

**MOULTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Tuesday 4th May 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: Joanne Kirk (Clerk)**

**1. Election of chairman**

David Almond was nominated and following a vote, it was resolved that he would be chairman.

**2. Signing of Declaration of Acceptance of Office and agreement to abide by the Council's Code of Conduct by the chairman**

The Chairman agreed to sign a Declaration of Acceptance of Office after the meeting.

**3. To elect a vice chairman**

Mark Price was nominated and following a vote, it was resolved that Mark Price would be vice-chairman.

**4. To appoint 3 representatives to serve on the Moulton Charities**

It was resolved that Doug James, Bill Rampling and Rachael Webb would be appointed.

**5. To appoint 2 representatives to serve on the Village Hall Management Committee**

It was resolved that Ryan Bragg and David Clarke would be appointed as Parish Council representatives.

**6. To appoint 3 councillors to carry out the Council's financial controls**

It was resolved that David Almond, Mark Price and David Clarke would carry out the Council's financial controls.

**7. To appoint 3 members to serve on the Playing Field Working Group**

It was resolved that David Almond, Mark Price and Doug James would be appointed.

**8. Register of Members' Interests form.**

Councillors had reviewed their Register of Interest forms online. The clerk was asked to notify West Suffolk that item 8 on David Clarke's form was incorrect and that he is on the Village Hall Management Committee.

**9. Acceptance of apologies for absence**

No apologies were received.

**10. General Power of Competence**

It was resolved that Moulton Parish Council meets the criteria for the General Power of Competence as  $\frac{2}{3}$  of the councillors were elected on 2<sup>nd</sup> May 2019 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

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

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

**12. Approval of minutes of the extraordinary meeting held on Monday 12<sup>th</sup> April 2021**

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

**13. Open session**

No issues were raised during the open session.

**14. Finance**

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

It was resolved that the following payments would be approved:

- Farm Office Services – Consultancy Fees for April 2021 – LGA 1972, s111 - **£300.00**
- J Kirk – hours worked until 30<sup>th</sup> April 2021 - LGA 1972, s111 – 50 hours at agreed rate.

A new padlock is needed for the playing field. It was resolved that Mark Price would be authorised to purchase a new padlock with additional keys up to a maximum of £50 - Open Spaces Act 1906, ss 9 & 10.

Donations as agreed in budget:

- Newmarket Day Centre – Annual donation - S137 - **£200.00**
- Magmas - Annual Donation - S137 - **£100.00**
- Our Special Friends - Annual Donation - S137 - **£100.00**
- CPRE annual donation – Membership subscription – S137 - **£36.00** (once invoice received)

The Chairman agreed to countersign the Schedule of Payments after the meeting.

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

No payments were authorised between meetings.

**c) Statement of receipts and payments made since 1<sup>st</sup> April 2021**

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

**Receipts**

West Suffolk Council	Precept	£32,000
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**Payments**

Payment	Minute reference	Cheque No	Total
Suffolk Association of Local Councils - subscription	6/5a	001441	£387.15
Suffolk County Council - street lighting	1/8a	001442	£1,372.77
Starboard Systems Ltd – subscription to Scribe	7/5f	001443	£582.00
Majisign Ltd - Signs - please do not park on the grass x 10	6/5a	001439	£60.00
CRC Pest Control	6/5a	001440	£330.00
ICO - Data protection fee	7/5f	Direct debit	£35.00

**d) Bank balances as of 30<sup>th</sup> April 2021**

Lloyds current account	£3,685.92
Lloyds reserve account	£66,301.33
<b>Total in Banks</b>	<b>£69,987.25</b>

David Almond and Mark Price agreed to verify and sign the bank statements after the meeting.

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

This item is ongoing.

**f) Precept information for 2020/21**

A precept payment of £32,000 was received from West Suffolk Council on 29<sup>th</sup> April 2021.

**f) Update on the progress of the bank mandate change**

The bank mandate has been updated and the clerk added to the account. Online banking has been set up with the clerk authorised to make payments subject to the financial controls set out in the Council's Financial Regulations. It was resolved that Mark Price would also register for online banking.

