

## MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 24<sup>th</sup> January 2022

**Councillors present: David Almond (Chairman), Mark Price (Vice Chairman), Doug James, Jane Horsnell, Tim James, John Derry and Ryan Bragg**

**Also present: Joanne Kirk (clerk), County Councillor Andy Drummond and four members of the public.**

**1. Acceptance of apologies for absence**

Apologies were received from David Clarke and Ed Chambers and the reason for absence accepted. District Councillor Roger Dicker also sent his apologies.

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

Doug James declared an interest in item 9 K on the agenda – Review of contracts.

**3. Approval of minutes of the meeting held on 22<sup>nd</sup> November 2021**

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:

- One resident spoke about his proposal for change of use and a small dwelling to replace the derelict garages in Brookside. He would like to work with the Parish Council on the project. Councillors explained that they were happy to do this but cannot comment until the formal application is received.
- One resident spoke about his Rail Future campaign to improve the frequency of trains from Kennett station to hourly at peak times.

**5. County Councillor's Report**

Andy Drummond spoke about the following:

- He asked about streetlights in Moulton being replaced with LED bulbs. Councillors confirmed that this was already in hand.
- He is about to become a Local Authority governor at Moulton Primary School.
- Changes to Highway Code giving pedestrians, cyclists and horse riders priority over larger vehicles. The Police will now enforce 20mph speed limits.
- The results of the speed survey in Newmarket Road have now been received. 161 vehicles recorded speeds of more than the speed limit of 60mph. Andy Drummond agreed to ask Highways for their interpretation of the data, raise concerns about the number of vehicles exceeding the speed limit and to find out if Highways would support a support a 40mph speed limit or any other measures.
- ANPR cameras. Andy Drummond asked when Moulton would get a visit from the ANPR camera. The response was that Suffolk County Council only has ten in the whole county and that parishes have to wait their turn. Moulton Parish Council had asked if they could purchase their own, maybe with some neighbouring parish council, but Suffolk County Council said this was not possible.
- Update on bus service in Moulton. He had not been able to obtain an update but will try to contact Suffolk County Council's Transport Development Manager Simon Barnett to find out whether any progress has been made.
- Pavement in Bridge St. Moulton Parish Council has requested repairs to the pavement in Bridge St and for the vegetation along the edge of the path to be removed to restore the pavement to its original width. Moulton Parish Council queried why the work to repair the pavement has been approved by Suffolk County Council Highways but not the removal of vegetation. This is the response from Suffolk County Council:

*These two different issues are both assessed against the [Highways Maintenance Operational Plan \(HMOP\)](#) matrices for reactive works. Footway defects are assessed from Matrix K and all vegetation issues are assessed from Matrix P. Responses to each of these Matrices is very different:*

*Matrix K allows SCC to reactively repair all footway defects that are greater than 20mm in depth and 200mm in diameter. **The team will clear/skirt the surface of the footway in order to repair the defects identified but only in the area required for these specific defects.***

*Matrix P only allows SCC to take reactive action to clear footways if the path is entirely obstructed by vegetation to the point where pedestrians are forced from the footway into the carriageway. General skirting of footways is not something the team can raise reactively in this location.*

Whilst SCC appreciate your point that their Contractors will have to clear the footway to repair the ordered defects, they cannot extend this to skirt or clear additional sections of the footway where no defects are ordered - due to both time and financial constraints and also their lack of capacity to remove the cleared soil/debris etc.

