

MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 21st March 2022

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

Also present: Joanne Kirk (clerk) and four members of the public.

1. Acceptance of apologies for absence

Apologies were received from Jane Horsnell and the reason for absence accepted. District Councillor Roger Dicker and County Councillor Andy Drummond also sent their apologies.

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

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

3. Approval of minutes of the meeting held on 24th January 2022

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

4. Public Session

The following issues were raised during the public session:

- Thanks to Moulton Parish Council for organising a meeting with David Chenery from SCC Highways about speeding along Moulton Road.

5. County Councillor's report

Cllr Andy Drummond sent a written report prior to the meeting.

6. District Councillor's report

Cllr Roger Dicker sent a written report prior to the meeting.

7. Community safety

a) Matters for the Safer Neighbourhood Team

No issues were raised.

8. Update on the list of actions agreed at the last meeting

There were four outstanding councillor actions.

9. Finance

a) Approval of any payments and signing of Schedule of Payments

It was resolved that the following payments would be approved:

- HMRC - PAYE - LGA 1972, s111 - **£474.80** less overpayment of £146.00 = **£328.80**
- HMRC – NI - LGA 1972, s111 - **£22.56**
- J P Kirk - expenses - LGA 1972, s111 – **£37.74**
- CPRE – annual subscription – GPC- **£36.00**
- Scribe - annual subscription - LGA 1972, s111 - **£345.60**
- Moulton Stores - Refreshments for village tidy up – GPC – **TBC**
- Suffolk County Council – Street light energy and maintenance - Parish Council's Act 1957, s3 - **£1,418.03**

David Almond and Mark Price had reviewed the financial papers prior to the meeting and had signed the Schedule of Payments. The Chairman countersigned it at the meeting.

b) Approval of payments authorised between meetings

The following payments were authorised between meetings:

- T James, GPC – tape for 'Please do not park on the grass signs' - **£6.40**
- Urgent decisions made outside the meeting - JPM Tree Services – emergency call out fee to clear split stem and remove remaining tree – Open Spaces Act 1906, ss9 and 10 - **£350.00.**

c) Statement of receipts and payments made since the last meeting

It was resolved that the statement of receipts and payments would be approved.

Receipts

Date	Account	Description	Supplier	Total
10/01/2022	Reserve account	Bank interest received	Lloyds Bank	£0.81
15/02/2022	Current account	Maintenance of village green access track	Resident	£25.00

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Payments

Date	Minute	Description	Supplier	Total
24/01/2022	36/9a	Parish archivist	Mr J Gunson	£100.00
25/01/2022	36/9a	Annual tree survey	R C Price	£720.00
25/01/2022	36/9a	Clerk's expenses	J Kirk	£18.00
25/01/2022	36/9a	Print cartridge 1/5	Risby Parish Council	£8.15
17/02/2022	44/9b	Fluorescent tape for 'no parking on the grass' signs	Tim James	£6.40
21/02/2022	44/9b	Tree works	JPM Tree Services	£350.00
Staff costs as per confidential cashbook				

Transfers from reserve account to current account:

Date	From	To	Amount
25/01/2022	Lloyds reserve account	Lloyds current account	£1,000.00
14/02/2022	Lloyds reserve account	Lloyds current account	£1,000.00

- d) **Bank balances and confirmation of bank reconciliation as of 2nd March 2022**
Mark Price verified and signed the bank reconciliations.
- e) **Signatory to complete the checklist of Internal Controls**
Mark Price completed the checklist of internal controls.
- f) **Update on the financial checks carried out by a councillor.**
Ryan Briggs has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.
- g) **To review the income and expenditure for 2021/22 against the budget.**
Councillors reviewed the receipts and payments for 2021/22 against the budget. At year-end Moulton Parish Council will be within budget.

