

**MOULTON PARISH COUNCIL**  
**Minutes of the meeting held on Monday 4<sup>th</sup> October 2021**

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

**Also present: Clerk Joanne Kirk, District Councillor Roger Dicker and 4 members of the public.**

**1. Acceptance of apologies for absence**

Apologies were received from David Clarke and the reason for absence accepted.

**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 Monday 26<sup>th</sup> July**

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

Philip Turner from the Chestnut Group gave a short presentation on their proposals for the Garden House in Brookside, Moulton.

They are hoping to buy the Garden House and use it for accommodation for the Packhorse Inn. Any increase in accommodation will be matched with at least the same amount of parking and will potentially provide additional parking for the Packhorse which will alleviate the problem of cars parking on Bridge St and along the track by The Green.

They are aware of the fact that there is a blind junction at the corner of Brookside and Gazeley Road and would aim to create an entrance that keeps traffic away from Bridge St and have the access on Gazeley Road.

They would require a change of use application first. The front façade would remain the same but a new building erected behind.

**5. County Councillor's Report**

Andy Drummond did not attend the meeting however a written report was received. The clerk was asked to contact Councillor Drummond and raise the following issues:

- The progress of the speed survey in Newmarket Road
- Road sweeping in Moulton
- The recent bus surveys and the reduction in the 16 service
- The content of the SCC newsletter which is very party political and does not include information about local issues affecting Moulton. The Parish Council would also like to know how it is funded.

**6. District Councillor's report**

A report was received and has been uploaded onto the Parish Council's website at

<http://moulton.onesuffolk.net/parish-council/meetings/meetings-reports/2021-22/4th-october-2021/>

A question was asked about West Suffolk Council's proposal to make every taxi wheelchair accessible which taxi drivers are saying will impose a huge financial burden on them. West Suffolk Council is carrying out a survey to find out people's views.

The Council thanked Roger Dicker for sending through his report ahead of the meeting.

**7. Community safety**

**a) Matters for the Safer Neighbourhood Team**

No issues were raised.

**8. 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 – **£30.50**
- HMRC – PAYE - LGA 1972, s111 – **£345.60**
- Risby Parish Council – annual phone costs (3/6 of cost of clerk’s mobile phone) - LGA 1972, s111 - **£35.85**
- Risby Parish Council - 1/3 of the cost of print cartridge for printing bus surveys - LGA 1972, s111 – **£13.58**
- Packhorse Fencing – grass cutting and playing field inspections – Open Spaces Act 1906, ss9 - **£1,429.50**
- Royal British Legion – donation – GPC - **£45.00**. The clerk was asked to order a wreath and arrange for it to be delivered to Doug James.
- Community Heartbeat Trust – renewal of defibrillator support – GPC – **£151.20**
- In since agenda published – Apical Landscaping Limited – weed control – Open Spaces Act 1906, ss9 - **£400.00**
- CRC Pest Control Services - Open Spaces Act 1906, ss9 - **£330.00**
- SALC - invoice for payroll services April 2021 - LGA 1972, s111 - **£7.50**
- K Hutchinson & Son –second cut of the riverbank - **£444.00**

Mark Price and Jane Horsnell signed the Schedule of Payments. The Chairman countersigned it.

**b) Approval of payments authorised between meetings**

It was resolved that the following payments would be approved:

- Wicksteed Leisure - straps for cradle swings - Open Spaces Act 1906, ss9 - **£73.80**

The clerk was authorised to make payments of up to £500 for replacement parts and ongoing repairs to playing field equipment.

