

MOULTON PARISH COUNCIL**Minutes of the meeting held on Monday 21st November 2022.**

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

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

1. Acceptance of apologies for absence.

Apologies were received from David Clarke and the reason for absence accepted. West Suffolk Councillor David Roach, Portfolio holder for Planning, also sent his apologies.

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

Mark Price declared an interest in planning application DC/22/1753/FUL and agreed to withdraw from the meeting when the application was discussed.

3. Approval of minutes of the meeting held on 26th September 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 deferred site WS1052 in Dalham Road which had been put forward by the landowner as part of West Suffolk Council's Local Plan. David Roach, Portfolio Holder for Planning for West Suffolk Council, had emailed the clerk prior to the meeting and confirmed that the site was deferred at an earlier stage of the Local Plan Process and that no deferred sites were going to be put forward in the next stage of the Local Plan.
- A resident thanked Mark Price for moving branches and debris from the bank along Gazeley Road outside her property.

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/2022-2023/21st-november-2022/>

6. District Councillor's report.

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Roger Dicker also spoke about the Government's levelling up agenda. Suffolk has been chosen by the Government as one of nine areas across the Country to be given the opportunity of negotiating a new County Deal which would give Suffolk more control over its future.

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

There were three outstanding councillor actions.

The clerk explained that she had reported the streetlights which are overgrown with vegetation on 3rd August 2022 but has heard nothing since, however following a meeting with Highways Officer Matthew Fox in September, he confirmed that cutting back vegetation was the responsibility of the landowner. Councillors agreed to instigate the Council's hedge policy in these instances.

The clerk submitted the speed report for Moulton Road to Suffolk County Council on 12th September but has heard nothing since. She has emailed Cllr Andy Drummond to ask him to find out when a decision about the possibility of reducing the speed limit in Moulton Road will be made.

The clerk emailed Rights of Way Officer James Pickerin about footpaths 4 and 6 being removed from the SCC portal without work being completed. He confirmed that he would make sure that these are added to the works list.

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 – J P Kirk - expenses – LGA 1972, s111 – **£51.55.**
- JRB – poop scoop bags - Open Spaces Act 1906, ss 9 & 10 - **£88.38**

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

b) Payments made between meeting but previously authorised.

- Mortimer Contracts – inspection of zipwire and internal inspection of carriageway – Open Spaces Act 1906, ss 9 & 10 - **£216.00**
- JPM Trees Services – Tree works - Open Spaces Act 1906, ss 9 & 10 - **£650.00.**
- Planning Portal Quest – Planning application for new fence - Open Spaces Act 1906, ss 9 & 10 - **£149.20.**

c) Approval of payments authorised between meetings.

One payment was authorised between meetings - SALC - *'The Essentials of Being a Good Employer'* training for the clerk on 18th October 2022 - LGA 1972, s111 - **£31.20.** The cost will be split between the clerk's five councils.

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	Bank	Description	Supplier	Total
05/09/2022	Lloyds current account	Wayleave payment	UK Power Networks	£22.21
09/09/2022	Lloyds reserve account	Bank interest received	Lloyds Bank	£4.38
26/10/2022	Lloyds current account	Insurance refund	Royal Sun Alliance	£1,747.44

Payments

Date	Minute	Description	Supplier	Total
30/09/2022	74/8a	Clerk's expenses	Joanne Kirk	£33.00
30/09/2022	74/8a	Playground inspections	Packhorse Fencing	£103.50
30/09/2022	74/8a	Village maintenance	Packhorse Fencing	£69.00
30/09/2022	74/8a	Councillors' expenses	Cllr John Derry	£36.90
30/09/2022	74/8a	Grass cutting	Packhorse Fencing	£477.00
30/09/2022	74/8a	Phone costs	Risby Parish Council	£31.86
30/09/2022	74/8a	Print cartridge 40%	Risby Parish Council	£20.30
04/10/2022	37/9g	Pest control services	CRC Pest Control	£330.00
04/10/2022	37/9g	Annual audit	PKF Littlejohn LLP	£240.00
04/10/2022	76/8f	Insurance	Business Services at CAS Ltd	£782.07
04/10/2022	74/8a	Website hosting fee	Community Action Suffolk	£42.00
14/10/2022	82/8b	Clerk's training	Suffolk Association of Local Councils	£31.20
27/10/2022	68/12d	Wrapping of football benches	Creative Penguin	£115.20
27/10/2022	75/8a	Defibrillator annual support	Community Heartbeat Trust	£151.20
09/11/2022	80/11d	Planning application fee	Portal Plan Quest	£149.20
10/11/2022	24/8b	Zip wire inspection	Mortimer Contracts Ltd	£216.00
10/11/2022	79/10j	Tree works	JPM Tree Services	£650.00
Staff costs as per confidential cash book				

e) Bank balances and confirmation of bank reconciliation as of 10th November 2022.

