

MOULTON PARISH COUNCIL

Minutes of the extraordinary meeting held on Monday 12th April 2021

Councillors present: David Almond (Chair), Mark Price (Vice Chair) Doug James, Jane Horsnell, John Derry, Tim James, David Clarke, Ryan Bragg and Ed Chambers,

Also present: Joanne Kirk (Clerk)

1. Acceptance of apologies for absence

No apologies were received.

2. Approval of minutes of the meeting held on Monday 22nd March 2021

It was resolved that the minutes were correct. The chairman then signed them.

3. Declaration of Interest in items on the agenda and dispensation requests

Mark Price declared a non-pecuniary interest in item 9 on the agenda. No dispensation requests were received.

4. Open session

No open session was held as no members of the public were present

5. Finance

a) Approval of any payments

It was resolved that the following payments would be approved:

- CRC pest control services – Open Spaces Act 1906, ss 9 & 10 - **£330.00**
- Screwfix - shelving for storage of PC documents – LGA 1972, s111 - **£29.99**
- SALC subscription - LGA 1972, s111 - **£387.00**
- Majisign – Please do not park on the grass signs in dark green x 10 – Road Traffic Regulation Act 1984, s72 - £50 + VAT (**£60.00**)

Some of the wooden posts on the playing field have rotted. It was resolved that these would be replaced as part of the village maintenance contract.

b) To approve the accounts for the financial year 2020 – 2021

It was resolved that the summary of receipts and payments would be approved. There was an underspend of £14,000 against the budget at the end of the financial year.

c) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements 2020/21) of the Annual Governance and Accountability Return 2020/21

It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2020/21 (Annual Governance and Accounting Statement 2020/21) would be approved and signed by the Chairman. The date for the Exercising of Public Rights will be Monday 14th June – Friday 23rd July 2021.

It was resolved that the Parish Council would write to Lorraine Stone to thank her for stepping in when the previous clerk resigned and completing the yearend accounts. A thank you letter will also be sent to the internal auditor, David Unwin.

d) Approval of regular payments

It was resolved that the following regular payments would be approved.

Payment	2020/21 - Amount ex VAT	2021/22 - Amount ex VAT (Amounts may vary slightly)
Admin costs		
Business Services at CAS Ltd - Insurance	£709	£709

Village hall rental - amount may vary depending on number of meetings			
Internal audit fee			
External audit fee	£240	£240	
SALC Annual Subscription	£376	£387	
Scribe accounting software	£0	£288	
Phone costs (shared)	£20	£20	
Stationery (print cartridges - shared cost)	£20	£20	
CAS Ltd - website hosting fee	£50	£50	
ICO - data protection fee	Not paid	£35	
Maintenance costs			
K Hutchinson & Son - flailing riverbank - (twice a year)	£816	£816	
CRC Pest Control contract	£660	£660	
Village Maintenance contract - grass cutting	£435	£435	per cut
Village Maintenance contract - playing field inspections	£11.50	£11.50	per inspection
Moulton PCC - contribution to churchyard maintenance	£1,250	£1,250	
Community Heartbeat - Defib annual support	£151	£151	
Suffolk County Council - annual street lighting contract	£1,373	£1,373	
Grants/donations (\$137)			
Newmarket Day Centre - Annual grant (\$137)	£200	£200	
Magpas Annual Donation	£100.00	£100.00	
Our Special Friends Annual Donation	£100.00	£100.00	
John Gunson - Village Archivist contribution to materials	£100.00	£100.00	
CPRE annual donation	£36.00	£36.00	
Staff costs			
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)			

e) Changing the bank mandate and setting up Internet banking

It was resolved that:

- The temporary clerk, Joanne Kirk, would be added to the bank mandate.
- The Parish Council would set up internet banking and that David Almond, Mark Price, Jane Horsnell and Joanne Kirk would be authorised to make payments subject to the internal control procedures set out in the Council's Financial Regulations.
- The three councillors with access to internet banking will be notified when payments are made.

f) Subscription to Scribe accounting software to manage the Parish Council's accounts

It was resolved that the Parish Council would subscribe to the Scribe accounting software and that payment of a one-off set up fee £197 and the annual subscription of £288 would be approved. The clerk and Jane Hornsell will have the login details to the Moulton PC account.

g) Setting up a One Suffolk website

As the Parish Council currently pays for the village website, it was resolved that the Parish Council would continue using the Moulton village website. Ryan Bragg agreed to talk to the current website administrator about the future of the village website and who will be taking this on as she is no longer running the website. The website will be included as an agenda item at the Annual Meeting on 4th May.

h) Inspection of Parish Council property by a councillor

Doug James agreed to check the Parish Council property. Some of the dog bins have not been included on the asset register. Doug James agreed to check when he completes the inspection.

i) ICO data protection fee

It was resolved that the clerk would be appointed as Data Protection Officer for Moulton Parish Council and that a direct debit of £35 would be set up to the Information Commissioner's Office (ICO) to pay the data protection fee which is mandatory for parish councils – LGA 1972, s111.

