

MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 16th January 2023.

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

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

1. Acceptance of apologies for absence.

County Councillor Andy Drummond sent his apologies.

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

No councillors declared an interest in any items on the agenda and no dispensation requests were received.

3. Approval of minutes of the meeting held on 21st November 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:

- The suggestion to provide a new pictorial village sign in a more prominent location. The resident who suggested it offered to help source a sign. The original sign was contributed by the WI.
- A resident thanked the Parish Council for arranging for Suffolk County Council to refill the grit bin in Gazeley Road for the first time in 3 years. The suggestion was made to provide additional grit bins along Gazeley Road. This will be added to the next agenda.
- A biodiversity survey in Moulton discovered that there were newts and toads in the village.

5. County Councillor's Report.

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

<http://moulton.onesuffolk.net/parish-council/meetings/meeting-reports/2022-2023/16th-january-2023/>

6. District Councillor's report.

CLlr Roger Dicker spoke about the following:

- More EV chargers have been installed by West Suffolk Council.
- ID going to be required for people voting at elections.
- He has locality funding for the coronation of King Charles III. Applications need to be submitted as soon as possible.
- West Suffolk Council is no longer using Glyphosates.
- The devolution deal for Suffolk. There would be an election for the leader of the new council.
- Extra money is available for people struggling to pay their Council Tax or in need of support to pay their energy bills.

7. Police issues.

No issues were raised.

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

There were two 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 – **£18.95**
- Parish archivist – annual donation – GPC - **£100.00**
- HMRC – PAYE - LGA 1972, s111 - **£101.20**
- HMRC – NI - LGA 1972, s111 - **£40.81**
- SCC – Highways Licence for installation of village gateways and planters - Road Traffic Regulation Act 1984, s.72 - **£150.00**
- Anne Collins – to reimburse the cost of biscuits for the tree planting on 1st December 2022 - **£11.31**
- Packhorse Fencing – 1 x village grass cut, 12 x playground inspections, hedge flailing and playground repairs – Open Spaces Act 1906, Sections 9 and 10 - **£741.00**.

It was resolved that payment to Packhorse Fencing would increase by the RPI in April as agreed in the contract.

David Clarke and Mark Price 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 the last meeting.

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

Receipts

Date	Description	Supplier	Total
26/10/2022	Insurance refund	Royal Sun Alliance	£1,747.44
13/12/2022	Playing field licence - Vivo Outdoor Fitness	Vivo Outdoor Fitness	£25.00
09/11/2022	Bank interest received	Lloyds Bank	£10.44
15/12/2022	Refund insurance excess for damaged streetlight		£100.00
20/12/2022	Donation towards improvements to Moulton Crossroads	Godolphin	£2,000

Payments

Date	Minute	Description	Supplier	Total
22/11/2022	81/8a	Clerk's expenses	Joanne Kirk	£51.55
22/11/2022	81/8a	Poop scoop bags	JRB Enterprise Ltd	£83.88
23/11/2022	87/14c	Pot grown Christmas tree	Moulton Vets	£36.98
28/11/2022	85/10a	Posts for The Green	Whitehill Direct	£5,751.00
Staff costs as per confidential cashbook.				

Transfers from reserve account to current account.

Date	From	To	Amount
11/10/2022	Lloyds reserve account	Lloyds current account	£1,000.00
13/10/2022	Lloyds reserve account	Lloyds current account	£500.00
24/11/2022	Lloyds reserve account	Lloyds current account	£6,000.00
05/12/2022	Lloyds reserve account	Lloyds current account	£1,000.00

d) Bank balances and confirmation of bank reconciliation as of 4th January 2023.

Lloyds current account	£2,380.44
Lloyds reserve account	£90,720.40
Total in Banks	£93,100.84

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) Approval of regular payments for 2023 – 24.