Budget Summary 2021 – 2022

Receipts		
Budgeted		£33,285
Actual		£38,555
Difference		£5,270
Payments		
Budgeted		£30,500
Actual		£20,566
Difference		£9,934
Overspends		
Admin Costs - clerk's expenses		
Budgeted		£0
Actual		£131
Difference		-£131
Admin Costs - subscriptions		
Budgeted		£400.00
Actual		£1,100
Difference		-£700
Explanation		
SALC		£387.15
Scribe accounting software		£485.00
Bookings software		£228.00
Difference		£1,100.15

Admin Costs - GDPR	
Budgeted	£0.00
Actual	£35.00
Difference - first year MPC has paid it.	£35.00
Admin Costs - website	
Budgeted	£0.00
Actual	£35.00
Difference - first year MPC has paid it.	£35.00
Admin Costs - consultancy fees	
Budgeted	£0.00
Actual	£300
Difference	-£300
Admin Costs - payroll services	
Budgeted	£0.00
Actual	£8
Difference	-£8
Admin Costs - phone costs	
Budgeted	£0.00
Actual	£35.85
Difference	-£36
Maintenance Costs - grass cutting	
Budgeted	£0.00
Actual	£3,094.00
Difference (included under village maintenance costs in last budget)	-£3,094
Charitable donations	
Budgeted	£0.00
Actual	£350.00
Difference (included under S137 in previous budget)	-£350
Churchyard maintenance	
Budgeted	£0.00
Actual	£1,250.00
Difference (included under S137 in previous budget)	-£1,250
Playing field - other	
Budgeted	£0.00
Actual	£84.01
Difference (replacement lock for playing field)	-£84
Maintenance Costs - weed control	
Budgeted	£0.00
Actual	£333.33
Difference (included under village maintenance costs in last budget)	-£333
Staff costs - PAYE	
Budgeted	£100.00
Actual	£1,289.39
Difference	-£1,189
Staff costs - Pension	
Budgeted	£0.00
Actual	£120.00
Difference	-£120
Staff costs - NI	
Budgeted	£0.00

Actual	£15.04
Difference	-£15

- h) **To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.**

The Parish Council's assets current insurance value is £136,290 which is within the current insurance band of £100,001 - £150,000. The purchase value was £108,870. It was resolved that the tarmac surface on the off road car park would be insured for £10,000.

- i) **To review the Council's risk assessment.**

It was resolved that the risk assessment would be approved.

- j) **To check that the levels of liability insurance are adequate.**

The levels of liability cover are as follows:

All Risks/	Public Liability	Officers Indemnity	Fidelity Guarantee (Dishonesty)	Business Interruption	Personal Accident	Employers' Liability
£75k	£10m	£1m	£25k	£5k	£25k	£10m

It was resolved that the levels of liability insurance were adequate.

- k) **Review of confidential cashbook and deductions by a councillor**

Ryan Bragg reviewed the confidential cashbook when he carried out the internal control checks and has confirmed that the pay, PAYE details and tax code were correct.

- l) **To nominate a councillor to inspect the Council's property for damage or defects by 30th April 2021 and complete the inspection checklist.**

Doug James agreed to inspect the Council's property.

- m) **Appointment of an Internal Auditor.**

It was resolved that Cathy Whitaker, clerk to Exning Parish Council, would be appointed as internal auditor this year and that a fee of £70 would be paid.

- n) **Email from Cllr Andy Neal re street light payments.**

Currently parishes in the former Forest Heath area have to pay for their street lighting whereas parishes in the former St Edmundsbury District Council don't. District Councillor Andy Neal has raised this with West Suffolk Council as this seems unfair. Cllr Andy Drummond has confirmed that West Suffolk Council is carrying out a review of anomalies like this.

John Derry attended the Forest Heath Parish Alliance meeting on 16th February 2022. He explained that historically St Edmundsbury Borough Council had given money to parishes to provide street lighting, but Forest Heath did not. Forest Heath District Council invested in a solar farm and the income was paid to West Suffolk Council. The clerk was asked to contact County Councillor Andy Drummond to find out how this money was used and whether it could be used to offset the costs councils in the former Forest Heath District area had to pay to purchase and maintain streetlights.

It was resolved that the Parish Council would revisit this in six month when the results of the review being carried out by Andy Drummond should be known.

10. Planning issues

- a) **DC/21/2502/FUL - 19 Newmarket Road, Moulton - a. One dwelling (following demolition of existing garage) b. new vehicular access – application granted.**

11. Highways/Rights of Way issues/tree/transport issues

- a) **Feedback from Highways following the speed survey in Newmarket Road.**

Moulton Parish Council received the following assessment from Suffolk County Council:

Please find below an assessment for the requested 40mph speed restriction, with each element of the criteria considered accordingly.