**c) Approval of the following regular payments as agreed in the budget**

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

- JRB Enterprise Ltd – Poop scoop bags – GPC - £83.88

**d) 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
09/08/2021	Bank interest received	Lloyds Bank	£0.83
16/08/2021	Playing field licence - yoga	Bridget Pooley	£25.00
16/08/2021	Playing field licence	M Price	£90.00
13/09/2021	Donation	Moulton Village Millennium Club	£750.00
13/09/2021	Wayleave payment	UK Power Networks	£66.56

**Payments**

Date	Minute	Description	Supplier	Total
27/07/2021	16/7a	Clerk's expenses	J Kirk	£60.66
27/07/2021	16/7a	Zoom subscription 1/8	J Kirk	£17.99
27/07/2021	10/14a	Annual donation	My Special Friends	£100.00
05/08/2021	24/8c	Poop scoop bags	JRB Enterprise Ltd	£83.88
12/08/2021	21/13	Materials to repair village water pump	D James	£56.11
12/08/2021	6/7a	Donation	Moulton Village Hall	£296.00
16/08/2021	24/8b	Straps for cradle swings	Wicksteed Leisure	£73.80
01/09/2021	6/5d	Annual audit	PKF Littlejohn LLP	£240.00
15/09/2021	6/5d	Flailing riverbanks	K Hutchinson & Son	£444.00
Staff costs as per confidential cashbook				

**e) Bank balances as of 21<sup>st</sup> September 2021**

Lloyds current account	£671.22
Lloyds reserve account	£98,305.01
<b>Total in Banks</b>	<b>£98,976.23</b>

David Almond verified and signed the bank statements.

f) **Signatory to complete the checklist of internal controls**

David Almond completed the checklist of internal controls.

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

It was resolved that the following reserve allocation would be approved:

<b>Expenditure</b>	<b>Budget allocation 2021 -22</b>	<b>Amount paid to date</b>	<b>Suggested reserve allocation</b>
SCC street Lighting contract	£1,500	£1,144	£356
Staff costs	£12,100	£3,328	£8,772
Admin expenses - postage, printing and stationery costs	£500	£61	£439
Insurance	£800	£707	£93
External audit fee	£200	£200	£0
SALC subscription	£400	£387	£0
Hire of hall for meetings	£125	£0	£125
Office equipment	£500	£0	£500
Admin and election costs	£150	£0	£150
Training and travel costs	£1,000	£25	£975
Chairman's allowance	£125	£0	£0
Section 137/GPC	£2,000	£300	£1,500
Royal British Legion	£25	£0	£0
Playground safety inspections	£2,000	£573	£1,428
Playing field maintenance	£1,500	£511	£989
Goal posts, nets etc	£250	£0	£250
Village maintenance - general (including grass cutting)	£3,500	£1,417	£2,083
Village maintenance - Green/Tracks/Riverbank/Trees	£2,500	£370	£2,130
Pest control	£600	£275	£325
Village maintenance - bus shelter and phone box	£200	£0	£200
Dog fouling bags	£220	£70	£150
Defibrillator maintenance	£150	£0	£150
		<b>Amount allocated</b>	
<b>Existing reserves</b>			
Off road car park		£8,650.51	
Village Green Maintenance		£65.80	
Covered bench		£2,500.00	
		<b>£11,216.31</b>	
<b>Suggested additional reserves</b>		<b>Suggested allocation</b>	
Grass cutting (currently included under playing field maintenance)		£3,000	
Charitable donations		£1,000	
Defibrillator maintenance		£500	
Dog fouling bags		£500	
Village maintenance - bus shelter and phone box		£10,000	
Village maintenance - Green/Tracks/Riverbank/Trees		£11,500	
Pest control		£500	

Playing field maintenance	£10,000
Playing field - goal posts, nets etc	£2,000
Playground safety inspections	£1,500
Section 137/GPC	£2,000
Street lighting contract	£500
Office equipment	£500
Election costs	£3,000
Training and travel costs - councillors	£1,000
Training - clerk	£200
Village project	£20,000
	<b>£67,700</b>
<b>Total allocated reserves</b>	<b>£78,916</b>
<b>General reserve</b>	<b>£20,060</b>
<b>Total</b>	<b>£98,976</b>

These figures will be reviewed against the yearend figures in March 2022.