Footway skirting and general maintenance – especially grass cutting/weed treatments etc are often raised by Parishes and Councillors. SCC do have a cyclical program for this but most rural locations will only receive a single visit throughout the year for weeds and 2 visits for grass cutting. This is not limited just to Moulton but is County wide due to limited budgets for non-safety related maintenance work. **The newest version of the Highways Maintenance Operational Plan is being revised to include footway skirting to reflect this - but is currently still at the planning stage.**

The team note you have offered assistance in getting this resolved. There are numerous ways that non-reactive works can be actioned: For general maintenance or other minor clearance works, you can offer funding from your Local Highways Budget. Alternatively, other Parishes have utilised SCC's Community Self Help Scheme to finance works themselves using Suffolk Highways sourced contractors - this would be more viable for numerous footways due to cost; for example one village has used this for a weeks-worth of works at several locations in the village as a piece of planned work. Other PC's have employed their own approved contractors to undertake this type of work such as verge cuts, footway skirting etc on either a one off or more regular basis.

Councillors expressed their dissatisfaction with the suggestion that the Parish Council could fund the work themselves as the cost would have to be passed on to residents who are already paying an element of their council tax to Suffolk County Council.

- The Parish Council asked for information from Suffolk County Council Highways about pavements and why they will not fund them. The Parish Council sometime receives queries from residents about the provision of pavements in Moulton and would like information to pass on to them about why this is not possible.

## 6. District Councillor's report

Some information was sent through about Omicron Additional Restriction Grants, Transport East's current consultation and West Suffolk Council's latest Community Governance Review.

## 7. Community safety

### a) Matters for the Safer Neighbourhood Team

There have been two break-ins in Brookside. Nothing was stolen but an attempt was made to steal a JCB.

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

There were three 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:

- J P Kirk - expenses – LGA 1972, s111 – **£18.00**
- Our Special Friends – annual donation – GPC- **£100.00**
- John Gunson (parish archivist) – annual donation – GPC - **£100.00**
- Risby Parish Council – 1/5 of cost of print cartridge - LGA 1972, s111 – **£8.15**
- Mr C Price – tree survey – Open Spaces Act 1906, ss.9 and 10 - **£720.00**
- Hire of digger - Open Spaces Act 1906, ss.9 and 10 - **£110.00 + VAT.**

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

No payments were authorised between meetings.

### 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	Description	Supplier	Total
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09/11/2021	Bank interest received	Lloyds Bank	0.75
11/11/2021	Maintenance of village green access track	Resident	25.00
11/11/2021	Maintenance of village green access track	Resident	25.00
18/11/2021	Maintenance of village green access track	Resident	25.00
18/11/2021	Maintenance of village green access track	Resident	25.00
19/11/2021	Maintenance of village green access track	Resident	25.00
22/11/2021	Maintenance of village green access track	Resident	25.00
23/11/2021	Maintenance of village green access track	Resident	25.00
09/12/2021	Bank interest received	Lloyds Bank	0.77

### Payments

Date	Minute	Description	Supplier	Total
23/11/2021	31/10a	Clerk's expenses	J Kirk	£21.60
23/11/2021	31/10a	Donation for Christmas competition	Moulton Village Hall	£50.00
23/11/2021	31/10a	Grass cutting	Packhorse Fencing	£442.00
23/11/2021	31/10a	Playground inspections	Packhorse Fencing	£103.50
25/11/2021	32/10g	Additional insurance	Business Services at CAS Ltd	£83.65
13/12/2021	6/5d	Flailing riverbanks	K Hutchinson & Son	£444.00
Staff costs as per confidential cash book				

An overpayment of £146 was made to HMRC for PAYE. This money will be deducted from the next payment.

### Transfers from reserve account to current account

Date	From	To	Amount
05/10/2021	Lloyds reserve account	Lloyds current account	£3,000.00
14/10/2021	Lloyds reserve account	Lloyds current account	£1,000.00
18/11/2021	Lloyds reserve account	Lloyds current account	£1,000.00
13/12/2021	Lloyds reserve account	Lloyds current account	£1,000.00
11/01/2022	Lloyds reserve account	Lloyds current account	£1,000.00

#### d) Bank balances and confirmation of bank reconciliation as of 13<sup>th</sup> January 2022

Lloyds current account	£1,074.43
Lloyds reserve account	£91,308.22
<b>Total in Banks</b>	<b>£92,382.65</b>