- *Settlement has shop(s), school(s), public house, filling station, etc. **Criteria Not Met***
- *Significant development on both sides of road, but not necessarily continuous, with some development in depth, overall frontage exceeds 500m in length **Criteria Not Met***
- *Collision history **Suffolk County Council's accident database has been investigated and there have only been two recorded personal injury collisions categorised as 'slight' within the past 5-year period***

(01/10/2016 – 30/09/2021). Neither of the collisions stated excessive speed to be a contributory factor - Criteria Not Met

- Existing traffic speeds **The mean speeds are 43 and 44mph. 85%ile speeds are 50 and 51mph, these are the speeds at which 85% of traffic travels at or below. Possible concerns as to whether drivers at the higher speed levels would lower their speeds and comply with the new limit, without the environment suggesting that a lower speed limit is appropriate.**
- Many junctions, bends and accesses **Criteria Not Met**
- Some pedestrian/cycle activity throughout the day with possible peaks associated with schools or community facilities **Criteria Not Met**
- Some provision for pedestrians/cyclists or acknowledged need and possibly warning signs **Criteria Not Met**
- Lengths of road that more closely fit the conditions for a 50mph limit but where the standard of road/forward visibility is more appropriate to 40mph **Forward visibility is adequate - Criteria Not Met**

A principal aim in determining appropriate speed limits should be to provide a consistent message between speed limit and what the road looks like, and for changes in speed limit to be reflective of changes in the road layout and characteristics. The road characteristics out of the village to Flint Cottages/Glebe House are not significantly different to the layout beyond the proposed limit, therefore introducing a speed limit would not provide a consistent message to road users.

Open countryside is dominant and there are no apparent facilities to generate significant pedestrian or cycle movements along this stretch of road. Based on this initial assessment it appears that there is not a strong enough argument for amending the speed limit. It is likely that drivers would not see the need for lower limits and compliance could be poor. This undermines the good speed limits elsewhere in Suffolk and at worst, create a false sense of security if drivers are travelling above the limit.

Parish councillors David Clarke and John Derry attended a site visit with David Chenery from SCC Highways and 5 residents of Moulton Road on 10th March 2022. David Chenery said he would email his recommendations before the next meeting but confirmed that he would not support a speed limit reduction but could recommend a "bend" sign and "slow" road markings from the Newmarket direction. David Chenery conceded that, contrary to what is stated in SCC's assessment above, Moulton Road is a cycle route as it is part of National Cycle Route 51.

He could also produce a report asking SCC to consider a speed reduction. Moulton Parish Council would be able to add to the report and it would be escalated to Richard Smith cabinet Member for Economic Development, Transport Strategy and Waste. The report would cost £800 and would have a 40% chance of being successful.

It was resolved that the clerk would contact David Chenery and Andy Drummond and express their disappointment that they did not receive an update from David Chenery in time for the meeting. A decision about how to proceed will be deferred until the Parish Council has received David Chenery's recommendations.

b) Requesting an extension to the 20mph speed limit outside the primary school.

The clerk emailed SCC's road safety officer Iain Watson on 9th March to find out when his report would be ready following his visit to Moulton on 19th January but he has not responded. She followed up with a phone call and left a message but has not received a response.

Moulton Parish Council has received the results of the three speed surveys carried out in School Road, Kennett Road and Chippenham Road all of which are in the 20mph school safety zone. The 85th percentile, which is the measure used by SCC was:

38mph southbound in Kennett Road.

43mph northbound in Kennett Road.

35mph southbound in School Road.

35mph northbound in School Road.

31 mph southbound in Chippenham Road.

33mph northbound in Chippenham Road.

