

## **MOULTON PARISH COUNCIL**

### **Minutes of the Annual Meeting of the Parish Council held on Monday 16th May 2022.**

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

**Also present: Joanne Kirk (Clerk) and three members of the public.**

- 1. Election of chairman**  
David Almond was nominated and following a vote, it was resolved that he would be chairman.
- 2. Adoption of the new model Code of Conduct**  
It was resolved that the model Code of Conduct would be adopted.
- 3. 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.
- 4. To elect a vice chairman**  
Mark Price was nominated and following a vote, it was resolved that Mark Price would be vice-chairman.
- 5. To appoint 3 representatives to serve on the Moulton Charities**  
It was resolved that Doug James and Rachael Webb would be appointed. Tim James agreed to take on the role should Bill Rampling wish to step down.
- 6. 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.
- 7. 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.
- 8. 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.
- 9. Register of Members' Interests form.**  
Councillors had reviewed their Register of Interest forms online. No amendments were needed.
- 10. Acceptance of apologies for absence**  
No apologies were received.
- 11. 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.
- 12. Declaration of Interest in items on the agenda and dispensation requests**  
No councillors declared an interest in any items on the agenda.
- 13. Approval of minutes of the meeting held on Monday 21<sup>st</sup> March 2022 and the planning meeting held on Monday 11<sup>th</sup> April 2022.**  
One correction was made to P46i. The date was amended from 2021 to 2022. It was resolved that the minutes were correct. The chairman then signed them.
- 14. Public session**  
The following issues were raised during the open session:

- A fallen tree in Gazeley Road. The landowner will need to be notified.

## 15. Update on the list of actions agreed at the last meeting

There were four outstanding actions.

## 16. Finance

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

It was resolved that the following payments would be approved:

- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
- J P Kirk - expenses - LGA 1972, s111 – **£41.28**
- J Kirk – hard drive for backing up PC files (25%) - LGA 1972, s111 - **£24.49**
- Jamie Murrow – tree works – Open Spaces Act 1906, ss 9 & 10 - **£550.00**.
- K Hutchinson & Son – flailing east side of the riverbank in Brookside - Open Spaces Act 1906, ss 9 & 10 – **TBC**
- New Moulton Stores – refreshments for the village tidy up – GPC - **£165.00**

Payments agreed in budget:

- Newmarket Day Centre – Annual donation - GPC - **£200.00**
- Magpas - Annual Donation – GPC - **£100.00**
- Our Special Friends - Annual Donation – GPC - **£100.00**
- CPRE annual donation - Annual Donation - GPC - **£36.00**
- Royal British Legion – poppy wreath and donation – Local Government (Religious Observances) Act 2015, s138b - **£45.00**
- J Gunson – parish archivist – donation – GPC - **£100.00**

### 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 2022

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

#### Receipts

Date	Bank	Description	Supplier	Total
29/04/2022	Lloyds reserve account	Precept	West Suffolk Council	£32,384.00
29/04/2022	Lloyds current account	Rent - off road parking	Suffolk County Council	£813.38

#### Payments

Date	Minute	Description	Supplier	Total
12/04/2022	52/5a	Events insurance	Scout Insurance Services	£157.76
12/04/2022	52/5a	Materials for installation of covered	M Price	£167.11
12/04/2022	43/9a	Scribe subscription	Starboard Systems Ltd	£345.60
12/04/2022	43/9a	Street lighting	Suffolk County Council	£1,418.03
12/04/2022	52/5a	Speed surveys x 3 (50%)	Suffolk County Council	£393.00
12/04/2022	52/5a	Pest control services	CRC Pest Control	£330.00
12/04/2022	52/5a	Excavator hire	Nu-Plan Builders	£246.70
12/04/2022	52/5a	Tree works	JPM Tree Services	£550.00
12/04/2022	52/5a	Grass cutting and playground inspections	Packhorse Fencing	£545.50
12/04/2022	52/5a	SALC subscription	Suffolk Association of Local Councils	£386.87
13/04/2022	38/9g	Data protection fee	ICO	£35.00
02/05/2022	52/5a	Covered benches for playing field	E Chambers	£4,700.00

Staff costs as per confidential cashbook
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**d) Bank balances and confirmation of bank reconciliation as of 4<sup>th</sup> May 2022**

Lloyds current account	£784.14
Lloyds reserve account	£112,694.47
<b>Total</b>	<b>£113,478.61</b>

David Almond 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.

**e) Approval the accounts for the financial year 2021 – 2022**

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

**f) Internal audit of the Parish Council's accounts**

No issues were raised.

**g) To complete and sign sections 1 and 2 (Annual Governance Statement and Accounting Statements 2020/21) of the Annual Governance and Accountability Return 2020/21**

It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2020/21 (Annual Governance and Accounting Statement 2020/21) would be approved. The Chairman signed sections 1 and 2.

**h) Confirmation of the dates for the notice of the period for the exercise of public rights.**

It was resolved that the dates for the Exercising of Public Rights would be Monday 13<sup>th</sup> June – Friday 22<sup>nd</sup> July 2022.

