

MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 20th March 2023

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

Also present: Joanne Kirk (clerk), District Councillor Roger Dicker, Jerry Goodwin, Treasurer of Moulton Village Hall, and 9 members of the public.

1. Acceptance of apologies for absence

No apologies were received.

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

David Clarke and Ryan Bragg declared a non-pecuniary interest in item 9m on the agenda, the request from Moulton Village Hall for financial support, as they are on the Village Hall Committee. As they do not have a Disclosable Pecuniary Interest, they were allowed to take part in the discussion and vote. 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:

- A business owner who holds wedding events at Lanwades Hall spoke of his concerns about a prospective buyer wanting to buy the site for housing on the former Animal Health Trust site which is next to Lanwades Hall.
- Planning application DC/23/0211/FUL

5. County Councillor's report

No report was received.

6. District Councillor's report

CLlr Roger Dicker spoke about the introduction of an hourly train service from Kennett which is real success for residents.

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 was one outstanding councillor action.

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 - **£33.40**
- J P Kirk - expenses - LGA 1972, s111 - **£45.30**
- CPRE – annual subscription – GPC. Moulton Parish Council has the option to renew at £60 or continue at the previous rate of **£36.00**. It was resolved that Moulton Parish Council would continue to pay the previous rate of **£36.00**.
- Scribe - annual subscription - LGA 1972, s111 - **£414.72**.
- Moulton Stores - Refreshments for village tidy up – GPC – **TBC**
- Suffolk County Council – Street light energy and maintenance - Parish Council's Act 1957, s3 – **£1,847.23 +VAT** (This is an of £665.53 compared to 2022-23).
- Mortimer Contracts Ltd – outstanding amount owed for the installation of the bollards - Open Spaces Act 1906, Sections 9 and 10 - **£81 + VAT**.

Tim James 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 payment was authorised between meetings:

- Community Action Suffolk – Insurance – additional premium - LGA 1972, s111 - **£19.70**

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
16/01/2023	Maintenance of village green access track	Resident	£25.00
16/01/2023	Maintenance of village green access track	Resident	£25.00
16/01/2023	Maintenance of village green access track	Resident	£25.00
16/01/2023	Maintenance of village green access track	Resident	£25.00
17/01/2023	Maintenance of village green access track	Resident	£25.00
18/01/2023	Maintenance of village green access track	Resident	£25.00
19/01/2023	Maintenance of village green access track	Resident	£25.00
27/01/2023	Maintenance of village green access track	Resident	£25.00
30/01/2023	Maintenance of village green access track	Resident	£25.00
09/01/2023	Bank interest received	Lloyds Bank	£38.78
10/02/2023	Bank interest received	Lloyds Bank	£49.26
22/02/2023	Locality funding for wildlife project.	West Suffolk Council	£300.00

Payments

Date	Minute	Description	Supplier	Total
17/01/2023	88/9a	Clerk's expenses	Joanne Kirk	£18.95
17/01/2023	88/9a	Refund cost of biscuits for village tree planting on 1st December	Anne Collins	£11.31
16/01/2023	88/9a	Maintaining parish archives	Parish archivist	£100.00
24/01/2023	86/10h	Yellow backed Give Way sign	DHF Products Ltd	£140.40
18/01/2023	88/9a	Grass cutting and playground inspections	Packhorse Fencing	£741.00
10/02/2023		Additional insurance	Community Action Suffolk	£19.70
22/02/2023		Bird and bat boxes for Moulton Wildlife Group	Street Forge Works	£101.20
27/02/2023	85/10a	Installation of posts on The Green	Mortimer Contracts Ltd	£2,332.80
09/03/2023		Seeds, bird feeder and bird food for wildlife project	Anne Collins	£80.69
Staff costs as per confidential cashbook				

Transfers from reserve account to current account:

Date	From	To	Amount
10/02/2023	Lloyds reserve account	Lloyds current account	£500.00
14/02/2023	Lloyds reserve account	Lloyds current account	£1,000.00
22/02/2023	Lloyds reserve account	Lloyds current account	£300.00
27/02/2023	Lloyds reserve account	Lloyds current account	£2,000.00

Outstanding invoices:

There are two outstanding invoices.