Lloyds current account	£1,412.22
Lloyds reserve account	£97,705.68
Total in Banks	£99,117.90

Transfers from reserve to current account.

	From	To	Amount
14/09/2022	Lloyds reserve account	Lloyds current account	£1,000.00
29/09/2022	Lloyds reserve account	Lloyds current account	£1,000.00
03/10/2022	Lloyds reserve account	Lloyds current account	£1,000.00
11/10/2022	Lloyds reserve account	Lloyds current account	£1,000.00
13/10/2022	Lloyds reserve account	Lloyds current account	£500.00

Mark Price verified and signed the bank reconciliations.

f) Signatory to complete the checklist of Internal Controls.

Mark Price completed the checklist of internal controls.

g) External Audit Certificate and Final Report from PKF Littlejohn.

The following comments were made on the External Audit Certificate:

The smaller authority has submitted its AGAR and supporting documentation prior to 30th September 2022, however we have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review, a final report will be provided with the Certificate of Completion detailing any qualifications and other matters.

Final Report

The following comments were made on the final report:

Except for the matters reported below on the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information sections 1 and 2 is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Section 2 has not been in accordance with proper practices. Information has come to our attention that consultancy costs relating to the clerk in 2020/21 have been incorrectly included in box 4. There is insufficient information available to determine what the correct figures should be.

Other matters not affecting our opinion which we draw to the attention of the authority.

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment.

h) Update on the insurance claim for the damaged streetlight in Lark Hill.

The insurance claim for the damaged streetlight in Lark Hill has been paid in full minus a £100 excess. Tim James agreed to try to speak to the owner of the vehicle which damaged the light about recovering the cost of the excess.

i) Budget 2023/24.

Outgoings have risen in the last year with costs which used to be covered by Suffolk County Council and West Suffolk Council now being passed on to parish councils. One example is election costs. The next parish council elections are due in May 2023 and West Suffolk Council has quoted the following costs:

West Suffolk Council has quoted the following cost for the 2023 elections:

- Uncontested election: approximately £100.
- Contested election with district council elections uncontested £2,500 - £3,500
- Contested election with district council elections also contested £2,000 - £3,000

Moulton Parish Council has £3,150 in its reserve for election costs.

Current reserves are:

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
Earmarked					
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	£2,350		£4,209
Charitable donations	£1,000	-£1,000			£0
Defibrillator maintenance	£650	£200			£850
Dog fouling bags	£500	£150			£650
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	£206		£11,283
Playing field - goal posts, nets etc	£2,250	£250			£2,500
Playground safety inspections	£1,500	£500	£276		£1,724
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		£200			£200
Replacement posts for The Green		£10,000			£10,000
Maintenance of fixed assets					£0
Playing field fence		£2,000			£2,000
Road safety improvements		£12,000			£12,000
Tree works		£2,000	£1,750		£250
Riverbanks		£2,000	£510		£1,490
Village Green (general)					£0
Village green track maintenance		£4,000			£4,000
TOTAL EARMARKED RESERVES	£88,819	£8,013	£7,795	£1,747	£90,785
GENERAL FUND					£8,332
TOTAL FUNDS					£99,118

It was resolved that:

- The 2023/24 budget would be approved.
- The levels of reserves and reserve transfers detailed above would be approved.
- The precept request would be £35,043. The parish council element for a band D household will be £81.66 per annum an increase from £75.04 which equates to £6.62 per annum per band D household, an increase of 8.82%. The clerk and Chairman agreed to sign the Parish Estimates form once it has been completed by the clerk.
- Future budgets would be increased in line with the RPI unless agreed otherwise.

j) Email from West Suffolk Council about elections costs in May 2023.

See 8i above.

k) Email from Suffolk County Council about the increase in energy costs for streetlighting.

Suffolk County Council's energy costs have increased by 102% since last year, and with higher inflation are likely to continue to increase. Last year Moulton Parish Council paid £480 + VAT for energy costs. The budget allocation for street lighting reflects this increase.

The possibility of turning some streetlights off between midnight and 5am was also discussed. It was resolved that this would be added to the next agenda. In the meantime, councillors will start to canvas the views of residents.

l) Email from Scribe about subscription increase from April 2023.

Scribe has notified Moulton Parish Council that its subscription will increase by £4.80 per month from the 1st of April 2023. The new monthly subscription will be £28.80 per month.

9. Planning issues.

a) DC/22/1753/FUL – 9 Newmarket Road, Moulton - a. subdivision of existing dwelling to create two dwellings (following demolition of link extension) b. raising roof of no. 9 to create first floor with associated alterations c. one and a half storey front and rear extensions d. single storey rear extension e. fenestration changes f. reroofing of no. 9.