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

Payment	2022/ 23 - Amount ex VAT	2023/24 Amount ex VAT
Admin costs		
Business Services at CAS Ltd - Insurance	£783	£783
Internal audit fee	£70	£75
External audit fee	£200	£200
SALC Annual Subscription	£387	£332
Scribe accounting software	£288	£346
Phone costs (shared)	£32	£32
Stationery (print cartridges - shared cost)	£46	£60
CAS Ltd - website hosting fee	£35	£35
ICO - data protection fee	£35	£35

Maintenance costs		
K Hutchinson & Son - flailing riverbank - (twice a year)	£510	£800
CRC Pest Control contract	£550	£550
Village Maintenance contract - grass cutting	£4,000	£4,100
Village Maintenance contract - playing field inspections	£300	£350
Moulton PCC - contribution to churchyard maintenance	£1,250	£1,250
Community Heartbeat - Defib annual support	£126	£140
Suffolk County Council - annual street lighting contract	£1,182	£1,200
Apical Landscaping Ltd - weed control	£400	£450
Other payments		
JRB Enterprise Ltd - poop scoop bags (2x a year)	£150	£160
Grants/donations (£137)		
Newmarket Day Centre - Annual grant (£137)	£200	£200
Magpas Annual Donation	£100	£100
Our Special Friends Annual Donation	£100	£100
John Gunson - Village Archivist contribution to materials	£100	£100
CPRE annual donation	£36	£36
Ongoing authorisations (as and when required)		
Replacement parts and ongoing maintenance of play equipment	£500	£500
Replacement parts and ongoing maintenance of defibrillator.		£200
Replacement parts and ongoing maintenance of VAS		£200
Maintenance of fixed assets	£500	£500
Village maintenance (general)	£500	£500
Urgent tree works	£500	£500
Clerk and councillor training		£100
Staff costs		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

g) To approve the Internal Control Statement for the year ended 31st March 2023.

It was resolved that the Internal Control Statement would be approved.

h) To appoint a councillor to carry out internal control checks and complete the Internal Control Report.

It was resolved that Ryan Bragg would check the Council's accounts again this year.

i) 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.

j) Appointment of an internal auditor.

It was resolved that Cathy Whitaker would be appointed as Internal Auditor again this year.

k) To review any contracts.

The grass cutting contract is not due for renewal until 2024.

l) To receive the Moulton Charity accounts (for information only).

10. Planning issues.

a) Update on Moulton Parish Council's planning application DC/22/1773/FUL.

The case officer notified Moulton Parish Council that the application was recommended for refusal based on her concerns and those of the Conservation Officer about the harmful impact of the fence on the Conservation Area. She recommended soft planting instead. The application has been withdrawn with a comment that we would look into soft planting options instead.

Natasha Ingram from the Sicon Foundation suggested planting silver birch trees as they will grow up to form a screen and should not encroach on the zip wire area.

It was resolved that:

- The clerk would update the neighbouring resident.
- David Almond and Doug James would look at a suitable location to plant up to 6 silver birch trees.

- A budget of £300 would be approved to buy the new trees.

- b) **DC/22/2132/HH - 5 Brookside, Moulton** - a. replacement windows to all elevations b. single storey rear extension with roof terrace and external staircase (following demolition of existing conservatory) c. addition of one window and one door to first floor of rear elevation d. removal of rear chimney.

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

- c) **DC/22/2210/FUL and DC/22/2211/LB - Lanwades Hall Lanwades Park Moulton** - a. four self-catering holiday lets with associated car parking (following demolition of existing buildings) b. detached sauna room building c. plant and storage rooms d. bicycle and bin stores.

It was resolved that no objections would be made to these applications.

- d) **Planning applications received since the last meeting and after the agenda was published.**

No applications were received.

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

- a) **Final speed report from Suffolk County Council for Moulton/Newmarket Road recommending that approval for a change of speed limit be approved to move to the next stage. Speed reduction measures will be required to ensure speeds are reduced and to provide visual clues for drivers to help them identify the correct speed.**

Moulton Parish Council has received the following estimates for the two schemes which are covered in the report:

Bend warning sign west of Flint Cottages and SLOW markings repainted either side

Professional Services and Construction estimate for variant (S7776) = £2500 - £3000 if Cllr funded 50% or £3000-£3500 third party if the Parish were lead sponsor.

