



COUNCIL MEETING

Minutes of the meeting of Messing Cum Inworth Parish Council
Tuesday 20 August 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	No
	Councillor Mrs C A Baxter	Yes
	2 VACANT SEATS	
IN ATTENDANCE	Clerk, one member of the public	

- 1 113/24 **APOLOGIES** for absence were received from Councillor Mrs M Irons
- 2 114/24 **DECLARATIONS OF INTEREST**
 - a) **RECEIVE** declarations of interest regarding the agenda: Councillor Mrs C Baxter declared an interest in item 7f (119/24) as Chair of Messing Allotment Association.
 - b) **NOTE** decisions of requests for dispensation relating to the agenda: NIL
- 3 115/24 **PUBLIC PARTICIPATION**
 - a) **RECEIVE** reports from City and County Councillors: NIL
 - b) Public comments: RCCE neighbourhood planning locality officer advised in relation to items 7b and 7c. Consider need to change boundary, interest in potential bypass parallel to Oak Rd, CCC call for sites, preferred land Elms Farms area. Tiptree neighbourhood plan would require amendment. Could be maintained by developer of site. Query school catchment boundary. Housing Needs Survey: parish small enough to warrant rural exception site, complete representation of people that need it, first locality connection to development, apply to Colchester housing list. Land acquired at agricultural rate. 12 weeks to completion of survey to establish housing need.
Member of the public left the meeting at 20.00
- 4 116/24 **MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the Chairman*
 - a) Minutes of the meeting of the council held on 09 July 2024 were **APPROVED** with amendment as a true record on proposal Councillor Suckling, seconded Cllr Mrs C Baxter, and agreed.
 - b) Draft minutes of the Personnel Committee meeting held on 12 August 2024 were **RECEIVED** and **NOTED**
 - c) Draft minutes of the Orchard committee meeting held on 05 July 2024 were **RECEIVED** and **NOTED**
- 5 117/24 **GOVERNANCE**
 - a) **RESOLVE** to **ADOPT** new Financial Regulations (previously circulated) - deferred
 - b) Internal Control Review update was **RECEIVED** from Cllr Mrs Baxter.
 - c) Asset Register update was **RECEIVED** from Cllr Suckling. To ascertain values for village signs, village green land and orchard classroom (non-standard construction). To follow up with insurers.
 - d) **RESOLVE** gov.uk email switchover - Cllr Suckling and Cllr Mrs Baxter to complete.
 - e) **RECEIVED** training schedule update - to follow up new councillor training and working with volunteers.
 - f) Formalise committee structure for community facilities. To clarify cash handling procedures for the orchard.
 - g) **RESOLVED** to **ADOPT** updated Allotment agreement terms and conditions on proposal of Councillor Strudwick, seconded Cllr Suckling and agreed.
- 6 118/24 **PLANNING** - the following applications or decisions presented to Council for comment were considered:
 - a) ESS/31/24/COL: Birch Airfield, CO5 9XE. Proposal: 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. Request for formal observations <https://planning.essex.gov.uk> dated 05 July 2024. Response dated 26 July 2024 was **RECEIVED** and **NOTED**.
 - b) Statutory Consultation: National Grid Electricity Transmission Development Consent Order to reinforce high voltage power network in East Anglia. Response dated 26 July 2024 was **RECEIVED** and **NOTED**.
- 7 119/24 **PARISH MATTERS**
 - a) Highfields Farm Solar Park community benefit payments - to follow up, consider legal action if still no response.
 - b) Parish boundary with Tiptree statement of common ground - meeting to be arranged.
 - c) RCCE rural housing needs survey - Cllr Suckling to follow up.
 - d) Community Orchard security - to proceed with Bardwell gate/bollard works and submit insurance claim.
 - e) Play area inspection report was **RECEIVED** and **NOTED**. It was **RESOLVED** to proceed with Wicksteed quote for recommended repairs on proposal of Cllr Mrs Hughes, seconded Cllr Mrs Baxter and agreed.
 - f) Allotments - Councillor Mrs Hughes reported plot 6 was not being tendered according to the agreement and shed guttering was not attached. Clerk to follow up and invoice all tenants.
 - g) Defibrillators - to follow up annual inspection and awareness training with Heartbeat Trust and replacement batteries and pads.
- 8 120/24 **CLERK'S REPORT** was **RECEIVED** and **NOTED**: footpath No 13, 2 sections maintained by ECC, to follow up.
- 9 121/24 **FINANCE**

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

10 122/24 **BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda: tree survey meeting, Inworth speed survey, tree signs for Orchard, King's seeds, Peacocks in the village.