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 review of the Council's fixed assets

The following asset values were agreed:

- Cost of replacing the village pump - £500
- Cost of replacing pole access gate to The Green - £120

#### g) Approval of regular payments for 2022 – 23

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

Payment	2021/22 - Amount ex VAT	2022/23 - Amount ex VAT
<b>Admin costs</b>		
Business Services at CAS Ltd - Insurance	£792	£792
Internal audit fee		£100
External audit fee	£240	£240
SALC Annual Subscription	£387	£400
Scribe accounting software	£485	£485
Phone costs (shared)	£36	£40

Stationery (print cartridges - shared cost)	£20	£20
CAS Ltd - website hosting fee	£35	£35
ICO - data protection fee	£35	£35
<b>Maintenance costs</b>		
K Hutchinson & Son - flailing riverbank - (twice a year)	£816	£816
CRC Pest Control contract	£550	£550
Village Maintenance contract - grass cutting	£3,094	£3,094
Village Maintenance contract - playing field inspections	£300.00	£300
Moulton PCC - contribution to churchyard maintenance	£1,250	£1,250
Community Heartbeat - Defib annual support	£126	£126
Suffolk County Council - annual street lighting contract	£1,144	£1,144
Apical Landscaping Ltd - weed control	£333	£333
<b>Other payments</b>		
JRB Enterprise Ltd - poop scoop bags (2x a year)	£140.00	£140
<b>Grants/donations (£137)</b>		
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
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

- h) **To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2022.**  
It was resolved that the Internal Control Statement would be approved.
- i) **To appoint a councillor (ideally a non-signatory) to carry out internal control checks and complete the Internal Control Report**  
Ryan Bragg agreed to carry out the internal control checks and complete the Internal Control Report.
- j) **To review the effectiveness of the internal audit**  
Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.
- k) **To review any contracts**  
Doug James left the room while the Village Maintenance Contract was discussed. The renewal date for the Village Maintenance Contract is March 2024. It was resolved that the Village Maintenance Contract would continue as the Parish Council is happy with the work carried out by Packhorse Fencing. Doug James confirmed that he has Public Liability Insurance. It was resolved that the Parish Council would continue to use local contractors for other work such as riverbank flailing, weed control and mole control.
- l) **Update on the progress of setting up two step authorisation for online banking.**  
Mark Price has registered for online banking and two-step authorisation set up.
- m) **Quotes for a replacement noticeboard for Maltings Close.**  
It was resolved that the noticeboard would not be replaced as the cost is too high and there are already two Parish Council noticeboards in the village.

## 10. Planning issues

- a) **DC/21/2416/HH - 13 Lark Hill, Moulton - Single storey rear extension**  
It was resolved that no objections would be made to this application.
- b) **DC/22/0019/TCA - Moulton Playing field - One Sycamore (black on plan) overall crown reduction by up to 7.5 metres to balance crown**  
It was resolved that no response would be submitted as the Parish Council is the applicant.
- c) **DC/21/2502/FUL - 19 Newmarket Road, Moulton - a. One dwelling (following demolition of existing garage) b. new vehicular access**  
It was resolved that no objections would be made to this application.
- d) **Applications after the agenda was published.**

- **DC/22/0077/TCA - The Priory, Brookside - Four sycamore and one beech, crown lift by up to three metres from ground level.**  
It was resolved that no objections would be made to this application.
- **DC/22/0083/TCA - French Hall, 28 The Street, Moulton - Two Sycamore – fell.**  
It was resolved that no objections would be made to this application.

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

### a) **Update on the meeting with about safe access to the primary school and the suggestion to request a second speed survey in School Road between the primary school and the car park.**

Parish Councillor Tim James met Suffolk County Council's road safety officer Iain Watson, County Councillor Andy Drummond and the headteacher of Moulton Primary School Deborah Shipp to discuss possible ways to improve road safety outside the primary school and safe access for children walking to school.