**i) Update on the inspection of Parish Council property carried out by Doug James**

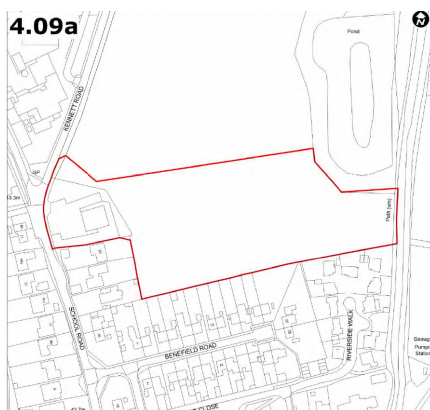
Doug James had inspected the Parish Council's property. No issues were raised.

**j) Precept information for 2021/22**

A precept payment of £32,384 was received from West Suffolk Council on 29<sup>th</sup> April 2022.

**17. Planning issues****a) Email from West Suffolk Council about their Preferred Options consultation which will begin on 26<sup>th</sup> May.**

The Preferred Options consultation will commence on the 26<sup>th</sup> May for eight weeks. Moulton is designated as a Local Service Centre in new West Suffolk settlement hierarchy. A number of sites were submitted through the Strategic Housing and Economic Land Availability Assessment (SHELAA) for potential inclusion in West Suffolk Council's Local Plan. Two sites have been included in the Preferred Options consultation:

**4.09a****4.09b**

Site 4.09a has been allocated for potential residential development with an indicative capacity of 30 homes.

Site 4.09b has been identified for the possible future expansion of Moulton Primary School.

West Suffolk Council will also issue a further call for sites as there is an insufficient quantity of smaller housing sites of one hectare or less to comply with national Government policy.

It was resolved that a planning meeting would be held on Monday 11<sup>th</sup> July to discuss the Parish Council's response. Residents will be encouraged to submit individual responses as well. The clerk agreed to work with John Derry to prepare a leaflet to distribute to residents.

Moulton Parish Council also agreed to try and engage with the landowner, Godolphin about the site and with West Suffolk Council about possible developer contributions should the allocations be confirmed in the Local Plan.

**b) Planning applications received after the agenda was published:**

- **DC/22/0816/TCA - Moulton Lodge, 3 Newmarket Road - one Prunus (T1 on plan) reduce in height to 1.8m above ground level; one Prunus (T2 on plan) reduce in height to 4.2 metres above ground level; one Laurel (T3 on plan) reduce 3 stems over garden to 1.5 metres above ground level.**  
Councillors did not have any concerns about this application. It was resolved that the clerk would submit a response of 'no objections' using her delegated powers.
- **22/00471/RMM - Kennett Garden Village - Reserved matters pursuant to outline planning permission 18/00752/ESO, to create perimeter road around the south and west sides of the site, linking the approved roundabout junctions to deliver the by-pass to the village and the main access to Kennett Garden Village and 22/00472/RMM - Reserved matters pursuant to outline planning permission 18/00752/ESO, to construct 324no. one, two, three and four bedroom dwellings, 15no plots for self-build and housing, CLT office, infrastructure and public open space as the first phase of the residential development at Kennett Garden Village.**

Councillors agreed to review the application and notify the clerk of any concerns.

**c) TPO/009 (2022) – 3 The Green, Moulton, T1 Walnut, T3 Laburnum, T4 Fruit**

Moulton Parish Council has received notification from West Suffolk Council about a Tree Preservation Order (TPO) made on the some of the trees at 3 The Green. The TPO has been made as the trees in the garden of the property are visible from both the public realm and private residences and provide a collective good visual amenity to the local area.

The mixed hedge should also be retained as it is in keeping with the other properties along The Green and provides a high contribution to the visual amenity of the local area and Conservation Area, the removal of which would be seriously detrimental to the visual amenity and would diminish not only the contributions provided by the property at no 3 but would reduce the contributions afforded by all adjacent properties.

Moulton Parish Council has no objections to the TPO.

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

**a) Trees along the playing field boundary**

Moulton Parish Council has received the following email from West Suffolk Council's Tree Officer, Falcon Saunders in response to their request for him to make a site visit.

*Any trees that are dead can be felled under an exemption (5 day notice), and you'll simply need to provide us details of which trees they are. Any other tree removal will require a TCA application if*

*the trees fall under the criteria for protection (trunk diameter of more than 75mm measured at 1.5 metres above ground level).*

It was resolved that David Almond and Doug James would assess the trees along the boundary to decide which trees would require a TCA application or whether the Parish Council needs to carry out a formal tree survey. A payment of £300 for a survey was approved if required.

**b) Feedback from David Chenery at Suffolk County Council Highways following the speed survey on Moulton/Newmarket Road and possible actions to tackle the problem.**

Moulton Parish Council has received the following feedback:

- He has put the case for a new bend warning sign and SLOW marking to his Asset Manager. Moulton Parish Council is awaiting an estimate for the design and works.
- Suffolk County Council could prepare a Speed Limit Report with a view to extending the 40mph speed limit in Newmarket Road beyond the bend near the flint cottages. He has advised that the chances were slim, however at the site visit he made, he said the chances were 60.40.