Locality funding for Moulton Wildlife Group

22/02/2023	Locality funding for Moulton Wildlife Group	West Suffolk Council	£300.00
22/02/2023	Bird and bat boxes for Moulton Wildlife Group	Street Forge Workshop	-£101.00
09/03/23	Seeds, bird feeder and bird food.	Moulton Wildlife Group	£80.69

d) Bank balances and confirmation of bank reconciliation as of 1st March 2023.

Lloyds current account	£911.53
Lloyds reserve account	£87,326.00
Total in Banks	£88,237.53

Mark Price and Tim James 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 2022/23 against the budget and the Council's reserves.**
Councillors reviewed the receipts and payments for 2022/23 against the budget. At year-end Moulton Parish Council will be within budget.

Budget summary

	Budgeted	Actual	Variance
Total receipts	£34,483	£38,842	£4,359
Total payments	£33,733	£38,358	-£4,625
V.A.T. Paid	£2,361		

Reserves

Earmarked Reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Off road car park	£8,651	£813			£9,464
Covered bench	£2,500	-£2,500			£0
Street lighting	£500	£1,200	£1,182	£1,747	£2,266
Grass cutting	£2,559	£4,000	£2,827		£3,732
Charitable donations	£1,000	-£1,000			£0
Defibrillator maintenance	£650	£200			£850
Dog fouling bags	£500	£150	£70		£580
Bus shelter and phone box	£10,200	£200			£10,400
Village maintenance - general	£13,696	-£11,500			£2,196
Pest control	£500	£600	£550		£550
Playing field maintenance	£10,989	£500	£332		£11,157
Playing field - goal posts, nets etc	£2,250	£250			£2,500
Playground safety inspections	£1,500	£500	£414		£1,586
S137/GPC/charitable donations	£3,500	-£2,000			£1,500
Office equipment	£625		£508		£117
Election costs	£3,000	£150			£3,150
Training and travel costs - clerk and councillors	£1,000	-£750	£63		£187
Training - clerk	£200	-£200			£0
Village project	£20,000	-£15,000			£5,000
Speed limit implementation	£5,000		£400		£4,600
VAS contingency fund		£200			£200
Wildlife working group		£500	£101		£399
Replacement posts for The Green		£10,000	£6,737		£3,264
Playing field fence		£2,000			£2,000
Road safety improvements		£14,000	£117		£13,883
Tree works		£2,000	£1,750		£250
Riverbanks		£2,000	£510	£25	£1,515
Village green track maintenance		£4,000		£200	£4,200
TOTAL EARMARKED RESERVES	£88,819	£10,313	£15,560	£1,972	£85,545
GENERAL FUND					£1,650
TOTAL FUNDS					£87,196

- 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 current asset value is £108,401. The insurance value is £150,901. Four new assets were purchased in 2022 – 23:

- Replacement posts for The Green £4,792.50
- Moulton sign for Gazeley Road £143.80
- Post for Moulton Sign £73.00
- Projector - £508

The footpath map in the Street has been added to the Asset Register as it was not included on it previously. The purchase price is not known so has been recorded with a nominal value £1.

It was resolved that:

- The insurance value for the footpath map would be £1,000.
- A second footpath map near the gate to the church would be added to the asset register also with a replacement value of £1,000.
- The insurance value for all assets would be increased by 10% at year-end.

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) Update on the inspection of Council property carried out on 9th January 2023.