**15. Planning issues**

**a) DC/21/0862/TCA - 4 Park Close, Moulton - a. One Birch (T1 on plan) reduce crown property side by up to one metre b. one Oak (T2 on plan) overall crown reduction by up to 1.5 metres c. one Pear one Greengage and one Apple (G1 on plan) overall crown reduction by up to 1.5 metres d. two Conifer (H1 and T3 on plan) reduce height by up to 2.5 metres**

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

**b) DC/21/0277/OUT - 19 Newmarket Road, Moulton - One dwelling and access (following demolition of existing garage) – re-consultation**

It was resolved that the Parish Council would object to this application as it does not comply with the following elements of planning policy DM2 – Creating places:

DM2gv

- The proposed dwelling will have a negative impact on the residential amenity of adjacent properties and properties to the rear in Maltings Close due to the overlooking and overshadowing.
- The balcony at the rear will overlook properties in Maltings Close and neighbouring properties in Newmarket Road.
- The proposed dwelling will be very close to the boundary of 21 Newmarket Road.

DM2d

The proposal will lead to a loss of garden area and will create a feeling of overcrowding.

The Parish Council would also like to submit the following comments: The site plan is inaccurate making it difficult to get a clear idea of the dimensions of the proposed dwelling. The Parish Council would also recommend that the Case Officer visits the dwelling.

It was resolved that the clerk would contact the Case Officer to find out if a site visit has been made.

**c) Applications received since the publication of this agenda**

No applications have been received.

**d) To confirm recent planning determinations:**

The following applications have been approved:

- DC/21/0368/HH and DC/21/0491/TCA

**e) West Suffolk Council's Issues and Options Consultation**

The Parish Council has been asked to check its submission in the Issues and Options report. It was resolved that the clerk would submit a response saying that Moulton Parish Council feels that their response has not been represented fairly as the bulk of it has been included as an appendix, whereas the responses for every other submission are shown in full in the main document. Moulton PC would be very happy to provide a more accurate summary.

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

**a) Maintenance of the footpath from Larkhill to The Street**

Doug James met Suffolk County Council's Rights of Way Officer James Pickerin to discuss improving the surface of the footpath from Larkhill to The Street. He is happy for Moulton Parish Council to lay planings. It was resolved that Doug James would speak to the landowner and ask his permission. The clerk will then contact Highways about leaving the planings temporarily on the road near Larkhill.

**b) Email from a resident about Norwich Road**

This item was postponed until the Annual Parish Meeting.

**c) Speed enforcement and use of VAS data**

This item was postponed until the July meeting when a proposal on how to tackle the problem of lack of speed enforcement will be presented.

**17. To discuss the following playing field/play equipment issues**

**a) Latest inspection report**

The following repairs are required:

- Lift and re-glue tiles to secure around rocking spring see saw.
- Repair concrete then relay rubber and frame around rocking spring see saw
- A screw is loose on the wire rope on the multiplay.

Doug James agreed to carry out the repairs.

**18. Approval of the following policy documents**

**a) Contact Privacy Notice**

It was resolved that the Contact Privacy Notice would be approved and uploaded onto the website.

**b) Volunteer risk assessment**

It was resolved that the Volunteer Risk Assessment would be approved and uploaded onto the website.

**c) Persistent and vexatious complainants and correspondence policy**

It was resolved that the Persistent and Vexatious Complainants and Correspondence Policy would be approved and uploaded onto the website.

**19. To discuss the following village issues:****a) Future of the village website**

It was resolved that the Parish Council would manage the Moulton website. The clerk agreed to take responsibility for the Parish Council pages and Ryan Bragg agreed to manage the village pages.

**b) Defibrillator checks**

Jane Horsnell agreed to check the defibrillator on a monthly basis as the resident who currently carries out the checks is no longer able to do so.

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

No questions were asked.

**21. To confirm the dates of future meetings**

The following dates were agreed:

- Monday 26<sup>th</sup> July 2021
- Monday 27<sup>th</sup> September 2021
- Monday 22<sup>nd</sup> November 2021
- Monday 24<sup>th</sup> January 2022
- Monday 28<sup>th</sup> March 2022

**22. Any other business for noting or including on the agenda of the next meeting on Monday 26<sup>th</sup> July 2021**

The Parish Council has received a number of requests to use the playing field for barbecues. The clerk agreed to issue licences and to prepare guidance for safe use of barbecues on the playing field. The clerk also agreed to keep a record of licences issued along with dates of events and share it with councillors so that they are aware of what events are planned.

Doug James and David Clarke met the two residents who are interested in creating a wildlife area in the village. A small area on the Green will be used initially. There will be an item in Moulton Matters about the project.

A resident has offered to donate a bench for the top of the Green. Councillors were very happy to accept the offer. The resident will be asked to send details to the clerk.

**There being no further business the main meeting closed at 19.02pm.**

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