It was resolved that:

- The Parish Council would wait for the report from Iain Watson before making any decisions about the way forward.
- A working group would be set up to work with other interested parties to follow up on any recommendations and try and produce some ideas to present to the Parish Council. Tim James, Ryan Bragg and John Derry agreed to join the group.
- The working group would also look at other safety issues raised, for example the safety of Moulton Crossroads and the long term plan to provide a safe route for walkers and cyclists along the B1085 connecting Moulton and Kennett. Extending the 20mph zone outside the primary school is one possibility now that the Police will enforce 20mph speed limits, along with improved signage or markings on the road to remind drivers that they are in a school safety zone. Another possibility might be traffic calming now that Suffolk County Council has confirmed that they will use traffic calming if appropriate.
- Part of the remit for the working group would be link in with previous attempts by the Parish Council to lobby for a safe route for pedestrians and cyclists along the B1085 between Moulton and Kennett. The previous clerk, Lorraine Stone, did a lot of work on this and has suggested contacting Look East to try and get publicity for the proposals. Councillors agreed that this should be kept in reserve until the working group has investigated whether there is more funding available now to provide safe links between rural villages.

### b) **Email from a resident about the safety of Moulton Crossroads**

See above. It was resolved that the resident who contacted the Parish Council would be invited to join the working group as detailed above.

### c) **Results of the recent tree survey and follow up actions**

The Parish Council has submitted a TCA application for work on the sycamore on the playing field and requested a quote for all the work recommended. The clerk agreed to obtain two further quotes as well and submit a TCA application for the remaining work.

As the work on the sycamore tree on the playing field needs to be carried out as soon as possible, it was resolved that the clerk and Chairman would be authorised to accept a quote up to £2,000.

The clerk updated councillors on the insurers requirements for visual checks to be carried out after a storm or high winds to assess for any damage and for a record to be kept of these checks and any action taken. The clerk asked councillors to report any concerns they have about trees, should they notice a damaged branch or anything else which may pose a risk to members of the public. An annual tree survey should be carried out by a qualified arboriculturist.

### d) **Replacement bollards for the Green.**

The Parish Council has received the following quote from Whitehill Direct Ltd:

Recycled Plastic Post 120 x 120 x 1500mm

Brown Recycled plastic finish

Flat top square cut

**Price £ 27.75 each**

Recycled Plastic Post 120 x 120 x 2000mm

Brown Recycled plastic finish

Flat top square cut  
**Price £ 31.00 each**

It was resolved that the clerk would obtain two additional quotes and that Doug James would prepare a quote for the cost of installation. The clerk confirmed that Moulton Parish Council has a reserve of £13,695 for village green and track maintenance.

**e) Update on the meeting with SCC about the reduction in bus service in Moulton.**

The clerk sent an email to Suffolk County Council's Transport Development Manager Simon Barnett to find out whether any progress has been made. No response has been received.

**f) Request for a village sign Gazeley Road.**

It was resolved that a request would be submitted to Suffolk County Council for a 'Moulton' sign for the Gazeley Road entrance to Moulton.

**g) Email from a resident about grass cutting along the footpath from Kentford Road to Riverview Walk (for information only)**

The footpath used to be cut by a local landowner but this stopped when the path was fenced off from adjoining fields. The path is on Suffolk County Council's cutting schedule. Footpaths are usually cut twice a year. The clerk also updated the Parish Council about a Footpath Modification Order in 2018 which created a footpath (no 15) from Dalham Road towards Ashley but which was never actioned by Suffolk County Council.

**h) Email from a resident re trees behind Riverwalk Close**

The Parish Council has received an email from a resident about five Sycamore trees on land on the opposite side of river behind Riverwalk Close.

The clerk has checked and the trees belong to the Moulton Charity, therefore it was resolved that no further action would be taken, but the clerk would advise the resident to contact the Moulton Charity.