The following issues were raised:

- Repair fence near the village hall. **Completed.**
- Picnic tables. Remove algae and sharp edges. **Completed.**
- Tree guard and circular seat – needs refurbishing.
- 10 ft wooden bench - Remove sharp edges. **Completed.**
- Memorial benches on The Green - There are 5 memorial benches which were donated by residents. The two recycled plastic ones are in good condition, but one bench has a slat missing and is rotten and needs replacing. Doug James agreed to speak to the owner about replacing it.
- Slide – metal strut needs repairing and rust on slide needs treating. Ed Chambers agreed to have a look at it and see if he can repair it.
- 2 bay swing – matting needs replacing.
- Ark Springer - secure loose fixings and replace bolt covers. **Completed.**
- Wood around village pump needs replacing. Ongoing
- Village sign. Rust needs treating and sign needs repainting.
- Phone box. One pane of glass is missing and needs replacing. David Almond agreed to action this.
- Defibrillator. Needs postcode and contact details on it.
- Benches. All the benches need some refurbishing. Doug James agreed to do this.
- Walks map and noticeboard. Post is rusting and needs treating. Bottom of map needs cleaning. Doug James agreed to do this.
- Lock down wheelie bins on playing field. The frame it is attached to needs a new bolt. The rust needs treating and soil put round the bottom to remove the trip hazard. Doug James agreed to do this.

m) Letter from Moulton Village hall for an annual contribution of £2,600 towards there operational costs in the financial year 2022-23.

The Chairman closed the meeting to allow Jerry Goodwin to speak. He explained the VH's current financial position and confirmed that the village hall would be asking for a regular commitment from the Parish Council.

It was resolved that a contribution of £2,600 would be made for the financial year 2022-23.

10. Planning issues

- a) DC/23/0211/FUL - The Packhorse Inn, Bridge St, Moulton - a. single storey extension to west elevation; b. single storey extension to southeast elevation; c. install external entrance step and internal alterations d. construction of detached eight bedroom accommodation wing with parking and landscaping**

alterations (following demolition of Copperfords, 11 Bridge Street) e. alterations to Ashton Gate including replacement conservatory and insertion of windows.

It was resolved that the following response would be submitted:

Kitchen extension

Moulton Parish Council has no objections to the kitchen extension.

New public bar

Moulton Parish Council has no objections to the new public bar but has concerns about the safety of people leaving the bar as the main exit comes out straight onto Bridge Street.

New dining area

Moulton Parish Council has no objections to the new dining area.

Bedroom extension

Moulton Parish Council recognises that previous concerns about the height of and size of the bedroom extension have been acted on by the applicant and the size and scale of the extension reduced, therefore Moulton Parish Council has no objections to the extension.

General concerns

Moulton Parish Council has concerns about parking and in particular the risk of overspill onto Bridge Street which puts pedestrians and other road users at risk because the road is narrow and there is no pavement. As the report from Highways is not available yet, Moulton Parish Council will accept any recommendations from Highways but asks that these concerns are taken into account by West Suffolk Council when making their final recommendations.

Moulton Parish Council recognises concerns about noise, but notes that the applicant has acted on previous comments about the surface of the car park, which will now be bonded gravel, and should reduce the impact of noise from vehicles.

b) DC/23/0274/HH - 37A Newmarket Road - Rear single storey extension.

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

c) Email from West Suffolk Council giving details of the revised timetable for the Local Plan – for information only.

The pre-submission consultation will now take place in autumn/winter 2023 so that the draft document can include changes to the National Planning Policy Framework (NPPF).

d) Letter from Newmarket Neighbourhood Plan Working Group asking if they could make a short presentation at Moulton's Annual Parish Meeting to find out the views of residents about how Newmarket works in the context of the surrounding villages.

It was resolved that Newmarket Neighbourhood Plan Working Group would be invited to attend the Annual Parish Meeting and give a short presentation.

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

a) Off-road car park agreement

It was resolved that the rental charge would be increased in line with the RPIx which is currently 12.6%.

b) Tree surveys.

It was resolved that the Parish Council would arrange a tree survey every two years with visual checks carried out in between and in particular after a storm or high winds. The clerk agreed to contact Ligna Consultancy next year for a quote.

c) Suggestion to purchase additional grit bins for Gazeley Road.

