

MOULTON PARISH COUNCIL**Minutes of the meeting held on Monday 26th July 2021**

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

Also present: Temporary clerk Joanne Kirk via Zoom and 7 members of the public.

1. Acceptance of apologies for absence

County Councillor Andy Drummond and District Councillor Roger Dicker sent their apologies. The clerk was asked to contact Andy Drummond to ask him to send a written report if he is unable to attend meetings.

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

No councillors declared an interest in any items on the agenda.

3. Approval of minutes of the extraordinary meeting held on Tuesday 4th May 2021 and the planning meeting held on 1st June 2021

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

4. Open session

The following issues were raised during the Open Forum:

- The speed of vehicles and safety along Newmarket Road at the section before the 30mph sign coming into Moulton
- Planning application DC/21/1305/HH

5. County Councillor's Report

No report was received.

6. District Councillor's report

No report was received.

7. 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 – **£60.66**
- J P Kirk – Zoom subscription 1/8 - LGA 1972, s111 – **£17.99**
- Moulton Village Hall - donation towards the cost of the Olympic Race Walk screening – GPC - **£296.00**

Mark Price and David Clarke signed the Schedule of Payments. The Chairman countersigned it.

b) Approval of payments authorised between meetings

No payments were authorised between meetings.

c) Statement of receipts and payments made since 1st April 2021

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

Receipts

Date	Description	Supplier	Total
10/05/2021	VAT refund 2020 - 21	HMRC	£1,160.49
26/05/2021	Playing field licence	Private hire	£25.00
14/06/2021	Rent - off road parking	Moulton Primary School	£753.13
14/06/2021	Playing field licence	West Wrattling Football Club	£40.00
14/06/2021	Playing field licence - Vivo Outdoor Fitness	Vivo Outdoor Fitness	£25.00
14/06/2021	Playing field licence	Moulton Panthers	£25.00
17/06/2021	WSC locality funding for covered bench	West Suffolk Council	£750.00
30/06/2021	Refund street lighting payment	Suffolk County Council	£1,372.77

Payments

Date	Minute	Description	Supplier	Total
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19/04/2021	6/5a	Subscription	Suffolk Association of Local Councils	£387.15
19/04/2021	1/8a	Street lighting	Suffolk County Council	£1,372.77
19/04/2021	7/5f	Subscription	Starboard Systems Ltd	£582.00
19/04/2021	6/5a	Signs - please do not park on the grass x 10	Majisign Ltd	£60.00
20/04/2021	6/5a	Pest control services	CRC Pest Control	£330.00
26/04/2021	7/5f	Data protection fee	ICO	£35.00
01/06/2021	11/a	Annual donation	Newmarket Day Centre	£200.00
02/06/2021	15/6c	Signs - please do not park on the grass x 6	Majisign Ltd	£36.00
02/06/2021	14/6a	Grass cutting and playground inspections	Packhorse Fencing	£511.00
02/06/2021	14/6b	Scribe bookings subscription	Starboard Systems Ltd	£273.60
03/06/2021	14/6a	Neighbourhood Planning Training	Suffolk Preservation Society	£25.00
14/06/2021	11/14a	Replacement lock for playing field	M Price	£84.01
16/06/2021	6/5a	Shelves for village hall office	Ryan Bragg	£29.99
28/06/2021	7/fd	Grass cutting and playground inspections	Packhorse Fencing	£953.50
28/06/2021	10/14a	Consultancy Fees	Farm Office Services	£300.00
29/06/2021	7/5d	Churchyard maintenance	Moulton PCC	£1,250.00
08/07/2021		Refund - playing field licence	Private hire	£25.00
Staff costs as per confidential cashbook				

d) **Bank balances as of 15th July 2021**

Lloyds current account	£2,365.97
Lloyds reserve account	£98,301.33
Total in Banks	£100,667.30

Mark Price verified and signed the bank statements.

e) **Update on the inspection of parish council property carried out by Doug James**

The bench at the crossroads in The Street was damaged in a car accident. Doug James has repaired it. An alternative site is now being considered. The inspection of parish property is ongoing.

f) **Review of the Council's reserves**

Earmarked	
Off road car park	£8,650.51
Village Green Maintenance	£65.80
Covered bench	£1,250.00
Total	£9,966.31
General Reserve	£90,700.99

It was resolved that the Finance Working Group would review the Council's reserves and prepare a list of recommendations at the next meeting.