If the Cabinet Member approves the 40mph Speed Limit Traffic Regulation order:

Professional Services and Construction estimate for variant (S7777) = £7500 - £8000 if Cllr funded 50% or £8750 - £9250 third party if the Parish were lead sponsor.

It was resolved that Moulton Parish Council would ask County Councillor Andy Drummond to be lead sponsor for both schemes, with Moulton Parish Council paying 50% of the cost. This would be approximately £5,500 + VAT for both schemes which would be covered by money already held in reserves (£4,600) and money allocated in the 2023-24 budget (£1,000).

- b) **The possibility of turning streetlights off between 12 and 5am.**

It was resolved that no change would be made as some of the streetlights are already switched off between 12 and 5am and the remainder are on main roads and should not be switched off.

- c) **Email from Suffolk County Council about the 16 and 16A bus service.**

Moulton Parish Council has received a response from Suffolk County Council saying that the Moulton section of the 16 and 16A route is a purely commercial and Stephensons are not able to make any changes at present. The diversion caused by the Kennett rail bridge is too long to enable them to extend more journeys into Moulton and keep to an hourly frequency for most of the day. Suffolk County Council's budget remains fully committed so they are not able to contract for additional services that would run in between the existing routes, and there is not enough demand for a new commercial operation.

They will continue to lobby for increased funds to provide new routes, whether from developer allocations, the government or other council sources and cannot deliver anything more until money is secured.

It was resolved that this information would be included in the next newsletter.

- d) **Update on the installation of the replacement posts on The Green.**

The delivery of the posts has been delayed until the end of January 2023.

- e) **Update on the tree planting on 1st December 2022 and the possible purchase of a jubilee tree, plaque and tree guard.**

It was resolved that Doug James and David Almond would source a tree and that a payment of up to £100 would be authorised. David Almond agreed to approach Art Steelwork in Moulton for a quote for a tree guard and a payment of up to £280 would be approved if an acceptable quote is received.

- f) **Update on Road Safety improvements in Moulton.**

The clerk has applied to Suffolk County Council for a Highways Licence for village gateways at the Newmarket Road, Kennett Road and Dalham Road entrances to Moulton. Highways will only allow one gate at each entrance as the verges are too narrow.

Moulton Parish Council's request for an illuminated give way sign for Moulton Crossroads has been rejected and Suffolk County Council's Asset Management Team have suggested an enhanced yellow backed give way sign instead.

It was resolved that:

- Moulton Parish Council would investigate the cost of installing an enhanced yellow backed give way sign at the Newmarket Road junction of Moulton Crossroads.
- Moulton Parish Council would investigate the possibility of installing an additional sign before the bend leading to Moulton Crossroads advising drivers that there is a junction ahead.
- The clerk would ask Highways for more information as to why only one village gateway would be allowed at each entrance.

g) Request by Community Speedwatch for a summary of the results following the recent visit by an ANPR camera to Moulton and Suffolk County Council's decision not to share the data.

Community Speedwatch had been told that Suffolk County Council would not share the ANPR data with parish councils. The clerk queried this and was told that Moulton Parish Council would be sent a simple summary, however Suffolk County Council has not finished processing the data yet ready for it to be shared.

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

a) Latest playing field inspection report:

The following issues were raised:

- Redundant staples projecting from the monkey bars. Remove staples. Completed 12/01/23.
- Multiplay – there are several inserts missing – replace missing inserts due to sharp end threads. Completed 12/01/23.
- Secure loose fixings on the Multiplay - Completed 12/01/23.
- Repair the damaged areas of surfacing under the swings – not yet completed.

b) Plastic bird spikes for the swings.

It was resolved that the spikes would be left as they are as they are low risk.

c) Request from Moulton Panthers to use the playing field for their football tournament on 10th and 11th June 2023.

Councillors confirmed that they were happy for the playing field to be used for the tournament and that no charge would be made this time. The Green could be used as a car park, subject to the weather not being too wet.