An analysis of the surveys showed the following:

School Road – Speed limit 20mph

Number of vehicles travelling more than 25mph over a one week period

South bound: 1,716

North bound: 1,269

Kennett Road – Speed limit 20mph

Number of vehicles travelling more than 25mph over a one week period

South bound: 5,682

North bound: 5,994

Chippenham Road – Speed limit 20mph

Vehicles travelling more than 25mph over a one week period

South bound: 5,909

North bound: 6,203

Councillors were shocked, but not surprised, by the results which indicate that there is a problem with speeding. It was resolved that:

- The clerk would contact County Councillor Andy Drummond, copying in SCC's Speed Management Team, to find out what action they will be taking to protect school children and their families walking to school and to tackle the problem of speeding near the school.
- The clerk would let Moulton Primary School know the results of the surveys.
- The clerk would follow up with SCC Road Safety Officer Iain Watson about the results to find out his recommendations.

c) Tree checks and quotes for tree works.

It was resolved that Moulton Parish Council would accept the quote from JPM Tree Services.

d) Request for a new village road sign.

Suffolk County Council will not provide a sign unless Moulton Parish Council covers the cost itself. It was resolved that the clerk would investigate the cost of signs from alternative suppliers.

e) Letter from Chief Constable Steve Jepp in response to the Parish Council's letter about speeding.

It was resolved that the Parish Council would send the results of the recent speeds surveys near Moulton Primary School and in Newmarket Road and ask whether Suffolk Constabulary feels that they show that there is a problem with speeding in Moulton and what action the Police would be willing to take to enforce speed limits, particularly in the light of recent changes in Highway Code which means 20mph speed limits can now be enforced.

f) Updated off-road car park agreement

It was resolved that the updated agreement would be approved. The annual increase in rental charges will continue to be linked to the Retail Price Index X (RPIX) which is currently 8%. The clerk was also asked to check with Moulton Primary School that the gates to the car park are locked after the school closes and how many sets of keys the school has.

g) Outstanding Highways actions.

There are numerous outstanding Highways actions. The clerk agreed to follow up with County Councillor Andy Drummond.

h) Submitting Highways reports.

The best way to report Highways problems is online via Suffolk County Council's website at <https://www.suffolk.gov.uk/roads-and-transport/highway-maintenance/report-a-highways-issue/>

The following information is required:

- Exact location.
- Clear details of the problem being reported, for example the length, width and depth of a pothole.
- Photos if possible.

i) To decide whether to subscribe to Parish Online digital mapping software.

It was resolved that the Parish Council would sign up for a tree one month trial and, if the software is useful, pay for an annual subscription of £72+ VAT.

j) Email from a resident about trees overhanging a powerline.

Tim James agreed to speak to the landowner informally to ask if they would be willing to cut the trees back from the power lines.

12. To discuss the following village hall/playing field/play equipment issues**a) Latest playing field inspection report.**

There are two outstanding issues:

- Lift and reglue loose rubber tiles.
- Repair concrete then relay rubber and frame.

Two new issues were raised:

- Multiplay – a washer needs to be resecured.
- Multiplay – recommend inspection of wood and repair washers replaced behind nut.

b) Quotes for fencing on the playing field.

Three quotes have been obtained. It was resolved that the clerk would draft a letter to the resident who has requested a fence giving details of the quotes and asking for a 50% contribution towards the cost. If this is not acceptable the alternative will be to plant trees and hedging along the boundary instead. Once the fence/screening has been installed, the Parish Council will confirm in writing that it has taken reasonable steps to prevent balls going into their garden but cannot guarantee that stray balls will occasionally go in and will not correspond any further on the subject.

Should the resident agree to meet the 50% of the cost, it was resolved that the Parish Council would accept the quote from BW Fencing of £1,850 + VAT for a 4m high twin mesh fence.

c) Quotes for bollards on The Green.

Three quotes were obtained. It was resolved that clerk the Parish Council would accept the quote from Whitehill Direct for brown recycled plastic posts 120mm x 120mm x 1500mm – unit cost £27.75 plus delivery. The total cost for 150 posts will be £4,162 + VAT and delivery.

One quote of £5,600 + VAT has been obtained for installation of the posts. It was resolved that the Parish Council would obtain two additional quotes for comparison. The posts will be installed in the autumn when the ground is softer.

The clerk also agreed to contact Whitehill Direct to find out if the posts can be installed with a post driver and whether they can recommend an installer. Mark Price agreed to approach Richard James for a quote for installation as well.

d) Update on the meeting with Natasha Ingram from the Sicon Foundation about planting trees on the playing field.

