

MOULTON PARISH COUNCIL
Minutes of the meeting held on Monday 26th September 2022.

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

Also present: Three members of the public.

1. Acceptance of apologies for absence.

Apologies were received from Tim James and the reason for absence accepted. County Councillor Andy Drummond and the clerk, Joanne Kirk, also sent their 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 Monday 18th July 2022 and the planning meeting held on 22nd August 2022.

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

4. Public session.

The following issues were raised during the public session:

- A representative of the Moulton Charity requested that the formal association between the Charity and the Parish Council be dissolved as the Charity has been reorganised and was now in a position to function alone, although it was hoped that friendly links would remain.
- A resident expressed concerns that some planning issues did not seem to have been brought before the Council. The Chairman asked for more details and confirmed that the application the resident referred to had been discussed at the July meeting and that this was minuted.
- The new road sign on Primrose Hill and vegetation debris that had been left. Mark Price agreed to liaise with the resident and remove it.

5. County Councillor's Report.

No report was received.

6. District Councillor's report.

No report was received.

7. To receive an update on the list of actions agreed at the last meeting.

Councillor actions

- Inspection of council property form. Doug James agreed to copy the form and give it to the clerk for her records.
- Repairs to play equipment. The clerk will be asked to share the phone number for Tim Ghee at West Suffolk Council with Doug James.

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 – **£33.00**
- HMRC – National Insurance - LGA 1972, s111 - **£55.56**
- Risby Parish Council – annual phone costs 30% of cost of clerk's mobile phone) - LGA 1972, s111 - **£31.86**
- Royal British Legion – poppy wreath and donation – GPC - **£45.00**
- One Suffolk – website hosting fee - LGA 1972, s111 - **£42.00**

- Community Heartbeat Trust – renewal of defibrillator support – GPC – **£151.20**
- Risby Parish Council – print cartridge 40% – LGA 1972, s111 - **£20.30**
- J Derry – travel expenses to Rural Transport Conference in Kesgrave - LGA 1972, s111 - **£36.90**
- Packhorse Fencing – grass cutting, playing field inspections and installation of village sign - Open Spaces Act 1906, ss9 and 10 - **£649.50**

David Almond and Mark Price had reviewed the financial papers prior to the meeting. The Chairman countersigned the schedule of Payments.

b) Approval of payments authorised between meetings.

No payments were authorised between meetings.

c) Statement of receipts and payments made since 18th July 2022.

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

Receipts

Date	Description	Supplier	Total
05/07/2022	Playing field licence	Vivo Outdoor Fitness	£25.00
11/07/2022	Bank interest received	Lloyds Bank	£0.92
25/07/2022	Playing Field licence Moulton Panthers	Moulton Panthers	£190.00
05/09/2022	Wayleave payment	UK Power Networks	£22.21

Payments

Date	Description	Supplier	Total
07/07/2022	Refund of cost of road sign	Safety Signs 4 Less	-£96.76
19/07/2022	Clerk's expenses	Joanne Kirk	£18.00
19/07/2022	Print cartridge 50%	Risby Parish Council	£25.38
19/07/2022	Donation	Citizen's Advice West Suffolk	£100.00
25/07/2022	Flailing riverbanks	K Hutchinson & Son	£144.00
25/07/2022	Churchyard maintenance	Moulton PCC	£1,250.00
27/07/2022	Refund - overpayment	Moulton Panthers	£40.00
23/08/2022	Flailing riverbanks	K Hutchinson & Son	£468.00
23/08/2022	Speed report 50%	Suffolk County Council	£480.00
26/08/2022	Bolt covers for play equipment	Fenland Leisure Products	£31.20
Staff costs as per confidential cashbook			

d) Bank balances and confirmation of bank reconciliation as of 4th September 2022.

Lloyds current account	£536.07
Lloyds reserve account	£102,197.83
Total in Banks	£102,733.90

David Almond and Mark Price verified and signed the bank statements and bank reconciliations.

e) Signatory to complete the checklist of Internal Controls.

David Almond completed the checklist of internal controls.

f) Insurance quotes for the period 1st October 2022 – 30th September 2023.

Last year Moulton Parish Council paid **£708.62**. The insurance market has become more volatile since then and a number of insurance companies have withdrawn from the market. Community Action Suffolk is no longer able to continue to provide cover with Moulton Parish Council's previous underwriter.

They now have a new underwriter Ansvar, however the cost of premiums has increased. The quote received is:

	Premium (inc IPT and commission)
No LTU	£818.34
3-year LTU	£782.07

A quote obtained from Gallagher for comparison was **£1,862.06**.

It was resolved that the CAS quote of **£782.07** with a 3-year long term undertaking would be accepted.

g) Six month budget review.