11 123/24 **NEXT MEETING** - Tuesday 17 September 2024 commencing 19.30.

12 124/24 **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 the business to be transacted - proposed Cllr Suckling, seconded Cllr Mrs Baxter and agreed.

13 125/25 **PERSONNEL MATTERS**

- a) **RESOLVED** to **APPROVE** additional staff hours on proposal of Cllr Suckling, seconded Cllr Strudwick and agreed.
 b) **CONSIDER** Personnel Committee terms of reference - deferred.

There being no further business the meeting closed at 22.34

FINANCE REPORT

INCOME - JULY 2024					
Date	Payor	Description	Net £	VAT £	Gross £
09.07.24	Colchester CC	Grant s106 Leisure (play equipment)	451.48	0.00	451.48
16.07.24	HMRC	VAT refund	349.91	0.00	349.91
17.07.24	CB	Orchard event (Sept 24)	10.00	0.00	10.00
31.07.24	Staff	Orchard event Tiptree (Mar 24)	81.06	0.00	81.06
Total			892.45	0.00	892.45

EXPENDITURE - JULY 2024					
Date	Payee	Description	Net £	VAT £	Gross £
01.07.24	Community Heartbeat Trust	Defibrillator annual support INV 22068	135.00	27.00	162.00
08.07.24	EE Limited	Mobile phone DD	5.61	1.12	6.73
10.07.24	J Cornwell	Grounds maintenance Orchard cut (Jun)	100.00	0.00	100.00
10.07.24	DM Payroll Services	Administration of payroll Apr-Sept 2024	60.00	0.00	60.00
10.07.24	Staff	Garden Centre Pre-payment card	251.00	0.00	251.00
10.07.24	Staff	Travel expenses	61.03	0.00	61.03
10.07.24	Essex Pension Fund	Pension contributions (Jul)	327.06	0.00	327.06
10.07.24	HMRC	PAYE (Jul)	216.89	0.00	216.89
10.07.24	Staff	Salary & office allowance (Jul)	856.73	0.00	856.73
10.07.24	Microshade	Virtual server set up INV 19241 (22.04.24)	75.00	15.00	90.00
10.07.24	Microshade	Hosted service & VSM share INV 19238 (22.04.24)	413.70	82.74	496.44
Total			2,520.02	125.86	2,627.88

MONTHLY RECONCILIATION 2024/25	JUNE	JULY
Opening Cash Book	£ 55,746.80	£ 53,767.32
Income	£ 318.47	£ 892.45
Expenditure	£ 2,297.95	£ 2,627.88
Closing Cash Book Balance	£ 53,767.32	£ 53,031.89
Reconciled to Bank Statement		
Unity Trust Community Account	£ 3,309.20	£ 1,122.29
Unity Trust Reserves Account	£ 50,458.12	£ 50,909.60
Total Closing Bank Statements(B)	£ 53,767.32	£ 52,031.89

BUDGET REVIEW 2024/25

EXPENDITURE	Budget	Actual Jul-24	Balance	Final cost Projected	Budget Variance
Administration					
Staff Salaries	£11,500.00	£3,072.36	£8,427.64	£11,500.00	£0.00
PAYE	£400.00	£755.73	-£355.73	£1,900.00	-£1,500.00
Pension Contributions	£2,900.00	£1,205.36	£1,694.64	£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	£165.43	£234.57	£400.00	£0.00
Office Expenses (incl. resources)	£950.00	£689.30	£260.70	£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	£346.59	-£346.59	£400.00	-£400.00
Subtotal	£20,100.00	£7,423.87	£12,676.13	£21,330.00	-£1,230.00
Property and Footpaths					
Grass cut, tree & grounds maintenance	£1,000.00	£455.00	£545.00	£750.00	£250.00
General maintenance (incl. defib)	£900.00	£386.00	£514.00	£500.00	£400.00
Subtotal	£1,900.00	£841.00	£1,059.00	£1,250.00	£650.00
Play Area					
Safety Inspections (weekly/annual)	£1,500.00	£0.00	£1,500.00	£500.00	£1,000.00
Maintenance	£500.00	£0.00	£500.00	£500.00	£0.00
Subtotal	£2,000.00	£0.00	£2,000.00	£1,000.00	£1,000.00
Allotments					
Grass cut, tree & grounds maintenance	£500.00	£70.00	£430.00	£450.00	£50.00
Utilities - water, electricity	£200.00	£0.00	£200.00	£0.00	£200.00
General maintenance	£150.00	£0.00	£150.00	£150.00	£0.00
Subtotal	£850.00	£70.00	£780.00	£600.00	£250.00