**i) Update on the progress of the request for a speed survey in Newmarket/Moulton Road and to decide whether to make a formal complaint the SCC Highways about their delay in carrying out the request.**

See County Councillor Andy Drummond's report above. It was resolved that the Parish Council would make a formal complaint about the delay in carrying out the Parish Council's request and the unhelpful response from the Highways Officer dealing with it.

**j) Email from Police and Crime Commissioner Tim Passmore in response to the Parish Council's request for a meeting with other rural parishes about speeding.**

The Parish Council received the following response:

*Thank you for contacting the office of the Police and Crime Commissioner. Mr Passmore has requested I respond on his behalf.*

*The Police and Crime Commissioner is not responsible for operational policing as this responsibility remains with the Chief Constable, he would therefore be unable to direct the Constabulary on how to act in relation to this incident. This office has however contacted Suffolk Constabulary for comments on the concerns raised.*

*The Constabulary has focused on speeding as one of the 'Fatal Four' offences which result in a serious injury or fatal collision alongside drink/drug driving, using a mobile phone and not wearing a seatbelt. The Constabulary Safety Camera Team operates a number of mobile enforcement vehicles, which are deployed daily across the county focussing on locations where there is an assessed risk of collisions, where a number of fatal or serious injury road traffic collisions have occurred or where there have been substantiated complaints from local people.*

*The Safety Camera Team does have an enforcement site at the C653 on Newmarket Road, Moulton. In the previous 12 months the Safety Camera Team has visited the site on eight occasions and detected 12 speeding offences.*

*A copy of your email has also been shared with your local Safer Neighbourhood Team for information. Officers from the Safer Neighbourhood Team has supported the Community Speed Watch Scheme and carried out speed enforcement when able. Officers have been asked to consider further targeting in the area.*

*The Constabulary can reassure you that drivers caught speeding will be issued with a Traffic Offence Report (TOR) which can result in them receiving a fixed penalty notice, points on their licence, attending speed awareness courses and appearing in court.*

*I hope you find this information to be of assistance but please contact this office again if you have any further questions.*

*Regards*

*On behalf of Tim Passmore*

*Police and Crime Commissioner for Suffolk*

Councillors expressed their disappointment with this response which they felt indicates a complete lack of understanding of the problems facing rural communities with regards to speeding.

It was resolved that:

- The Parish Council would contact Tim Passmore again to express their disappointment with this response and to reiterate the impact the lack of speed enforcement is having on rural communities.
- The Parish Council would contact Suffolk Police's Chief Constable about their concerns.
- The Parish Council would look into the possibility of combining with other local parishes to submit a combined response to Suffolk Police about the lack of speed enforcement in rural areas.

**k) Potential trip hazard – No parking signs along Brookside**

Tim James agreed to mark the posts with fluorescent paint to make them more visible at night.

**l) Email from Suffolk and Norfolk County Council about their Reclaim the Rain project.**

Moulton is one of the villages selected to pilot the scheme. The information sent through was not very clear, however it was resolved that the Parish Council would express an interest in finding out more about the scheme.

**12. To discuss the following village hall/playing field/play equipment issues**

**a) Latest playing field inspection report:**

No new issues were raised.

**b) Update on the covered benches**

The benches have been made and will be installed in the next few weeks.

**c) Email from a resident about damage caused by footballs from the playing field.**

It was resolved that Alan Sheldrick, David Almond and Doug James would meet the resident on site to discuss the request for a fence along the playing field boundary and that a proposal would be put forward at the next meeting. The Parish Council needs to be mindful of the cost and should a fence be installed will consider that it has taken reasonable steps to mitigate the impact of balls going into the garden but will not be able to guarantee that this will not happen in future.

One councillor asked for it to be noted that he did not agree with this proposed course of action and was concerned that complying with the request would lead to other neighbouring properties requesting fencing along their boundaries.

**13. To approve the following GDPR information**

**a) Assessment of personal data held by Moulton Parish Council**

It was resolved that the document would be approved.

