

Minutes of the meeting of Moulton Parish Council held at Moulton Village Hall on Monday 15th April 2019 at 6.15 pm.

Present Cllrs	W Rampling - CHAIRMAN	David Clarke
	P Collin	R Wallwork
	E Chambers	Mark Price
	Tim James	

APOLOGIES – Cllrs Rachel Webb and Douglas James (excused due to personal commitments)

DECLARATION OF INTEREST – Cllr Price (planning 15 Newmarket Road).

ALSO PRESENT - the Clerk and 5 members of the public

PLAYING FIELD – to consider quotation from Lawn Hopper.

A quote for £490 to apply a slow release granular feed and blanket spray was approved. The Clerk was instructed to place an order for the treatment, and it was expected that work would commence in mid May. The Council would arrange to put up signs following the application of feed and spray.

The goal posts had currently been moved to the village green to allow the pitch playing surface to rest during the school holidays. One of the posts required welding.

PARISH COUNCIL ELECTION - was uncontested and 5 existing members had been duly re-elected as well as one new member. The Chairman advised that he and Cllrs Rachel Webb, Peter Collin, Ron Wallwork would be standing down and thanked them for their support and invaluable contribution. 3 villagers would need to be co-opted to the Council at the May meeting, and anyone who was interested in joining the team should contact the Clerk.

PLANNING MATTERS plans for these applications had been circulated:-

DC/19/0618/TCA – Tree works Crooked Cottage 14 Church Road – unanimously approved.

DC/19/0544 – 15 Newmarket Road – creation of rooms in roof space, 2 dormers and Juliet balcony – no comments.

DC/19/0398/FUL - details of proposals to erect a **single storey side extension at the Village Hall** for storage space had been circulated prior to the meeting. The closure date for responding was 5th April and it had been agreed by councillors to support the plans, and the Clerk had been instructed to advise the Planning Authority accordingly.

Hatchfield Farm – Public Enquiry – the latest appeal had been fixed to start on 8th May and was planned to last for 12 days. Venue – Council Chamber – Forest Heath Council Offices Mildenhall.

FINANCE & ADMINISTRATION

Payment of Accounts - the Council confirmed and authorised the payment of accounts for the end of the financial year, as per the 2018/19 schedule attached to the minute book, Page 1128.

Cheques for the new financial year were presented and approved for payment as detailed on the 2019/20 schedule.

Financial Working Group's report and the accounts for the year ended 31st March 2019 had been circulated prior to the meeting.

On behalf of the working group the Clerk advised that the year end accounts had been reviewed and it was reported that there was a **cash book balance on 31st March of £52,706.32**. It was confirmed that the bank accounts had been reconciled at the year end, and the Council's asset register checked by the Clerk and Chairman.

The Clerk and RFO had produced, and circulated, a summary of receipts and payments, income and expenditure account and balance sheet as at 31/3/2019 and a supporting statement for the year under review, all of which were considered and approved by the Council.

Approval of Accounts and AGAR for year ended 31st March 2019

The Clerk and RFO had also completed the Annual Governance & Accountability Return and copies had been circulated in advance of the meeting.

1. The Council was asked to approve Section 1, the annual governance statement. It was unanimously agreed that this should be signed by the Chairman and Clerk.
2. The Council was subsequently asked to approve Section 2 – the accounting statement. The RFO was authorised to sign Section 2, and the Chairman countersign, as required. The RFO confirmed that she had given an explanation of any significant year on year variances.
3. It was agreed that the dates for the period for the exercise of public rights, on reasonable notice, for interested parties and for local electors would be between 3rd June and 12th July. The required notification would be displayed on the Councils' notice boards and parish website. Prior to this the Clerk was asked to pass the year end accounts to the internal auditor David Unwin for his review of the Council's finances and completion of the annual Internal Audit report section of the AGAR. Following completion of internal audit the Clerk confirmed that she would be sending off the AGAR and back up documentation to PKF Littlejohn.

The Chairman reported that due to the changes in the make-up of Council – he and 3 other long standing councillors had decided not to stand for re-election in the recent parish council election, resulting in 4 new councillors taking up office in May. They would be unaware of the detailed and protracted negotiations which had taken place since March 2011 regarding the HMRC ruling. It was felt that the detailed report and history of events should be kept separate from the Risk Assessment. The PAYE briefing had been discussed in January 2019 and all serving councillors had provided with a copy of this. A revised Risk Assessment previously agreed in January 2019 had been circulated and was approved. It was resolved that it should be restricted to the usual financial and other risks that were ongoing and reviewed on an annual basis. This and the separate briefing on the long term management of the Council would be passed to all the newly appointed Councillors in May.

Review of Fidelity Insurance cover – (now known as Employee Dishonesty) – sum insured £50,000, with an excess of £100 on each and every loss. It was resolved that this sum was adequate.

The Chairman advised that he had been involved in protracted negotiations with the Council's Insurers – Zurich Municipal and the Loss Adjustor regarding the claim against the third party who was responsible for the destruction of the oak seat at the Newmarket Road junction. It was understood that the Insurers for the third party were not responding to the

claim, and this was common practice with this particular firm of Insurers. In order to pursue the matter DAC Beachcroft Claims acting for the Council would need to take legal action and required 2 separate quotations. A second quote had been obtained from Packhorse Fencing for sourcing an English oak bench similar to the damaged one, removing the remains of the old bench, preparing the footings and installation of new one at a cost of £1,350.00 compared to the original quote supplied by L Roberts & Son on 19th February for £1,500.00. All the relevant information had been passed to Zurich Municipal 0 under Claims reference 27190000001 Policy YLL272004 1953.

Cllr Wallwork requested permission from the Parish Council to permit an overspill carpark on the Village Green on 1st June for the annual community Parish walks.

It was confirmed that the annual meeting of the Council had been fixed for Wednesday 8th May at 6.30pm at the School. There being no other business the Chairman closed the meeting at 6.35pm.

Signed *David Almond* **Date** *8/5/2019*