Mark Price left the room. It was resolved that no objections would be made to this application.

b) DC/22/1773/FUL – Moulton Playing Field four metre high fence alongside section of playing field.

This is the Council's own application therefore no response will be submitted.

c) Update on the meeting with Sunnica to discuss the Statement of Community Involvement between Moulton PC and Sunnica.

John Derry and David Clarke met representatives from Sunnica. They were unable to reach a consensus on the following issues:

- The scale and location of the scheme.

- The use of agricultural land and food security
- Ecological mitigation measures.

d) Email from Pigeon about a possible future custom/self-build scheme in Moulton.

Pigeon Investments contacted Moulton Parish Council on 28th September about a custom/self-build scheme in Moulton on the deferred site WS1052 in Dalham Road and expressed a wish to engage with Moulton Parish Council about developing the site.

It was resolved that Moulton Parish Council would not engage with Pigeon as the site has been deferred in the Local Plan and Moulton Parish Council has no wish to change this.

b) Planning applications received between meetings and after the agenda was published.

Preparation and submission of responses to minor planning applications where the Council's agreed stance is known is delegated to the clerk.

- DC/22/1727/TCA - Bridge Farm, Bridge St, Moulton - One horse chestnut (T1 on plan) overall crown reduction by up to three metres – no objections.
- DC/22/1730/TCA - The Green, Moulton - One Raywood Ash – fell - Parish Council's own application. Application granted.
- DC/22/1970/TCA - 4 Brookside Moulton - One Chestnut (T1 on plan) fell; one Silver Birch (T2 on plan) crown reduction and lift to give three metres clearance from summer house – no objections.
- DC/22/1950/HH - 3 St Peter's Avenue - Two storey front extension – no objections as only a minor extension.
- 2200472/RMM - Amendments to Kennet Garden Village application – for information only.

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

a) Replacement posts for the Green.

It was resolved that the quote from Whitehill Direct of **£4,792.50 + VAT** for 150 1500mm x 100 x 100mm brown recycled plastic posts with a bevelled top, would be accepted. The price includes delivery. Doug James agreed to confirm the delivery address after the meeting.

Installation of the posts.

It was resolved that the quote of **£2,125 + VAT** from Mortimer Contracts Ltd would be accepted. Moulton Parish Council agreed to dispose of the old posts themselves and to find out if the posts could be driven in to 800mm depth without the need for post mix.

b) Replacing the 'No Parking' signs near the church with post and chains to cordon off the grass areas.

Suffolk County Council Highways has said it would not allow post and chain to be used on the grass areas near the church, however the 'no parking' signs have been repositioned and are currently working well.

c) Email from Suffolk County Council enclosing a 3 tonne Weight Restriction Order for the bridge in Church Road – for information only.

d) Making Highways reports and when to escalate.

A large number of highways reports are not actioned by Suffolk County Council especially if they relate to minor roads. Moulton Parish Council can escalate reports via County Councillor Andy Drummond. It was resolved that the clerk's discretion would be used to decide which reports to escalate with the final decision being made at meetings.

e) Propose public footpath 15

It was resolved that the clerk would contact Rights of Way Officer James Pickerin about opening this path and making sure that it is accessible.

f) Update on Community Speedwatch.

Graham McGregor has taken over Community Speedwatch. He has obtained some signs to designate Moulton as a Speedwatch area. It was resolved that Moulton Parish Council would be happy for the signs to be installed on existing posts or lampposts at the entrances to the village.

An ANPR camera is due to be deployed in Moulton near the primary school later in the year. It was resolved that a request would be submitted to deploy the camera in Newmarket Road initially and then rotate between the site outside the primary school and Dalham Road.

Graham McGregor has also notified the Council of an accident in Moulton Road, just outside the area the Parish Council is concerned about, which illustrates the general problems of speeding on this stretch of road.

g) East Suffolk Council's Rural Mobility Survey.

John Derry agreed to complete the survey.

h) Programme of Highways works.

It would resolve that the following works and costs would be approved initially:

Moulton Crossroads:

- Provision of an illuminated Give Way sign.
- Provision of two brown recycled planters with reflective strips on.
- Budget: £2,000

The clerk was asked to find out from Highways if the illuminated sign is solar powered. David Almond agreed to speak to Moulton in Bloom about planting and maintaining the planters.

Newmarket/Moulton Road

Creation of a 40mph stretch leading into Moulton, subject to the approval of Suffolk County Council, with a budget of £10,050 to cover the cost of a bend warning sign, a 'slow' sign and a 'danger concealed entrance' sign and a Traffic Regulation Order for the proposed 40mph stretch.

Kennett Road, Newmarket Road and Dalham Road entrances to the village.

