

# MOULTON PARISH COUNCIL

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## Supporting Notes 2021 – 22

### **Change of clerk**

A new clerk, Joanne Kirk, took over in April 2021. The 2020-21 accounts were prepared on an Income and Expenditure basis, whereas the 2021-22 have been prepared on a Receipts and Payments basis. The figures on the Annual Return have been RESTATED in 2021-22 to reflect this change and an explanation provided.

Moulton Parish Council now uses Scribe accounting software which is designed for use by parish councils. The headings used in the explanation of significant variances below relate to the headings in Scribe and are different to the headings used in the 2020-21 accounts.

### **Accounts 2021 – 22**

No borrowing during year ending 31 March 2022.  
No debts outstanding at year ending March 2022.  
No tenancies during year ending 31 March 2022.

### **Leases**

Lease dated 11<sup>th</sup> January 2007 for a term of 25 years between the landlord Moulton Paddock Estates Ltd and Moulton Parish Council for land off School Road – approximately 0.2 hectares for use as off road school parking facility.

Lease dated 8<sup>th</sup> May 2006 for a term of 99 years between the landlord Moulton Parish Council and the Village Hall Trustees vested in the Official Custodian for Charities on 9/10/2006, Land off Bridge St, Moulton, CB8 8SP.

### **Section 137 payments**

No S137 payments were made in 2021/22 as the Parish Council has General Power of Competence based on the following criteria:

- At least two thirds of the membership of the council have been elected
- The clerk holds the Certificate in Local Council Administration and has passed the 2012 CilCA module on the General Power of Competence.

The Council confirmed its eligibility in 2021-22 at the meeting on 4th May 2021.

# Significant variations in statement of accounts from 2021 to 2022

<b>Box 3 - Other receipts</b>				
<b>Description</b>	<b>Supplier</b>	<b>2020-21</b>	<b>2021-22</b>	<b>Notes</b>
Bank interest received	Lloyds Bank	£20	£9	Interest rates reduced
Donation towards covered benches for playing field	Panthers Football Club	£0	£500	Project to provide 2 covered benches for the playing field
Rent - off road parking	Moulton Primary School	£742	£753	Annual increase in line with RPIx
Playing field licences	Organisations using playing field	£140	£470	More organisations used the playing field on a regular basis in 2021 - 22
WSC locality funding for covered bench for playing field	West Suffolk Council	£0	£750	As above
Refund street lighting payment	Suffolk County Council	£0	£1,373	Refund of an overpayment
Donation towards covered benches for playing field	Moulton Vets	£0	£500	
Wayleave payment	UK Power Networks	£0	£67	First payment
Donation towards cost of covered benches for playing field	Moulton Village Millennium Club	£0	£750	
Maintenance of village green access track	Brookside residents		£225	
VAT refund 2020 - 21	HMRC		£1,160	2021-22 accounts produced on Receipts and Payments basis, previous clerk prepared accounts on Income and Expenditure basis
		<b>£902</b>	<b>£6,557</b>	
<b>Box 4 - Staff costs</b>				
Staff costs		12,000	£8,501	Change of clerk in April 2021. In 2020 - 21 there were two clerks with some overlap when the new clerk took over in September 2020 therefore staff costs were higher.
<b>Box 6 - Other payments</b>				
Clerk's expenses			£169	Included under the heading 'Admin costs' in 2020-21
Subscriptions		£376	£1,279	See breakdown of subscriptions paid in 2021 - 22 below
Audit fees		200	£240	
Insurance		£709	£792	

Data protection fee	£0	£35	Not paid in 2020-21
Website hosting fee		£42	
Postage, stationery and printing	£359	£22	
Consultancy fees		£300	
Councillor training	£0	£25	
Payroll Services		£9	
Phone costs		£36	
Suffolk County Council - Street lighting	£1,144	£1,373	
Village maintenance	3,420	£98	
Grass cutting		£3,094	
Playing field maintenance	£1,074	£177	
Playground inspections	£303	£207	
Playing field - other		£84	Replacement lock for playing field gate
Pest control		£660	
Weed control on playing field		£400	
Defibrillator maintenance	£126	£151	
Greens/tracks/riverbank maintenance	£1,934	£2,138	
Other payments - general		£465	See breakdown of other payments made in 2021 - 22 below
Charitable donations/S137 /GPC	£586	£550	
Churchyard maintenance	£1,250	£1,250	
Royal British Legion - poppy wreath and donation	20	£45	
Dog fouling bags	£0	£84	
Office equipment	£119	£0	
Hire of venue for meetings	£78	£0	
Chairman's allowance	£125	£0	
Goal posts - sundries	£53	£0	
Dog waste bin	£290	£0	
New seat	£392	£0	
COVID response	£120	£0	
Admin costs	£36	£0	
Employment costs	£53	£0	
	<b>£12,767</b>	<b>£13,724</b>	
<b>Other payments (general) - 2021 - 22</b>			