It was resolved that Mark Price, Doug James and Tim James would see if they could find any suitable sites along Gazeley Road and speak to the landowner about putting a grit bin there.

d) Quote for the installation of village gateways.

It was resolved that the quote from Mortimer Contract of £225 + VAT per gateway would be accepted subject to availability and quality control checks.

The Highways licences for new gateways in Dalham Road, Newmarket Road, School Road and Kennett Road and the installation of two new planters at Moulton Crossroads have been received so that work can go ahead. Suffolk County Council will only allow one gateway in Dalham Road.

It was resolved that the Parish Council would proceed with these works as soon as possible as detailed in the document Road Safety Improvements – phase one.

e) Update on footpath 15.

Moulton Parish Council has the following update from James Pickerin, Rights of Way officer for Suffolk County Council:

Following your email dated 23rd November 2022, the county council has been in correspondence with the land agent for the landowners of Moulton Public Footpath 15; unfortunately they are not prepared to countenance a diversion of the route at this time, despite our efforts at working with them to achieve this. Regrettably, due to the cul-de-sac nature of the route, the route is not a priority for enforcement by the county council.

I appreciate it will be disappointing the county council cannot pursue enforcement at this point but it must prioritise its resources when dealing with the maintenance of public rights of way.

It was resolved that Moulton Parish Council would contact James Pickerin and arrange a meeting to discuss the way forward as councillors were not happy with this response. He has requested a list of questions prior to the meeting. The clerk agreed to do this.

f) Update on the progress of the new 40mph speed limit along Moulton Road from Glebe Cottages to Moulton.

A request for the work to start was submitted on 20th February 2023. It now needs to be approved and signed off by the cabinet member for Highways Cllr West. The clerk agreed to contact Cllr Andy Drummond to see if he can find out when this is likely to happen.

g) Update on the Parish Council's request for an advanced Give Way sign on Newmarket Road.

The request has been approved and final costings are being put together. The clerk has spoken to Community Highways Engineer Matthew Fox and asked if Moulton Parish Council could buy and install the signs themselves to reduce the cost. He suggested that Moulton Parish Council sign up Suffolk County Council's Community Self Help scheme as this would allow MPC to purchase the sign and post themselves and use their own contractor to install them.

It was resolved that Moulton Parish Council would sign up for the Community Self Help scheme and look for a Suffolk County Council approved contractor.

h) Email from a resident about damage to the verges on banks in Bridge St and on Primrose Hill.

Noted.

i) Replacement signs on footpaths 4 and 5

These have now been installed.

12. Update on the Housing Needs Survey.

A leaflet explaining about the survey has gone out to residents. The draft contract has been received from CAS. Moulton Parish Council has queries about two clauses in the contract. It was resolved that legal advice would be sought via Birketts, the solicitor used by SALC. They offer an initial 20 minutes free and charge for any remaining time. The clerk agreed to arrange a meeting with Birketts, John Derry, Jane Horsnell and the clerk. It was resolved that a payment of up to £300 would be approved for any additional time needed.

13. Parish Council elections on 4th May 2023.

a) Email from West Suffolk Council about the pre-election period which begins on Wednesday 22nd March - for information only.

The pre-election period for the May elections will start on Wednesday 22 March when the election notice is published. Parish councils must not publish any material which seeks to influence voters. Parish councils should also avoid expressing views or making decisions about things that may be controversial or lead people to vote in certain ways.

b) Information about voter ID for people voting in person.

Information about the need for voter ID was included in the last newsletter and is on the Moulton website.

c) Nomination forms.

Nomination forms have been distributed to councillors. The clerk has arranged to take them into West Suffolk Council on 27th March.

13. To discuss any playing field/village green issues.

a) Latest playing field inspection report.

No new issues were raised. There is one outstanding. The surface under some of the play equipment needs repairing.