6. Planning issues

a) Applications received after the agenda was published

- DC/21/0595/HH - 8 Chippenham Road - a. replacement pitched roof to garage and existing two dormers
- b. one dormer to front elevation
- c. dropped kerb

It was resolved that a planning meeting was not required as councillors did not have any concerns about the application.

7. Approval of the following policy documents

a) Updated Financial Regulations

It was resolved that the Financial Regulations would be approved and uploaded onto the website.

b) Updated Standing Orders

It was resolved that the Standing Order would be approved and uploaded onto the website.

c) Scheme of Delegation

It was resolved that the Scheme of Delegation would be approved and uploaded onto the website.

d) Freedom of Information Publication Scheme

It was resolved that the Freedom of Information Publication Scheme would be approved and uploaded onto the website.

e) Subject Access Request policy

It was resolved that the Subject Access Request Policy would be approved and uploaded onto the website.

f) Procedure for handling requests for information

It was resolved that the procedure for handling requests for information would be approved and uploaded onto the website.

g) Data Protection Policy

It was resolved that the Data Protection Policy would be approved and uploaded onto the website.

h) Email policy

It was resolved that this would be postponed until the next meeting.

i) Contact Privacy Notice

It was resolved that this would be postponed until the next meeting.

j) Wildlife policy

It was resolved that David Clarke and Doug James and the residents who contacted the Parish Council about a wildlife project would review the Wildlife policy to make it relevant to Moulton.

k) Hedge policy

It was resolved that the hedge policy would be approved and uploaded onto the website.

l) Protocol for dealing with correspondence

It was resolved that the protocol for dealing with correspondence would be approved and uploaded onto the website.

m) General Data Protection awareness – for information only

Councillors have been given information about General Data Protection awareness. Councillors agreed that the Moulton Facebook page would be used for information sharing only.

8. Litter picking in the village

The Parish Council's insurance offers cover for volunteers subject to a risk assessment being completed by the Parish Council and individual volunteers being made aware of any potential risks. John Derry agreed to finalise a risk assessment ready for the next meeting. A formal litter pick will be arranged in the autumn.

9. Benches for the playing field

Three comments have been received from residents, two in favour of providing seating and one person who was opposed to the idea.

It was resolved that the Parish Council would organise the project and apply for West Suffolk Council Locality Funding and donations from the football clubs who use the playing field. Any shortfall will be made up through use of volunteer labour and Parish Council funds up to a maximum £2,500. The benches will be locked open or closed so that there will be no moving parts. The seats will be made of wood. The benches will be for use by all residents.

10. Approve the final design for the signs near the church.

See item 5a above.

11. Format for the Annual Parish Meeting

It was resolved that the clerk and Chairman would prepare the agenda for the Annual Parish Meeting. The clerk was asked to request copies of reports ahead of the meeting so that they can be shared with councillors and uploaded onto the website.

12. Correspondence:**a) Email from a resident about speeding along Newmarket Road**

It was resolved that:

- The clerk would email the resident explaining what action the Parish Council has taken to tackle speeding in Moulton and their request for an ANPR camera to be deployed in Moulton. Further enforcement action is the responsibility of the Police.
- The Parish Council would submit a request to Andrew Drummond for the 30mph limit to be moved further out of Moulton along Newmarket Road or a 40mph lead in introduced.

b) Email from a resident about damaged verges in Bridge Street

It was resolved that the clerk would respond to the resident with details of how to report the damaged verges to Suffolk County Council as verges adjoining the road are their responsibility.

13. Questions for the Council and any urgent business

No questions were asked.

14. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Tuesday 4th May 2021

The clerk was asked to prepare a list of future meeting dates based on meetings taking place on the fourth Monday in January, March, May, July, September and November. Additional extraordinary meetings or planning meetings will be arranged as required.

There being no further business the main meeting closed at 8.05pm.

Signed (Chairman) Dated