8. **Planning issues**

a) **DC/21/1251/HH – 37 St Peter's Close, Moulton – Summerhouse**

It was resolved that no objections would be made to this application.

b) **DC/21/1305/HH - 19 Bridge St, Moulton - Single storey rear extension (following demolition of existing conservatory)**

It was resolved that no objections would be made as the applicant had responded to the issues raised by a neighbour.

c) **DC/21/1440/TCA - 1 Park Close, Moulton - Two cypress trees – fell**

It was resolved that no objections would be made to this application.

d) Applications received since the agendas were published

No applications were received.

e) Preparation for the next Local Plan consultation

John Derry and Ryan Brigg attended some Neighbourhood Planning Training on 5th July 2021. The estimated cost of a Neighbourhood Plan is £11,000 but grants are available. It was resolved that the Parish Council would focus on the Local Plan initially and revisit the possibility of a Neighbourhood Plan at a later stage.

West Suffolk Council's Preferred Options consultation will now take place in March 2022.

f) Procedure for dealing with planning applications

It was resolved that the document '*The Role of Moulton Parish Council in Dealing with Planning Applications*' would be approved with one amendment (the final sentence would be removed) and uploaded onto the website. The clerk agreed to prepare a document for residents about how to respond to planning applications for the September meeting.

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

a) Lack of speed enforcement and use of VAS data

The clerk had prepared some information about tackling speeding . One correction was made - the Parish Council has 3 VAS in Dalham Road, Newmarket Road and Chippenham road. It was resolved that this item would be discussed again at the next meeting as more information was needed to produce an effective action plan.

b) To decide whether to proceed with a speed survey in Newmarket Road

It was resolved that the Parish Council would accept the funding for a speed survey, provided by County Councillor Andy Drummond out of his locality budget and start the relevant proceedings as a matter of urgency with the objective of achieving a 40mph buffer zone from the existing 30mph zone to the Newmarket side of the flint cottages.

c) Reduction in bus service in Moulton – possible community alternative – see email thread from Suffolk on Board

The Parish Council contacted Suffolk on Board about the removal of the off-peak 312 service between Moulton and Newmarket on a Wednesday and Friday. The Parish Council received the following response:

Your comments are noted. However, this does mean that on a Monday, Tuesday, Thursday and Saturday, 4 days a week there remains suitable times for around 2.5 hours in Newmarket.

If journeys are required on a Wednesday and Friday, these can be arranged by contacting Connecting Communities - Forest Heath

The Voluntary Network is the operator on 01638 664304

<https://communities.suffolkonboard.com/my-area/forest-heath/>

Thank you for contacting Passenger Transport

John Derry updated councillors about the meeting held with a representative from the Voluntary Network and Susan Davey, Rural Transport Manager for Suffolk County Council. They were not able to discuss the removal of the service other than to say that funding for rural bus services had been cut. They gave detail of the Connecting Communities service which residents can use if no bus is available. Information about this service is available at the village shop.

It was also resolved that:

- The Parish Council would survey the residents of the village to gauge the level of concern about the reduction in the bus service and that a budget of up to £300 would be approved for the leaflets to be delivered to all households in Moulton. John Derry agreed to draft the leaflet.

- A meeting would be arranged with the portfolio holder for transport at Suffolk County Council and the Strategic Director, West Suffolk Council and the Chair of Suffolk Climate Change, Environment and Energy Board.

d) Request from the village hall to remove the tree stump outside the kitchen window and for the area to be levelled

It was resolved that Doug James would obtain a quote to remove the stump.

e) Slippery surface at the ford in Brookside and recent accidents

Following two recent accidents at the ford involving two motorcycles and a bike, Doug James reported them to Suffolk County Council and asked for warning signs to be installed. He has not received anything further from Highways. It was resolved that the clerk would follow up with Highways and County Councillor Andy Drummond if necessary as the slippery surface provides a significant risk.

f) Footpath cutting schedule in Moulton

The clerk requested information about which footpaths in Moulton are cut by Suffolk County Council. This information will be published on the website.

It was resolved that:

- Doug James would arrange for the riverbanks from the Packhorse Bridge to be cut
- Councillors would check to see if Suffolk County Council performed their schedule cut in August.

g) Overgrown hedge in Newmarket Road

Tim James agreed to speak to the owner of the property and ask for the hedge to be cut back.

h) Trees and leaves in Moulton Close and moss on the pavements

It was resolved that:

- The clerk would contact Roger Dicker about the trees and leaves on West Suffolk Council land
- There was no further action for the Parish Council relating to the moss on the pavements as the resident who raised the issue had been advised to report it to Suffolk County Council.