As the Parish Council has a healthy reserve, it was resolved that it would think about a future village project. An article will be produced for the Moulton Matters inviting suggestions from residents.

h) **Six month budget review**

<b>Receipts</b>	
Budgeted	£33,285
Actual	£36,926
<b>Difference</b>	<b>£3,641</b>
<b>Payments</b>	
Budgeted	£30,500
Actual	£11,281
<b>Difference</b>	<b>£19,219</b>
<b>Receipts not been paid to MPC as of 22/09/2021</b>	
<b>Contribution to village green maintenance</b>	
Budgeted	£225.00
Actual	£0.00
<b>Difference</b>	<b>-£225.00</b>
<b>Playing field licences</b>	
Budgeted	£300.00
Actual	£230.00
<b>Difference (There are two unpaid licence fees)</b>	<b>-£70.00</b>
<b>Overspends as of 22/09/21</b>	
<b>Subscriptions</b>	
Budgeted	£400
Actual	£1,100
<b>Difference</b>	<b>-£700</b>
<b>Explanation:</b>	
SALC	£387.00
Scribe accounting software	£485.00
Scribe bookings	£228.00

	<b>£1,100.00</b>
Less money allocated in budget	£400.00
<b>Difference</b>	<b>£700.00</b>
<b>Data Protection fee</b>	
Budgeted	£0.00
Actual	£35.00
<b>Difference</b>	<b>-£35.00</b>
<b>Other payments (see separate explanation)</b>	
Budgeted	£0.00
Actual	£449.00
<b>Difference</b>	<b>-£449.00</b>
<b>Explanation</b>	
Moulton Village Hall - Olympic event screening	£296
Zoom subscription - 1/6	£18
Refund playing field licence cancelled due to COVID restrictions	£25
Shelves for village hall	£30
Please do not park on the grass signs	£80
	<b>£449</b>
<b>Items recorded separately in Scribe</b>	
Grass cutting- playing (under playing field maintenance in budget)	£1,326.00
Charitable donations (under S137/GPC in budget)	£300.00
Churchyard maintenance (under general village maintenance?)	£1,250.00
Pest control (under playing field maintenance)	£275.00
Clerk's expenses	£60.66
Consultancy fees	£300.00
Playing field other (replacement padlocks)	£84.00

The budget is currently on track.

**i) Procedure for online banking**

It was resolved that:

- The procedure for online banking would be approved and uploaded onto the website.
- The clerk will continue as Service Administrator and set up payments.
- Mark Price and Jane Horsnell would set up online access so that they can set up payments should the clerk be unable to.
- Mark Price or Jane Horsnell would authorise payments set up by the clerk.

**9. Planning issues**

**a) Applications received since the agendas were published**

No applications have been received.

**10. Highways/Rights of Way issues/tree/transport issues**

**a) Update on the recent tree survey**

Colin Price has started a survey of trees on Parish Council land in Moulton. The trees will be tagged and numbered. He will report back at the November meeting.

**b) Recent accidents at Moulton Crossroads**

There have been two accidents at the crossroads in the last few month. The cause of the accidents is unknown. It was resolved that the clerk would contact Andy Drummond to request an assessment of the junction by Highways and to ask if there are any possible safety measures which could be implemented, for example a mini roundabout or flashing warning sign.

**c) Lack of speed enforcement and use of VAS data**

Ousden Parish Council is still trying to arrange a meeting with Police and Crime Commissioner Tim Passmore to discuss speeding in rural communities. Other parishes would be invited to join the meeting. It was resolved that Moulton Parish Council would wait until their next meeting to see if a meeting has been arranged, if not Moulton Parish Council will contact Tim Passmore themselves.

**d) Quote to remove the tree stump outside the village hall**

It was resolved that the quote of £150 + VAT (Open Spaces Act 1906, ss9) from Ollie Morton Tree Care Ltd to grind the tree stump outside the village hall would be accepted and the payment approved subject to satisfactory completion of the work. The clerk agreed to contact him to arrange the work.

**e) Update on the slippery surface at the ford in Brookside and recent accidents**

West Suffolk Council had agreed to clean the surface but the work has not been carried out yet. The clerk agreed to follow up with West Suffolk Council.

**f) Maintaining village paths**

Doug James agreed to organise planings for the Lark Hill footpath. It was resolved that a payment of £500 would be authorised.

**g) Clearing leaves in Maltings Close**

It was resolved that Tim James and Doug James would organise a working party to clear the leaves. Mark Price agreed to fix a date with one of the residents. The clerk agreed to prepare a note to deliver to residents in Maltings Close once a date has been confirmed, asking for volunteers to help with the leaf clearing.