Six month budget Summary September 2022

Receipts	Amount	Details
Budgeted	£1,349.00	
Actual	£1,128.95	
Difference	-£220.05	Still awaiting contributions to village green maintenance. The wayleave payment from UK Power Networks has been received but was less than anticipated as the previous payment was backdated over 3 years.
Payments		
Budgeted	£33,733.00	
Actual	£19,460.00	
Difference	£14,273.00	

Overspends as of 7th September 2022

Office equipment		
Budgeted	£0.00	
Actual	£508.06	
Difference	-£508.06	Projector and screen - used reserves (office equipment)
Road signs		
Budgeted	£0.00	
Actual	£221.20	
Difference	-£221.20	New Welcome to Moulton sign
Highways licences		
Budgeted	£0.00	
Actual	£150.00	
Difference	-£150.00	Licence for new Welcome to Moulton Sign
Speed surveys (near primary school)		
Budgeted	£0.00	
Actual	£327.50	
Difference	-£327.50	
Speed report for Moulton Road		
Budgeted	£0.00	
Actual	£400.00	
Difference	-£400.00	

Village events		
Budgeted	£0.00	
Actual	£332.76	
Difference	-£332.76	Insurance for village event, refreshments for village tidy up
Tree works		
Budgeted	£1,000.00	
Actual	£1,100.00	
Difference	-£100.00	Tree work on playing field and village green.
Other payments		
Budgeted	£0.00	
Actual	£40.00	
Difference	-£40.00	Refund of overpayment to Moulton Panthers
Playing field - other payments		
Budgeted	£0.00	
Actual	£5,072.69	
Difference	-£5,072.69	Covered bench and installation costs. Part covered by grant funding (£2,500).

Explanations of overspends to date are detailed above.

h) Damaged streetlight in Lark Hill.

Streetlight 44 in Lark Hill, which belongs to Moulton Parish Council, was damaged by a car on the evening on 31st August 2022. Suffolk County Council and UK Power Networks were notified at the time of the accident but Suffolk County Council did not let Moulton Parish Council know until 13th September 2022 when they sent a quote of £1,847.44 + VAT for a replacement streetlight. The clerk has been in touch with Moulton Parish Council's insurers to start the claims process.

It was resolved that the quote would be accepted and the payment approved and paid once the light has been installed which could take up to three months.

9. Planning issues

a) DC/22/1101/ELECT - Chippenham Road, Moulton - Application under the overhead lines (Exemption) (England and Wales) Regulations 2009 - alterations to the high voltage (HV) overhead lines.

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

b) Applications received since the agenda was published.

No applications were received.

c) Update on planning application DC/22/1213/FUL – Packhorse Inn.

Reports from Suffolk County Council Highways and West Suffolk Council's Conservation Officer have now been uploaded on West Suffolk Council's planning portal. It was resolved that the Parish Council would await further planning updates taking into account the feedback from Highways and the Conservation Officer before submitting any additional response.

d) Email from AECOM requesting a meeting with Moulton Parish Council to discuss their Statement of Common Ground (SCoG).

It was resolved that David Clark and John Derry would represent Moulton Parish Council at a meeting with AECOM and that the clerk would organise a date.

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

a) Update from the meeting with Highways engineer Matthew Fox and County Councillor Andy Drummond and to decide which suggestions Moulton Parish Council would like to pursue.

It was resolved that the clerk would be asked to produce a rolling programme of work with approximate costings ready for the November meeting in line with the suggestions from the speeding working group (see below).

b) Update from the speeding working group.

The speeding working group met on 5th September and agreed the following recommendations:

- Install village gateways at the 3 main entrances to the village (B1085, Newmarket Road and Dalham Road) including road narrowing white lines and 30mph roundels painted on the road.
- Install bend warning sign and slow sign on Moulton Road west of the Flint cottages. This suggestion is already part of the proposal from Highways for Moulton Road, but Moulton Parish Council would have to meet the cost, possibly with a contribution from County Councillor Andy Drummond's Highways locality budget.
- Approve 40mph speed limit on the stretch of road from the Flint Cottages into Moulton. This is a decision for Suffolk County Council but Moulton Parish Council has already submitted a report to Suffolk County Council supporting their request for a 40mph speed limit. The Cabinet member for Highways and the Head of Service at Suffolk County Council will make the final decision. Moulton Parish Council would then need to pay for the Traffic Regulation Order with the cost starting at £6,500.
- Install improved lighting at the junction of Newmarket Road/The Street. Suffolk County Council Highways Community Liaison Engineer Matthew Fox has made some additional suggestions to improve the junction which will be included in the programme of work to be produced by the clerk.
- Addition of warning signs created by pupils from Moulton School at appropriate locations throughout the village similar to the ones used in Lidgate.
- Moulton Parish Council agreed to support this suggestion in principle subject to seeing the designs and the cost.
- Purchase new 'Danger concealed entrance' signs for Moulton Road (at Glebe House) and rotate on annual basis to raise awareness.
This will be considered as part of the programme of work.
- Include articles in Moulton Matters regarding speeding issues in the village.
This has already been done.
- Seek input from Highways regarding what speed reduction measures they deem suitable/achievable based on the speed surveys at the School.
The clerk and Cllr Jane Horsnell met County Councillor Andy Drummond and Suffolk County Council Highways Community Liaison Engineer Matthew Fox in Moulton on 8th September 2022. He made a number of possible suggestions including installing a streetlight and build a chicane at the entrance to Moulton near the primary school. An alternative option would be to paint narrowing white lines along the edge of the roads, with a textured coloured surface and 30mph roundels. The cost per roundel is approximately £470 and parishes can have as many of these as they would like provided they are willing to meet the cost.