Installation of three 1m x 4 bar village gateways from JACS with an additional bar added, a 30mph sign and a Welcome to Moulton, please drive carefully sign. Budget £2,500, subject to the agreement and a licence from Suffolk County Council.

The clerk agreed to contact Mortimer Contracts Limited about a quote for installation. She also agreed to check with Highways about the cost of replacing white lines provided by a parish council if they fade over time.

i) Changes to no 16 bus service.

Stephenson's has removed most of the no 16 and 16a services. There are two buses from Moulton to Newmarket at 7.08 and 7.58 with nothing later in the day or at weekends. There is only one bus back from Newmarket at 16.07.

The clerk agreed to email Simon Barnett and Andy Drummond at Suffolk County Council to express their disappointment at this change, particularly as Moulton Parish Council had met with him to discuss ways to improve the service.

Cambridge County Council is carrying out a GCP Making Connections 22 Consultation. One of the proposals is an hourly bus service from Mildenhall to Cambridge Science Park via Moulton and Newmarket. It was resolved that Moulton Parish Council would submit a response supporting the hourly route, particularly in view of the cuts to the no 16 service.

j) Speed of traffic along Brookside.

A resident has expressed concerns about the speed of vehicles travelling along Brookside. These concerns are noted.

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

a) Latest playing field inspection report:

The following issues are outstanding:

- Redundant staples projecting from the monkey bars. Remove staples.
- Repair the damaged areas of surfacing under the swings.
- Secure loose fixings on the Multiplay.

Chris Mortimer contacted Moulton Parish Council when the zip wire was checked and said that some of the wood on the Multiplay is loose and needs repairing as soon as possible. Doug James agreed to do this.

b) Zipwire inspection report.

No issues were raised. The zip wire needs to be checked annually from now on.

c) Quote for servicing the cable way.

The quote from Kompan was £1,088.33 + VAT. As an ongoing annual payment of £500 for playing field maintenance had been approved at a previous meeting. The clerk and chairman accepted a quote of £180 + VAT from Mortimer Contracts Ltd with a view to being able to approve any additional work required at the November meeting.

d) Schedule of ongoing maintenance for playing field.

Doug James agreed to carry out some of the more urgent work initially. The clerk agreed to find out the costs of rubber spikes for play equipment.

e) Request for a playing field licence and use of the goals by Moulton Veterans.

No further information has been received.

Matt Stannard has resigned as chairman of Moulton Panthers. All future correspondence need to be sent to the secretary.

f) Update on the application for fencing on the playing field and revised quote for fencing.

It was resolved that Moulton Parish Council would wait for decision notice from West Suffolk Council for its planning application and whether any adult teams would like to use the pitch before discussing the quotes.

13. Update on the “Essentials of a Good Employer’ training attended by the clerk.

The clerk attended the training which was very informative and gave updates about current employment law. This includes changes to employment contracts introduced in April 2020 and health and safety information relating to home working. The Parish Council is waiting for updated documents from SALC which it can tailor to meet its own needs.

14. To discuss the following village issues:

a) Tree planting on the 1st December.

It was resolved that:

- A payment of up to £300 would be approved to cover the cost of lunch and refreshments for the volunteers.
- The Jubilee tree would be planted on the Green. Doug James agreed to confirm the location with Anne Collins.
- The tree will need some protection. Doug James agreed to get a quote before the next meeting.

b) Affordable housing in Moulton.

It was resolved that an informal remote meeting would be set up with Julie Salisbury from West Suffolk Council to discuss affordable housing and the options available.

c) Buying a cut Christmas tree this year.

It was agreed at the September meeting that Moulton Parish Council would not support the purchase of a cut tree. Mark Price agreed to visit a local nursery which has some pot grown trees, with a view to planting it on 1st December when the other trees are being planted on Moulton playing field. It was resolved that a payment of up to £100 would be authorised.

15. To discuss the following correspondence.

a) Email from East Anglian Air Ambulance asking if Moulton PC would be interested in hosting a clothing bank.

It was resolved that this item would be deferred until a later date.

b) Email from Suffolk Archives asking parishes to help record how Suffolk mourned the death of Queen Elizabeth II and proclaimed His Majesty King Charles III.

Councillors were not aware of any village events being organised.

16. Questions for the Council and any urgent business.

No issues were raised.

17. Any other business for noting or including on the agenda of the next meeting on Monday 16th January 2023.

The following items are for noting:

- a)** Email from West Suffolk Council about housing and homelessness and how people can help.
- b)** Email from West Suffolk Council inviting the Chair and councillors to the carol service in St Edmundsbury Cathedral on 5th December.

18. 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

a) To discuss staffing matters.

It was resolved that members of the public would be excluded.

There being no further business the main meeting closed at 8.50pm.

Signed (Chairman) Dated