

**The next meeting Moulton Parish Council will take place on Monday 24<sup>th</sup> January 2022 at 7.30pm in the Landwades Room in Moulton Village Hall. Please use the side door to join the meeting as there will be an exercise class in the main hall.**

**Members of the public are welcome to join the meeting and can speak to councillors during the public session (15 minutes). Members of the public may stay and observe the rest of the meeting but may not address the Council.**

**For the safety and protection of members of the public and councillors, social distancing measures will remain in place, and we ask you to adhere to the following guidelines:**

- **Please sit two metres apart from anyone outside your household.**
- **Please wear a face-covering. Please note that face coverings are required unless you have a valid exemption.**

#### **AGENDA**

1. To accept apologies and reason for absence.
2. Declaration of interest by councillors in items on the agenda and dispensation requests.
3. To approve the minutes of the meeting held on Monday 22<sup>nd</sup> November 2021.
4. Public session (15 minutes) - members of the public are invited to speak briefly about any items on the agenda.
5. County Councillors Report.
6. District Councillor's report.
7. Police issues.
8. To receive an update on the list of actions agreed at the last meeting.
9. To discuss the following financial issues:
  - a) Approval of payments and signing of Schedule of Payments.
  - b) Approval of payments authorised between meetings.
  - c) Approval of the record of receipts and payments made since the last meeting.
  - d) Bank balances and confirmation of bank reconciliation as of 13<sup>th</sup> January 2022.
  - e) Signatory to complete the checklist of Internal Controls.
  - f) Update on the review of the Council's fixed assets.
  - g) Approval of regular payments for 2022 – 2023.
  - h) To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2022.
  - i) To appoint a councillor to carry out internal control checks and complete the Internal Control Report.
  - j) To review the effectiveness of the internal audit.
  - k) To review any contracts.
  - l) Update on the progress of setting up two step authorisation.
  - m) Quotes for a replacement noticeboard for Maltings Close.
10. To discuss any planning issues
  - a) DC/21/2416/HH - 13 Lark Hill, Moulton - Single storey rear extension.
  - b) DC/22/0019/TCA - Moulton Playing field - One Sycamore (black on plan) overall crown reduction by up to 7.5 metres to balance crown.
  - c) DC/21/2502/FUL - 19 Newmarket Road, Moulton - a. One dwelling (following demolition of existing garage)  
b. new vehicular access.
  - d) Applications after the agenda was published.
11. To discuss any highways/Rights of Way issues/tree/transport issues
  - a) Update on the meeting with SCC 's road safety officer about safe access to the primary school and the suggestion to request a second speed survey in School Road between the primary school and the car park.
  - b) Email from a resident about the safety of Moulton Crossroads.
  - c) Results of the recent tree survey and follow up actions.
  - d) Replacement bollards for the Green.
  - e) Update on the meeting with SCC about the reduction in bus service in Moulton.
  - f) Request for a village sign Gazeley Road.
  - g) Email from a resident about the footpath from Kentford Road to Riverview Walk.
  - h) Email from a resident re trees behind Riverwalk Close.
  - i) Update on the progress of the request for a speed survey in Newmarket/Moulton Road and to decide whether to make a formal complaint the SCC Highways about their delay in carrying out the request.

- j) Email from Police and Crime Commissioner Tim Passmore in response to the Parish Council's request for a meeting with other rural parishes about speeding.
  - k) Potential trip hazard – No parking signs along Brookside.
  - l) Email from Suffolk and Norfolk County Council about their Reclaim the Rain project.
12. To discuss the following village hall/playing field/play equipment issues:
- a) Latest playing field inspection report.
  - b) Update on the covered benches.
  - c) Email from a resident about damage caused by footballs from the playing field.
13. To approve the following GDPR information:
- a) Assessment of personal data held by Moulton Parish Council.
  - b) Document Retention and Disposal Policy.
  - c) Personal Data Breach Policy.
14. To approve the following policy documents:
- a) Co-option policy.
  - b) Filming and Recording at Meetings policy.
  - c) Email guidance for councillors.
  - d) Procedure for dealing with correspondence.
  - e) Complaints Procedure.
15. To discuss future meeting dates and times.
16. To discuss any village issues
- a) Village meeting on 31<sup>st</sup> January to discuss an event to celebrate the Queen's Platinum Jubilee.
  - b) Update from Moulton Wildlife Group
17. To discuss the following correspondence:
- a) Email from West Suffolk Council about the next Community Governance Review and asking parishes if there are any anomalies they would like to correct.
  - b) Letter from West Suffolk Council about future parish forums.
  - c) SALC e-bulletin suggesting that parish councils follow up with their MP about the possibility of holding remote meetings.
  - d) Email from the Joint Emergency Planning Unit about carrying out an emergency plan.
18. Questions for the Council and any urgent business
19. Any other business for noting or including on the agenda of the next meeting.