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

a) Managing playing field bookings

It was resolved that :

- The document Guidance for the Hire of Moulton Playing Field would be approved with the following amendments:
The fee structure for hire of the playing field will be:
 - One-off hire by Moulton residents – Free of charge
 - One-off hire by non-Moulton residents - £25
 - Annual hire by clubs and organised groups - £25 per quarter/£100 a year
 - Hire by fee income generating organiser - £25 per event
- The Moulton Panthers would be given reasonable notice should the decision be made to close the playing field due to bad weather.
- The clerk would be authorised to manage bookings and licences providing no material changes are made.
- The request to use the Lower Green on Saturday September 11th for Moulton Walks would be approved. Doug James agreed to unlock the barrier.
- The request for a food van to be allowed to park on the playing field for events on 14th and 28th August would be granted. Doug James agreed to unlock the gate on 14th August and Mark Price agreed to unlock the gate on 28th August.

b) Location of future Parish Council meetings

It was resolved that future meetings would be held at 7.15pm in Moulton Village Hall. The next meeting will be on Monday 4th October 2021.

c) Latest playing field inspection report

The following issues were raised:

- Remove table and debris from the basketball court
- Replace the missing swings

- Lift and reglue loose rubber tiles – spring see-saw
- Repair concrete then relay rubber and frame - spring see-saw

It was resolved that :

- The missing swings would be checked, repaired if necessary and replaced by Doug James and Mark Price.
- Doug James would contact the Park's Officer at West Suffolk Council Tim Ghee who has agreed to meet him and help fix the tiles with some wet pour glue.

d) Update on the covered benches

The Parish Council has received the following donations towards the cost of two covered benches.

- Moulton Panthers (Alan Sheldrick) – Received £500
- Moulton Millennium Club (Mr Richard Marshall) – received £750
- West Suffolk Council - £750.00 received
- VETS payment £500

It was resolved that the clerk would contact Ed Chambers to ask him to start making the benches and to invoice the Parish Council once the bench is completed.

e) Recreation Ground Charity Annual Return

The Annual Return for 2020-21 has now been submitted.

It was resolved that :

- The clerk would update the contact details for the Parish Council on the Charities Commission website.
- The clerk would circulate the completed Annual Return to councillors.

f) Updating the Parish Council website and information to include on it

It was resolved that the clerk would be authorised to update the Parish Council website with any relevant information which residents may find helpful. Councillors agreed to pass on information for the website to the clerk.

g) UK Power Networks (UKPN) Wayleave Agreement

UKPN is currently reviewing longstanding wayleave agreements and there is confusion as to which electricity pole the wayleave in Moulton relates to. The clerk sent details of the pole on the Green and UKPN has now set up a new wayleave agreement for that pole which will be backdated for six years.

It was resolved that the clerk would be authorised to sign the new agreement when she receives it. The clerk was also asked to investigate who owns the riverbanks along Brookside. Doug James agreed to try and locate a map of the areas in Moulton maintained by the Parish Council.

11. To discuss the following village issues:

a) Update on the wildlife project

The wildlife project has been advertised in Moulton Matters. Douglas James is preparing the ground along the edge of the green so that a wildflower mix of seeds can be sown.

b) Email from West Suffolk Housing about Rural Housing Week and the need for rural housing to meet local need.

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

12. To discuss the following correspondence

a) Email from the Voluntary Network re their befriending service and the need for volunteers –

It was resolved that this information would be included on the website.

b) Email from Newmarket Day Centre thanking Moulton Parish Council for its donation (for information only).

c) Letter from Lord Lieutenant for Suffolk about the Festival of Suffolk 2022 to celebrate the Queen's platinum jubilee and the suggestion to appoint a Festival Community Champion and email from SALC about community celebrations for the Queen's Platinum Jubilee

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

d) Request to land a helicopter on The Green

The clerk has spoken to the pilot who explained that the company is covered by CAA regulations and that the Green complies with CAA regulations as a landing site. The clerk had prepared a risk assessment on behalf of the Parish Council.

It was resolved that the risk assessment would be approved. The clerk was asked to send the risk assessment to the pilot and to notify him that the Parish Council would like three councillors to attend so that each corner is marshalled. Tim James, Doug James and Mark Price agreed to act as marshalls.

13. Questions for the Council and any urgent business

The village pump needs repairing. It was resolved that Doug James, who built the original pump, would repair the pump and that a budget of £200 would be approved for any materials needed.

14. Any other business for noting or including on the agenda of the next meeting on Monday 4th October 2021

No other issues were raised.

15. 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.

It was resolved that the press and public would be excluded to allow the Parish Council to discuss staffing matters. All member of the public left the meeting as did the temporary clerk, Joanne Kirk.

During the closed session it was resolved that Joanne Kirk would be appointed as clerk to Moulton Parish Council.

There being no further business the main meeting closed at 7.52pm.

Signed (Chairman) Dated