Orchard					
Grass cut, tree & grounds maintenance	£2,050.00	£420.00	£1,630.00	£1,000.00	£1,050.00
General maintenance	£150.00	£205.00	-£55.00	£300.00	-£150.00
Subtotal	£2,200.00	£625.00	£1,575.00	£1,300.00	£900.00
Total Expenditure	£27,050.00	£8,959.87	£18,090.13	£25,480.00	£1,570.00
INCOME					
	<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	£91.06	£508.94	£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	£10,561.59	£10,561.59
MIAG community funds	£0.00	£2,749.85	£0.00	£2,749.85	£2,749.85
VAT refund	£0.00	£3,025.10	1.12	£3,100.00	£3,100.00
Subtotal Income	£2,064.00	£17,176.26	£1,635.95	£18,475.44	£16,728.10
Precept	£24,986.00	£12,493.00	£12,493.00	£24,986.00	£0.00
Subtotal Precept Income	£24,986.00	£12,493.00	£12,493.00	£24,986.00	£0.00
Total Income	£27,050.00	£29,669.26	£14,128.95	£43,461.44	

RESERVES		Budget
Reserves Account		£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		£451.48
VAT reclaim		£3,025.10
<i>Transfer (precept)</i>		£10,000.00
<i>Interest (316.66 received)</i>		£1,710.61
Subtotal		£65,416.36
General Reserves		£20,353.58
<i>(year end projection)</i>	Subtotal	£20,353.58
Earmarked Reserves		
Office Equipment		£2,000.00
Personnel (incl. FOI requests)		£3,800.00
Training		£3,300.00
Civic Allowance		£300.00
Parish Plan (incl. HNS)		£2,000.00
Parish notice boards, signage		£1,000.00
Play Equipment (capital)		£3,000.00
Community Facilities (capital)		£20,000.00
Community Grants (s137 limit £3,124.09)		£3,100.00
Election costs		£1,000.00
Legal costs		£1,000.00
Defibrillator		£1,000.00
Subtotal		£41,500.00
Ringfenced Reserves		
Orchard Account		£812.93
Inworth Action Group (2,748 + 1.85)		£2,749.85
Subtotal		£3,562.78
<i>(year end projection)</i>	Total Reserves	£65,416.36

PAYMENTS APPROVED					
Power	Payee	Description	Net £	VAT £	Gross £
LGA 1972 s111	Staff	Salary & office allowance (Aug)	1,042.62	0.00	1,042.62
LGA 1972 s111	HMRC	PAYE (Aug)	328.35	0.00	328.35
LGA 1972 s111	Essex Pension Fund	Pension contributions (Aug)	411.46	0.00	411.46
LGA 1972 s111	Staff	Travel expenses (Jul)	19.42	0.00	19.42
PHA 1875 s164	J Cornwell	Grounds maintenance VH hedge cut (Jul)	100.00	0.00	100.00
PHA 1875 s164	J Cornwell	Grounds maintenance Orchard grass cut (Jul)	100.00	0.00	100.00
PHA 1875 s164	J Cornwell	Grounds maintenance Allotments grass cut (Jul)	70.00	0.00	70.00
PHA 1875 s164	J Cornwell	Grounds maintenance Orchard grass cut (Aug)	100.00	0.00	100.00
PHA 1875 s164	Huws Gray Ltd	Allotment repairs shackle INV IH803368	27.92	5.58	33.50
LGA 1972 s111	SLCC Enterprises Ltd	Allotment Management Training INV BK216690-1	35.00	7.00	42.00
PHA 1875 s164	Wicksteed Leisure Ltd	Play Area Annual Inspection INV 425988	150.00	30.00	180.00
LGA 1972 s111	Unity Trust Bank	Internal transfer from reserves (Aug payments)	1,500.00	0.00	1,500.00