13. To discuss the following village issues:

a) The possibility of carrying out a Housing Needs Survey to assess whether there is a need for local housing for people with a Moulton connection.

It was resolved that:

- Moulton Parish Council would commission a Housing Needs Survey with Community Action Suffolk.
- The working group will work with CAS on the questionnaires to ensure that the right questions are asked.
- The clerk would email Cllrs Roger Dicker and Andy Drummond to find out if they have any locality funding available to help with the printing and postage costs.
- The clerk would be authorised to sign the contract subject to the agreement of the working group.

b) Request from the wildlife group to put bird boxes up.

Moulton Parish Council's insurers will cover the use of a ladder for volunteers subject to appropriate training and a risk assessment.

It was resolved that:

- Permission would be given for bird boxes to be put up on suggested trees on the playing field and Green, but that no screws should be used.
- MPC does not own these trees in Maltings Close and Lark Hill so permission would be needed from the landowner.
- The risk assessment and guidance for volunteers prepared by the clerk would be approved.
- The wildlife group and Moulton Parish Council would apply for locality funding of £300 to cover the cost of new birdboxes and wildflower seeds.

- Moulton Parish Council would apply for a Planting Licence from Suffolk County Council and that a request would be submitted to plant wildflowers on the small triangle near Pretty Bridge and along the river in Brookside in the areas where nettles grow.

c) Email from Moulton Village Hall about the appointment of a new general manager – for information only.

The new manager is Stuart Wright. Jerry Goodwin will remain as Treasurer and Jill Goodwin will remain as Secretary with responsibility for cleaning.

d) Village track maintenance.

It was resolved that Doug James would obtain a quote for repairs to the track around the Green ready for the next meeting.

13. To discuss the following correspondence.

a) Email from West Suffolk Councillor Andy Neale about streetlighting.

Cllr Andy Neale believes that the former Forest Heath town and parish councils are being treated unfairly by West Suffolk Council regarding payment for street lighting. Although parish and town councils in the former Forest Heath and St Edmundsbury areas pay the same rate of council tax, towns and parish councils of the former St Edmundsbury have their street lighting paid for by West Suffolk whereas former Forest Heath councils do not.

It was resolved that Moulton Parish Council would write to Cllr Roger Dicker to ask him to raise this with West Suffolk Council and to Leader of the Council John Griffiths to question the unfairness of this and to ask what benefits former Forest Heath councils gained following the creation of West Suffolk Council.

b) Email from West Suffolk Council about the coronation of King Charles III on 6th May and the support available from West Suffolk Council – for information only.

c) Updated guidance on the Code of Conduct – for information only.

Information about the new Code of Conduct is available on the Council's website.

d) Email from a resident about a rat infestation.

It was resolved that Tim James would speak to the owner of the property where there are a large number of rats and suggest that pest control is contacted. If no action is taken, West Suffolk Council's Environmental Team will be notified as they intervened previously in 2019 when a similar problem occurred.

16. Questions for the Council and any urgent business.

When the hedging on Gazeley Road is cut, the 30mph speed limit sign keeps getting damaged. David Almond agreed to speak to landowner.

17. Any other business for noting or including on the agenda of the next meeting on Monday 20th March 2023.

The following items are for noting:

Parish council elections will take place on 4th May and councillors will take office from 9th May. The Annual Meeting of the Parish Council and Annual Parish Meeting will take place on Monday 15th May.

Elections – Vote ID needed

The clerk agreed to put information on the website and in the newsletter.

The following items are for including on the next agenda:

Moulton Village Hall would like to hold a 'Rock in the Park' event on the playing field and have asked if the playing field could be closed for the duration of the event. Councillors agreed to this in principle with the final decision being made at the next meeting.

Request by Moulton Village Hall for an annual donation of £2,600. Councillors agreed in principle to the idea of making a donation, but not necessarily the amount requested. The clerk was asked to find out how this figure was worked out. The final decision will be made at the next meeting.

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

Signed (Chairman) Dated