

**The next meeting of Moulton Parish Council will take place on Monday 21<sup>st</sup> July 2025 at 6.30p.m. in Moulton Village Hall.**

**Members of the public are welcome. There will be a public session near the start of the meeting to give members of the public and opportunity to speak to councillors informally about items on the agenda. Members of the public may stay and observe the rest of the meeting but may not address the Council.**

#### **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 Annual Meeting of the Parish Council held on Monday 19<sup>th</sup> May 2025.
4. Public session (15 minutes) – Members of the public are invited to speak briefly about any items on the agenda.
5. County Councillor's Report.
6. District Councillor's report.
7. Co-option of a councillor following the resignation of Cllr John Derry.
8. To receive an update on the list of actions agreed at the last meeting.
9. Police issues.
10. 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 1<sup>st</sup> July 2025.
  - e) Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Lloyds, and the use of variable direct debit or standing order where appropriate.
  - f) Update on the annual audit.
11. To discuss the following planning issues:
  - a) Planning applications for Lanwades Park.
    - DC/25/0623/FUL - Former Animal Health Trust, Lanwades Park, Kentford - a. private and affordable dwellings following demolition of existing buildings b. commercial building (class E) on ground floor and flats above c. change of use of listed stable block to community use (class F2)/ commercial use (class E) d. provision of open space, e. play space, f. equestrian, cycle and pedestrian routes, g. landscaping, h. car parking and i. associated infrastructure.
    - DC/25/0624/HYB - Former Animal Health Trust, Lanwades Park, Kentford Hybrid application - a. Planning application - a. Private and affordable dwellings following demolition of existing buildings b. commercial building (class E) on ground floor and flats above c. change of use of listed stable block to community use (class F2)/ commercial use (class E) d. provision of open space, e. play space, f. equestrian, cycle and pedestrian routes, g. landscaping, h. car parking and i. associated infrastructure, b. Outline application (all matters reserved) a. Private and affordable dwellings, b. commercial unit(s) (class E), c. primary school, d. up to 90 bed care home (class C2), e. cemetery/ memorial garden, f. provision of open space, g. play space, h. equestrian, cycle and pedestrian routes, i. landscaping, j. car parking and k. associated infrastructure.
  - b) DC/25/0529/FUL - Former Animal Health Trust, Lanwades Park, Kentford - a. infill glazing of openings and panels of existing buildings b. window and door openings to existing buildings c. use of building 23 for refuse and cycle storage
  - c) Former Animal Health Trust, Lanwades Park, Kentford – prior approval applications (General Permitted Development) for change of use for 17 buildings to residential.
  - d) DC/25/0619/FUL – Bridge St, Moulton – new village sign – application granted.
  - e) Planning applications received between meetings.

DC/25/0837/FUL	Warren Place Stables, Warren Place, Moulton	Treehouse play structure constructed around copper beech tree
----------------	---	---

- f) Planning applications received after the agenda was published.
  - g) West Suffolk Council Local Plan Inspectors Report
12. To discuss any highways/Rights of Way issues/tree/transport/ flooding/river and riverbank issues.
    - a) Possible location of an additional VAS post in Dalham Road/The Street.
    - b) Protecting green spaces in Moulton.
    - c) Quotes for directional sign and post and chains.
    - d) Parking in Church Road.
    - e) 'Please do not park on the grass' signs.
  13. To discuss the following village hall/playing field/play equipment issues
    - a) Latest playing field inspection report:
    - b) Renewal of playing field licences.
  14. To update the councillors' areas of interest.
  15. To review the following policy documents:
    - a) Financial Regulations
    - b) Updated Standing Orders.
    - c) Scheme of Delegation.
    - d) Updated Contact Privacy Notice.
    - e) Procedural policies as listed in appendix A.
    - f) Freedom of Information, data protection policies and policies for dealing with the press/media. as listed in appendix B.
    - g) Employment policies and procedures as listed in appendix C.
    - h) Other policies as listed in appendix D.
    - i) Planning documents listed in appendix E.
  16. To discuss the following village issues:
  17. To discuss the following correspondence:
  18. Questions for the Council and any urgent business.
  19. Any other business for noting or including on the agenda of the next meeting on Monday 15<sup>th</sup> September 2025.

#### **Appendix A – Procedural policies**

- Complaints Procedure.
- Procedure for Dealing with Correspondence.
- Procedure for the Public Session.
- Co-option Policy.
- Email policy for councillors.
- Electronic Communication Policy.
- Code of Conduct
- Persistent and vexatious complaints and correspondence policy

#### **Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.**

- Data Protection and Information Management Policy.
- Filming and Recording at Meetings Policy.
- Subject Access Request Policy.
- Procedure for Handling Requests for information
- Freedom of Information Publication Scheme
- Assessment of personal data held by Moulton Parish Council.

#### **Appendix C - Employment policies and procedures.**

- Equal Opportunities Policy.
- Sexual and General Harassment Policy and Procedure.
- Disciplinary and Grievance Policy

#### **Appendix D – Other policies.**

- Volunteer guidance

- Risk Assessment for volunteer litter pickers.
- Hedge Policy.

#### **Appendix E – Planning documents**

- The Role of Moulton Parish Council in dealing with Planning Applications
- Planning applications and how to respond.