<b>Description</b>	<b>Supplier</b>	<b>Total</b>		
Signs - please do not park on the grass x 10	Majisign Ltd	£60		
Signs - please do not park on the grass x 6	Majisign Ltd	£36		
Shelves for village hall office	Ryan Bragg	£30		
Refund - playing field licence	Stephanie Martin	£25		
Zoom subscription 1/8	J Kirk	£18		
Donation	Moulton Village Hall	£296		
		<b>£465</b>		
<b>Subscriptions 2021 - 22</b>				
<b>Description</b>	<b>Supplier</b>	<b>Total</b>		
Subscription	Suffolk Association of Local Councils	£387		
Subscription	Starboard Systems Ltd	£582		
Scribe bookings subscription	Starboard Systems Ltd	£274		
Membership subscription	CPRE	£36		
		<b>£1,279</b>		
<b>Charitable donations 2021 -22</b>				
<b>Description</b>	<b>Supplier</b>	<b>Total</b>		
Annual donation	Newmarket Day Centre	£200		
Annual donation	My Special Friends	£100		
Donation for Christmas competition	Moulton Village Hall	£50		
Parish archivist	Mr J Gunson	£100		
Donation	Magpas	£100		
		<b>£550</b>		

### **Fixed Assets**

Please note: The Parish Council's Asset Register was reviewed when the new clerk took over in April 2022. A number of assets had not been included in the previous asset register, therefore it was updated to include these.

<b>Asset Value 2020 - 21 Annual Return</b>	<b>£93,804.00</b>
<b>Existing assets not included in the Asset Register</b>	
Gates - off-road car park	£2,000

Bollards round - off road car park	£700
Fencing - off-road car park	£800
Tarmac surface - off-road carpark	£5,000
Dog bin	£281
Dog bin	£281
Memorial plaque outside VH	£90
	<b>£9,152</b>
<b>New asset value</b>	<b>£102,956</b>

#### Asset Register 2021 - 22

Asset Description	Purchase Value
2 bay 4 seat swing seat	£2,445
2 bay cradle swings	£2,087
56 street lighting columns	£16,800
Ark springer	£652
basketball net and post	£1
Battery speed sign	£2,262
Bench	£200
Bollards	£700
BT phone box	£1
Bus shelter	£6,715
CA442 Speed gun	£925
Circular seat and tree guard	£3,219
Decorative Cypress bench	£505
Defibrillator and cabinet	£2,000
Dog bin	£1
Dog bin	£1
Dog bin	£1
Dog bin	£1
Dog/waste bin	£392
Eco smart safety matting	£3,572
Fencing	£800

Freestanding shelving	£41
Galaxy supernova roundabout	£3,855
Gates – off road car park	£2,000
Glasdon Grit bin	£1
Glasdon grit bin	£1
Glasdon grit bin	£1
Glasdon grit bin	£225
Glasdon grit bin	£225
Goal post and wheels	£1,350
Goal post nets	£177
Hardwood wayside seat	£450
Hardwood wayside seat	£450
Kinderslide	£1,757
Kompan cableway	£8,000
Memorial plaque	£90
Metal village sign	£1,055
Moorland bench	£213
Norleg climbing structure and	£7,823
Noticeboard	£1,000
Oak fencing around village pump	£394
Octopus see saw	£708
Office table	£69
Perimeter boundary stakes playing field	£1
Perimeter fence and gates	£639
Picnic bench	£392
Picnic table	£350
Playing field	£1
Pole gate to village green	£1
Public footpath sign	£320
Public footpath sign	£320
Safety tiles around play equipment	£10,000
Seat	£1
Seats on riverbank x 2	£2

Sign on foot post	£155
Sign on foot post	£155
Solar speed sign	£2,276
Speedwatch sign	£120
Speedwatch sign	£120
Stapleton 10 ft wooden seat	£405
Tarmac surface	£5,000
Turfard surface and pegs	£1
Village Green	£1
Village pump	£1,686
Weathershield noticeboard	£531
Westcotec mini SID	£3,075
Weston picnic table	£684
Weston picnic table	£684
Wicksteed buddy board	£2,569
Wooden table with seats	£300
	<b>£102,956</b>