It was resolved that

- the clerk would contact David Chenery to find out the progress of the estimate and design for the new bend warning sign and SLOW marking.
- Moulton Parish Council would request a Speed Limit Report and that the clerk would ask for clarification of the cost as the figures of £800 and £1,200 have been given.
- Moulton Parish Council would give the following input - the fact that the route is a National Cycle Route, that it links to a local public footpath and is close to local stud farms.
- Moulton Parish Council would request clarification of the cost of a Traffic Regulation Order as the difference between £5,000 and £10,000 is considerable.
- The clerk would ask County Councillor Andy Drummond if he would be willing to contribute towards any of the costs.

**c) Tree planting on the playing field.**

A provisional date of 1<sup>st</sup> December has been set with the option to postpone until 8<sup>th</sup> December if the weather is bad. 20-30 volunteers will be needed. The village hall has confirmed that volunteers can have access to the village hall toilets and kitchens. Refreshments will be provided. It was resolved that Moulton Parish Council would pay for lunch for the volunteers from Moulton Stores.

**d) New village sign for Gazeley Road**

It was resolved that:

- Moulton Parish Council would purchase a new 'Welcome to Moulton, please drive slowly' sign for Gazeley Road.
- Moulton Parish Council would apply for a street furniture licence from Suffolk County Council which should cover the whole of Moulton and will cost £150.00.
- The clerk would contact Suffolk County Council to confirm a location for the sign.
- A payment of up to £500 would be authorised for a new sign.

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

**a) Latest inspection report**

The following issues were raised in the Findings Report:

- Multiplay – replace missing inserts due to sharp thread ends.
- Cable runway – there are significant gaps (over 30mm) between the surface and the edging or between the joints in the surface. These are large enough for a small foot to enter – repair surfacing.

- Multiplay – rot around securing nuts. Recommend inspection of wood and repair washers placed behind nuts.
- Multiplay - fixing loose – this fixing requires a washer to resecure done
- Spring seesaw - concrete subbase broken – repair concrete then relay rubber and frame
- Spring seesaw – the tiles can be easily lifted or are lifting along the edges of the area – lift and reglue tiles to secure.

The clerk agreed to contact Tim Ghee at West Suffolk Council about regluing the matting near the spring seesaw.

It was resolved that:

- Mark Price would buy bolt caps for the Multiplay.
- Doug James would carry out the other repairs.

**b) Email from West Suffolk Council re playground inspections – for information only**

Moulton Parish Council has received the following information from West Suffolk Council about their Play Area Inspections – Service Level Agreement.

*Due to the impact of the Coronavirus pandemic priority will now be given to support recovery therefore the Council has agreed to continue the free play area inspections service for the current financial year (2022-23). This arrangement will be reviewed towards the end of 2022 and we will advise you of any proposed change.*

*Therefore as per the arrangements last year, West Suffolk Council will continue to offer a standardised playground inspection service to all Parish, Town Councils and Playing Field Associations without charge for the financial year ending 31 March 2023. As before, this service includes a monthly inspection by an officer from the West Suffolk Councils Parks Service and an annual inspection by an external organisation.*

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

**a) Upkeep of the book exchange/phone box.**

The outside of the phone box needs jet washing and painting. Mark Price agreed to carry out the work. It was resolved that Moulton Parish Council would purchase the paint and that a provisional payment of £100 would be approved.

The book exchange is currently looked after by a local resident. Tim James said that his wife would be willing to help as well. David Almond agreed to speak to the resident and liaise with Tim.

**b) Vandalism of signs along Brookside**

The 'Please do not park on the grass' signs along Brookside have been vandalised and an attempt made to light a fire on the playing field. Ryan Bragg agreed to check the village hall's CCTV to find out who the perpetrators are.

**21. Correspondence**

**a) Email from member of the public re accident on Packhorse Bridge**

Moulton Parish Council has been contacted about an accident in a mobility scooter on Packhorse Bridge. English Heritage have been notified and agreed to contact the person involved. The clerk also reported that some of the stones on the bridge have been removed. English Heritage has visited the site and noted nothing of immediate concern. They also confirmed that the bridge is inspected quarterly and its condition is monitored more formally by their Estates team at regular intervals.

**22. Any other business for noting or including on the agenda of the next meeting on Monday 25<sup>th</sup> July 2022**

**The following items are for noting:**

Moulton Parish Council has received a response from a resident about fencing on the playing field . The resident is not willing to make a contribution. The clerk agreed to contact the resident saying that the Parish Council will delay making a decision about how to proceed until usage of the playing field by football teams in the autumn has been confirmed.

**The following items are for including on the next agenda:**

- a) Email from Citizen's Advice West Suffolk requesting a donation.
- b) Email from ASTCO about a clothing bank for Moulton.

**There being no further business the main meeting closed at 7.25pm.**

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