It was resolved that Moulton Parish Council's preferred option would be to install entrance gates, road narrowing lines, a painted surface and 30mph roundels. If these measures do not work, new warning signs could be considered.

- The possibility of using Manakins to deter speeding motorists. Councillors decided not to pursue this option at the moment.

c) Email from Suffolk County Council about the lorry survey carried out in October 2021.

Moulton Parish Council welcomed the involvement of Suffolk County Council on an ongoing basis as traffic and safety is a matter of great concern although the scarcity of realistic alternative routes is recognised.

d) Watering new trees.

Doug James has sourced a water bowser and agreed to water the new trees.

e) Email from Kentford PC about Boys Grave Road – for information only.

Moulton Parish Council received an email from Kentford Parish Council updating them about the following Highways concerns:

- The number of accidents at the junction with Boy's Grave Road.
- The state of Bury Road footpath which is disappearing in grass.
- The desire to reduce speed limit on Bury Road going past Gypsy grave and onto Lanwades Hall.

f) Information from Highways Records showing the extent of the Brookside which is maintainable by Suffolk County Council.

Suffolk County Council's responsibility for Brookside extends from the road to the verge and in places to the middle of the river Kennett.

g) To discuss the possibility of carrying out a speed survey in Dalham Road.

It was resolved that the clerk would be asked to obtain costings and the speeding working group asked to discuss an optimal location for the survey in time for the next meeting.

h) Feedback from the Rural Transport Conference in Kesgrave on 22nd July 2022.

John Derry reported that the conference was a little disappointing as the funding for buses for Suffolk County Council will only reduce with further cuts to services likely in 2023. There is voluntary sector involvement but for both financial reasons and availability of volunteers, the service is patchy and not completely reliable.

i) Resources spreadsheet for the Emergency Plan.

David Almond has the form and will circulate it to councillors.

j) Quote for tree works

It was resolved that the quote of **£650** from JPM Tree Services would be approved. Doug James agreed to meet Jamie Murrow on site when the work is due to be carried out.

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

a) Latest playing field inspection report:

The following new issues were raised:

- Fence – evidence of rot in timber. Monitor and replace as required.
- Picnic table - evidence of rot in timber. Monitor and replace as required.
- Redundant staples projecting from the monkey bars. Remove staples.
- Evidence of chain wear on the cable runway – monitor for any further deterioration and replace when 40% worn.

The following issues are outstanding:

- Lift and reglue loose rubber tiles.
- Multiplay – there are several inserts missing – replace missing inserts due to sharp end threads.

It was resolved that Moulton Parish Council would continue to monitor the outstanding items and any work required would be undertaken by Doug James.

b) Annual Inspection of play equipment

There were 51 findings in the Annual Inspection Report all of which were low or very low risk. It was resolved that the clerk would arrange for the cable runway to be checked by the installer and draw up a schedule of ongoing maintenance to cover the findings highlighted in the report.

- c) **Dog fouling on the playing field and Green and dogs not being kept on the lead on the playing field.**

It was resolved that this issue would continue to be highlighted in Moulton Matters and that councillors would engage with residents walking dogs on the playing field to remind them to pick up after their dogs.

- d) **Update on the proposal to install a fence on part of the playing field.**

Planning permission is required to install a fence. The cost will be **£263.20**. It was resolved that the clerk would apply for planning permission from West Suffolk Council.

12. Village issues:

- a) **Email from the Moulton Charity about handing over responsibility for running it to Moulton Parish Council.**

Following on from the comments made during the public session, it was resolved that Moulton Parish Council would not take over the running of the Moulton Charity. Two councillors, Doug James and Tim James, are trustees so lines of communication will be maintained.

- b) **Procedure for dealing with requests for memorial benches and trees**

It was resolved that the update to the Memorial Benches and Tree Policy would be approved and uploaded onto the website.

- c) **Suggestion by Moulton Village Hall to purchase a Christmas Tree for the village.**

Although a village Christmas tree would be attractive, it was resolved that the annual cost would be too expensive, however the Parish Council might consider planting one, subject to further research.

13. Correspondence:

- a) **Email from Citizen's Advice West Suffolk thanking Moulton Parish Council for their donation – for information only.**

- b) **Email from a resident about planting a tree and providing a memorial plaque.**

See item 12b above. Doug James agreed to liaise with the resident about any requirements and details.

- c) **Email from Connecting Communities requesting a donation.**

It was resolved that no donation would be made.

- d) **Email from Suffolk Police giving dates for public meetings – for information only.**

14. Questions for the Council and any urgent business.

No issues were raised.

15. Any other business for noting or including on the agenda of the next meeting on Monday 21st November 2022

The following items are for noting:

- The 30mph sign on the road into Moulton from Kennett is faded and needs replacing.

The following items are for including on the next agenda:

- Posts around the village green.
- Replacing the 'No Parking' signs near the church with post and chains to cordon off the grass area.

There being no further business the main meeting closed at 8.31pm.

Signed (Chairman) Dated