parish Council, proposed by Councillor A Harding, seconded by Councillor R Strudwick and agreed.
 - c) Unity Trust bank to initiate transfer from Barclays 17.01.24 with switch completed by 25.01.24. It was **RESOLVED** to transfer £12,387.08 reserves to community account to enable all funds to be switched to Unity Trust bank, on proposal of Cllr Strudwick, seconded by Cllr Mrs Hughes and agreed.
 - d) Accounts for the Orchard and Allotments to be reviewed.
 - e) Accounts presented for payment were **APPROVED** signed Cllr Mrs Hughes and Cllr Suckling, all agreed.

Payee	Description	Net £	VAT £	Gross £
CEPC	Clerk Secondment INV CEPC0123	2,115.20	0.00	2,115.20
Staff	Office expenses (travel, postage, stamps)	100.48	0.00	100.48
HMRC	PAYE (Dec)	187.14	0.00	187.14
Essex Pension Fund	Pension contributions (Dec)	274.30	0.00	274.30
RS	Autoculture Ltd chainsaw part	11.66	2.33	13.99
RS	Homestead Caravans water caddies	66.65	13.33	79.98
RS	Firexo Limited Fire extinguisher	31.86	6.37	38.23
RS	Amazon First Aid Kit	16.78	3.36	20.14
RS	wuyiruihuagong gazebo INV 8905	134.36	26.88	161.24
RS	wuyiruihuagong gazebo INV 5239	134.35	26.88	161.23
RS	Western Int'l Group Portable Hob	37.49	7.50	49.99
RS	Danny Enterprise Int'l Ltd Table	60.73	12.16	72.89
RS	Viz-Pro Limited Notice board	35.00	7.00	42.00
RS	Amazon water boiler	49.99	10.00	59.99
RS	Union Mart Ltd generator	233.74	46.75	280.49
RS	Asda Motor Oil	12.83	2.57	15.40
RS	Perrywood Tiptree compost	7.49	1.50	8.99



- 7 18/24 **GOVERNANCE**
- a) **RECEIVED** and **NOTED** Santa event risk assessment, Orchard committee meeting minutes 05.01.23, contractor insurance. To consider uplifting public liability cover from £2 million to £5 million.
 - b) **RESOLVE** to formalise orchard, allotments and outside recreational spaces within Council Committee structure, appoint members and agree terms of reference - **DEFERRED**
- 8 18/24 **FORTHCOMING AGENDA** - Orchard events, Parish Plan, Annual Parish meeting - Bellringers of Inworth, Friends of Messing Church, other village societies and groups.
- 9 19/24 **NEXT MEETING** date to be confirmed.
- Member of the public left the meeting*
- 10 20/24 It was **RESOLVED** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting due to the confidential nature of the business to be transacted, proposed by Cllr Suckling, seconded by Cllr Mrs Hughes and agreed.
- Personnel issues relating to previous employee: correspondence **RECEIVED** dated 12.01.24 and **NOTED**. It was **RESOLVED** to (1) draft a response letter; (2) engage payroll to review salary payments to ascertain PAYE liabilities and any outstanding monies due including sick pay; (3) pursue data security investigation in liaison with current employer including analysis of laptop - proposed by Cllr Suckling, seconded by Cllr Strudwick and agreed.

There being no further business the meeting closed at 21.47.