The Sicon Foundation has agreed to supply trees and hedging for the playing field. It was resolved that:

- The Parish Council would request a variety of trees for the playing field (crab apple, birch, bird cherry, rowan, field maple) and mixed species of hedging for 150m of the playing field to be planted at an agreed date in November.
- The existing trees, most of which are dead, dying or dangerous, will be cleared.
- The clerk would contact West Suffolk Council's Tree Officer, Falcon Saunders, to ask him to come out to the playing field and confirm whether a TCA application or five days' notice is required.
- The Parish Council would supply a water system and bowser – cost to be confirmed.

e) Planting a jubilee tree on The Green.

The Sicon Foundation is willing to provide a jubilee tree free of charge in November 2022. The Platinum Jubilee Committee has confirmed that they are happy with this. Doug James has found a suitable location on The Green. It was resolved that the Parish Council would request an English Oak. The Parish Council will also look into the possibility of installing a metal surround or seating round the tree.

13. To review the following documents:

a) Scheme of Delegation.

It was resolved that no amendments would be made to the document.

b) Subject Access Request Policy.

It was resolved that the Subject Access Request Policy would be approved.

c) Updated Contact Privacy Statement.

It was resolved that the updated Contact Privacy Statement would be approved.

14. To agree the procedure and possible items for the Annual Parish Meeting.

It was resolved that the same format would be used as for previous years. If possible the Annual Meeting of the Parish Council will start at 6pm on Monday 16th May 2022 followed by the Annual Parish Meeting at 7.30pm. Written copies of reports will be requested so that they can be circulated prior to the meeting.

15. To review the first draft of the Emergency Plan.

It was resolved that David Almond would work with the clerk to complete the local information needed for the Emergency Plan. The clerk also agreed to email a list of resources needed to councillors.

16. To discuss any village issues:

a) Update on the Platinum Jubilee celebrations and suggestion to purchase a commemorative memento for residents.

The Jubilee Committee has secured funding from various organisations. A range of events have been organised including Farmyard visits and Open Gardens on 5th June. It was resolved that:

- The Parish Council would meet the cost of a special insurance Jubilee package covering all the events over the two days and that the payment of £159 (GPC) would be approved.
- Additional funding of up to £300 would be made available if required.

b) Email from the Festival of Suffolk about nominating a torch bearer for Moulton for the Queen's Platinum Jubilee.

It was resolved that the Parish Council would nominate Jill Goodwin and Ron Walwork in recognition of the work and time they have given to support the community.

17. To discuss the future meeting dates

The following dates were agreed:

- Monday 16th May 2022
- Monday 18th July 2022
- Monday 19th September 2022
- Monday 21st November 2022
- Monday 16th January 2023
- Monday 20th March 2023

18. To discuss any village issues

a) Village tidy up

A village tidy up has been arranged on Saturday 9th April. It was resolved that the Parish Council would meet the cost of a bacon roll and coffee for people taking part (final cost to be confirmed) and that a payment of up to £200 would be approved (GPC).

19. Correspondence

a) Letter from St Edmundsbury Newstalk requesting a donation.

It was resolved that no donation would be made and that the Parish Council would only donate to the previously agreed list of charities.

b) Information about the Suffolk Walking Festival which runs from 14th - 29th May 2022. For more information only. For more information visit <https://suffolkwalkingfestival.co.uk/>

c) Email from Charity Derisley Cottage Homes advertising a vacancy for one of their cottages in Dalham. Posters have been displayed on the village noticeboards.

d) Request from the Moulton archivist for a photo of parish councillors either annually or after each election.

Councillors agreed to have a photograph taken before the start of the May meeting.

20. Any other business for noting or including on the agenda of the next meeting on Monday 21st March 2022

The following items are for noting:

The clerk updated councillors about a meeting with Ruby Shepperson from Reclaim the Rain. She agreed to contact her again about flooding which occurred in Dalham Road a couple of years ago, which was caused by run off from a farmer's field during a thunderstorm.

21. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters.

It was resolved that members of the press and public would be excluded while staffing matters were discussed.

There being no further business the main meeting closed at 9.40pm

Signed (Chairman) Dated