With the milder winters occurring more frequently, it was resolved that the grass cutting contract would be amended to allow more flexibility for cuts in the winter and early March as and when required.

There is an ongoing problem with dogs not being kept on leads on the playing field. It was resolved that the clerk would research the cost of 4 signs reminding dog owners that dogs should be kept on a lead. The issue will also be raised again in Moulton Matters.

As the large football nets are no longer being used, Mark Price and Doug James agreed to take them down and store them until they are needed again.

b) Update on the planting of a Jubilee tree on The Green.

An oak tree has been purchased and will be planted in the next few weeks.

c) Email from a resident about the Parish Council's planning application for a new fence on the playing field.

It was resolved that the clerk would notify the resident that Moulton Parish Council will not be resubmitting a planning application, though this may be reviewed at some point in the future, and that the proposal is to plant six 2m trees along the boundary instead.

d) Email from West Suffolk Council confirming that there will be no charge for playground inspections in 2023-24 – for information only.

e) Email requesting to use The Green for a wedding party.

It was resolved that permission would be given to use the playing field as it is enclosed and safer and that the singer could perform outside late afternoon depending on the weather.

f) Email from Moulton Wildlife Group about concreting in a bird feeding station on the playing field.

The clerk was asked to find out more information about the feeding station and where the Wildlife Group would like it to go as the Parish Council needs to be mindful of bird mess and the risk of rats, particularly of the playing field.

14. To agree agenda items for the Annual Parish Meeting.

It was resolved that the same format would be used as for previous years. The Annual Meeting of the Parish Council will start at 6.40pm on Monday 15th May 2023 followed by the Annual Parish Meeting at 8pm. Written copies of reports will be requested so that they can be circulated prior to the meeting.

15. To approve the Emergency Plan.

It was resolved that the Emergency Plan would be approved.

16. To discuss any village issues:

a) Update on the 'Rock in the Park' event to celebrate the coronation of King Charles III.

Plans are progressing and tickets will be available soon.

b) Request by Moulton Village Hall for permission to close the playing field on Saturday 6th May between 4 pm and 9 pm to allow for Moulton's Coronation ticketed Games and Music in the Park Event. Funds raised will be shared between the Village Hall and established community groups.

It was resolved that permission to close the playing field would be granted and to use the Green for parking.

c) Request from Moulton Village Hall for Moulton Parish Council to sponsor the event by paying for the extra insurance required and to allow parking on The Green.

It was resolved that the Parish Council would pay for the insurance for the event at a cost of £211.52.

d) Suggestion from a resident to move the village sign to a more prominent location on Moulton Crossroads or replace it.

It was resolved that:

- The existing sign would not be moved due to the risk of damage but would be repainted instead.
- A working group would be set up to investigate the possibility of designing a new sign for Moulton Crossroads. Ryan Bragg, Mark Price and John Ford agreed to join the working group to prepare ideas ready for the May meeting.

e) Email from Moulton Village Hall about the next village tidy up on 15th April 2023 – for information only.

17. To confirm the dates of meetings in 2023/24.

- Monday 15th May 2023 – Annual Meeting of the Parish Council followed by the Annual Parish Meeting.
- Monday 17th July 2023
- Monday 18th September 2023
- Monday 20th November 2023
- Monday 15th January 2024
- Monday 18th March 2024

18. To discuss the following correspondence:

- a) **Response from Cllr Carol Bull, Portfolio Holder for Governance at West Suffolk Council to the Parish Council's email about how streetlights are funded.**

It was resolved that this item would be postponed until after the May elections.

- b) **Email from the Greenest Community Network.**

It was resolved that this item would be postponed until after the May elections.

19. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 15th May 2023 at 6.40pm and the Annual Parish Meeting at 8pm.

No issues were raised.

20. 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 members of the public would be excluded to allow confidential staffing matters to be discussed.

There being no further business the main meeting closed at 8.40pm

Signed (Chairman) Dated