**b) Document Retention and Disposal Policy**

It was resolved that the document would be approved.

**c) Personal Data Breach Policy**

It was resolved that the document would be approved.

**14. To approve the following policy documents:**

**a) Co-option policy**

It was resolved that the Co-option Policy would be approved.

**b) Filming and Recording at Meetings policy**

It was resolved that the Filming and Recording at Meetings Policy would be approved.

**c) Email guidance for councillors**

It was resolved that the email guidance for councillors would be approved.

**d) Procedure for dealing with correspondence**

It was resolved that the procedure for dealing with correspondence would be approved.

**e) Complaints Procedure.**

It was resolved that the Complaint's Procedure would be approved.

**15. To discuss the future meeting dates**

It was resolved that future meetings will take place on the third Monday in January, March, May, July, September and November. The next meeting will be on Monday 21<sup>st</sup> March 2022.

**16. To discuss any village issues****a) Village meeting on 31<sup>st</sup> January to discuss an event to celebrate the Queen's Platinum Jubilee.**

Jane Horsnell agreed to attend the meeting and co-chair it with Jill Goodwin. A resident has offered a donation of £500 towards the cost of the celebrations and District Councillor Roger Dicker has agreed to pay £200 from his locality budget.

**b) Update from Moulton Wildlife Group**

The Parish Council has received the following update:

- The Wildlife Group has finished planting wildflowers and bee friendly plants on The Green, where Douglas James had cleared an area of 100 square feet.
- An article was placed in Moulton Matters to keep villagers up-to-date. It was also asking for future volunteers prepared to help plant and look after the trees when planted.
- Several of the group met with Tim James and Douglas James to discuss the siting of trees and the logistics involved in obtaining them.
- This month the group is aiming to produce a list of trees, particularly native trees, which can cope with local soil conditions with a view to planting them around the playing field, particularly along the fence where Douglas James has cleared. Depending on cost and manpower the group would also like to consider the triangular grassy area on the Gazeley side of the Packhorse Bridge.
- The group hopes to obtain some of these trees from Simpsons, using the money generously offered by District Councillor Roger Dicker. They will then advertise a tree planting session on these sites open to all interested villagers.

The clerk suggested contacting the Sicon Foundation as they may be willing to supply free trees for the playing field boundary. Some of the trees will require watering systems. It was agreed that the Parish Council would clear the area along the boundary and approve where replacement trees would be planted. Doug James, Tim James and David Almond to organise a planting plan. The clerk agreed to contact the Sicon Foundation to find out if they would be willing to supply trees and whether the trees are bare rooted.

**17. Correspondence****a) Email from West Suffolk Council about the next Community Governance Review and asking parishes if there are any anomalies they would like to correct.**

It was resolved that no changes would be requested as any anomalies in Moulton were covered in the previous Community Governance Review.

**b) Letter from West Suffolk Council about future parish forums**

The clerk agreed to attend the next Parish Forum on 9<sup>th</sup> February 2022.

**c) SALC e-bulletin suggesting that parish councils follow up with their MP about the possibility of holding remote meetings.**

It was resolved that Moulton Parish Council would send a letter to Matthew Hancock MP asking him to support the possibility of remote meetings for parish councils.

**d) Email from the Joint Emergency Planning Unit about carrying out an emergency plan.**

It was resolved that:

- The clerk would prepare an Emergency Plan using the template provided by the Joint Emergency Planning Unit.
- Once the plan has been drafted councillors would add in local information and contacts.

**18. Questions for the Council and any urgent business**

A resident said she would be going to the media about the Suffolk County Council's lack of action over refilling the grit bin on Gazeley Road and that she would be removing two trees which are outside the Conservation Area.

**19. Any other business for noting or including on the agenda of the next meeting on Monday 21<sup>st</sup> March 2022**

No issues were raised.

**There being no further business the main meeting closed at 9.28pm**



Signed ..... (Chairman) Dated .....