**h) Update from the Moulton Wildlife Group**

The Moulton Wildlife Group has sent through an update on the project so far along with proposals for a new wildlife project.

One suggestion is to plant more trees around the village. The Parish Council agreed that trees should not be planted on the riverbanks to keep the access clear to enable the river and riverbanks to be maintained.

Trees can only be planted with the permission of the landowner and responsibility for ongoing maintenance would need to be agreed as newly planted trees require regular watering and pruning.

It was resolved that Tim James and Doug James would meet the group to finalise the plans. Once the plans have been confirmed, the clerk agreed to apply for locality funding from West Suffolk Council to cover the costs which are estimated at around £300.

**i) Upgrade of remaining streetlights in Moulton – for information only**

Suffolk County Council has notified the Parish Council that it will be upgrading 7 remaining streetlights to LED lights starting on 18<sup>th</sup> October.

**j) Road sweeping**

Cheveley Road and the section of Bridge St near Packhorse Bridge have a lot of debris on them. This was reported to Suffolk County Council who said it was not their responsibility and that West Suffolk Council should be contacted as they are responsible for street cleaning. When West Suffolk Council was contacted they also denied responsibility and referred the Parish Council back to Suffolk County Council. Following a formal complaint to both organisations, West Suffolk Council has now agreed to sweep both roads.

**k) Village Litter pick**

A date was set for Saturday 13<sup>th</sup> November at 10.15. The clerk agreed to notify Jill Goodwin.

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

**a) Disciplinary and Grievance Policy**

It was resolved that the Disciplinary and Grievance Policy would be approved.

**b) Protocol for the public session**

It was resolved that the document 'Protocol for the Public Session' would be approved. The clerk agreed to laminate copies to distribute at the start of meetings.

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

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

The following issues were raised:

- Remove table and debris from the basketball court

- Lift and reglue loose rubber tiles
- Repair concrete then relay rubber and frame
- Multiplay – rot around securing nuts. Recommend inspection of wood and repair washers placed behind nut.
- Replace all the missing fixings on the rocking surfer.

Doug James agreed to carry out these repairs.

**b) Update on the covered benches**

The materials have been purchased now.

**c) Email from residents about noise on the playing field.**

Doug James spoke to the person who runs the classes. The noise from outdoor classes has quietened down. The comment from a resident about noise from children playing on zipwire has been noted but no action will be taken.

**13. To discuss the following village issues:**

**a) 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 postponed until the outcome of the next stage of the Local Plan is known.

**14. To discuss the following correspondence**

**a) Correspondence about the Queen's Platinum Jubilee**

- **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**
- **Email from SALC about community celebrations for the Queen's Platinum Jubilee**  
The suggestion was made to organise a Moulton Street Party and put something in the Moulton Matter asking for people to help out. The parish councillors agreed to pitch in as well.
- **Email from West Suffolk Council about the Queen's Green Canopy project**  
The clerk and David Almond agreed to contact local landowners to find out if they had any land where they would be willing to plant some more trees.
- **Email from SALC about the Queen's Platinum Jubilee beacons on 2<sup>nd</sup> June 2022**  
It was resolved that no beacon would be purchased, but a bonfire could be lit.

**b) Email from My Special Friends confirming receipt of the Parish Council's donation (for information only)**

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

Cutting of footpaths. The clerk explained that problems with footpaths should be reported online to Suffolk County Council first. Reports can be followed up at a later stage by Moulton Parish Council via County Councillor Andy Drummond or the Rights of Way Officer for Suffolk County Council.

**16. Any other business for noting or including on the agenda of the next meeting on Monday 22<sup>nd</sup> November 2021**

The following items are for including on the next agenda:

- Timings for the next meeting on 22<sup>nd</sup> November. The clerk agreed to confirm this with Moulton Village Hall.
- Review of the Parish Council's fixed assets. Councillors agreed to photograph the assets. The clerk agreed to email round a list.

**17. 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.

**There being no further business the main meeting closed at 9.17pm**

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