

## MOULTON PARISH COUNCIL

### Minutes of the Annual Meeting of the Parish Council held on Monday 19th May 2025.

**Councillors present:** David Almond (Chairman), Mark Price (Vice Chairman), John Derry, Doug James, Jane Horsnell, Ryan Bragg, Richard Mather, Tim James and Richard Edge.

**Also present:** Joanne Kirk (Clerk), County Council Andy Drummond and seven 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. Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman.**

The new chairman signed a Declaration of Acceptance of Office.

**3. Election of a vice chairman**

Mark Price was nominated and following a vote, it was resolved that he would be vice-chairman.

**4. Register of Members' Interests form.**

Councillors reviewed their Register of Interest forms. Two amendments are needed as councillors Tim James and Mark Price have new addresses.

**5. Acceptance of apologies for absence**

No apologies were received.

**6. Declaration of Interest in items on the agenda and dispensation requests.**

No councillors declared an interest in any items on the agenda. No dispensation requests were received.

**7. Approval of minutes of meeting held on Monday 17<sup>th</sup> March 2025 and the planning meeting held on 28<sup>th</sup> April 2025.**

It was resolved that the minutes were correct. The chairman signed them.

**8. Public session (5 minutes).**

The following issues were raised during the public session:

- Sarah Knox Brown, treasurer of Moulton Pre-school Committee gave a short presentation. The Pre-school is a parent led charity. Parents become trustees annually and there is a regular turnover as children move on to school. This has had an impact on the preschool due to lack of continuity. They would like to find volunteers for the three main roles of chair, secretary and treasurer to provide continuity over a longer period. She asked if there is anyone with the time and expertise to take on a role, particularly as treasurer.
- A resident thanked the Parish Council for their support for their planning application. They have been informed that the case officer is minded to refuse the application, even though the Highways report has not been received yet. They have been told they can accept a refusal or withdraw the application but with no real explanation other than the case officer is not happy about the scale and density of the application. The agent is trying to get more information from the Case Officer. The determination panel is on 20<sup>th</sup> May. They decide what can be agreed by delegation panel or by committee. They have asked for the application to be called in.
- County Councillor Andy Drummond explained that if the case officer does not agree with the parish council, it should automatically be called in.

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

Jane Horsnell agreed to organise defibrillator training using the same trainer as Risby Parish Council used. It was resolved that a payment of £100 would be made to cover the cost of the training.

**10. 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 - **£69.08**
- SALC – annual subscription – LGA 1972 111 - **£399.18**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£80.00**
- Moulton Stores – refreshments for village tidy up on 26<sup>th</sup> April – GPC – **£174.00**

- Cllr J Derry – to reimburse the cost of refreshments for the meeting with Highways Engineer Matthew Fox on 26<sup>th</sup> April – GPC - **£12.60.**
- G MacGregor – padlock for VAS – Road Traffic Regulation Act 1984, s.72 - **£21.99**
- Packhorse Fencing – grass cutting – Open Spaces Act - Open Spaces Act 1906, ss.9 and 10 – **£1,176.00**
- Moulton in Bloom – plants for planters around the village - - Open Spaces Act 1906, ss.9 and 10 - **£250.00**
- Tim James – mileage for meeting at West Suffolk Council Offices in Bury St Edmunds - LGA 1972, s111 - **£9.45**

Payments agreed in budget:

- Newmarket Day Centre – Annual donation - GPC - **£200.00**
- Magpas - Annual Donation – GPC - **£100.00**
- Our Special Friends – GPC - Annual donation - **£100.00**
- Moulton PCC – churchyard maintenance – LGA 1972, s214 - **£1,500**

**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 2024**

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

**Receipts**

Date	Description	Supplier	Total
04/04/2025	VAT refund 2024 - 25	HMRC	£3,972.44
28/04/2025	Precept	West Suffolk Council	£39,265.00

**Payments**

Date	Minute	Description	Supplier	Total
02/04/2025	186/16a	IT Services	IT Services at Community Action Suffolk	£49.00
02/04/2025	174/13a	Councillor training	Suffolk Association of Local Councils	£318.00
02/04/2025	176/9a	Street lighting	Suffolk County Council	£2,104.41
02/04/2025	172/10e	Pest control services	CRC Pest Control	£330.00
03/04/2025	185/14a	Street furniture licence	Suffolk County Council	£170.00
08/04/2025	176/9a	Scribe subscription	Starboard Systems Ltd	£414.72
08/04/2025	176/9a	Membership CPRE	CPRE	£36.00
08/04/2025	185/14a	Planning application fee	West Suffolk Council	£234.00
11/04/2025	172/10e	Data protection fee	ICO	£47.00
24/04/2025	173/10e	Poop scoop bags	JRB Enterprise Ltd	£89.27
Staff costs as per confidential cashbook				

**f) Bank balances and confirmation of bank reconciliation as of 7<sup>th</sup> May 2025.**

Lloyds current account	£3,817.17
Lloyds reserve account	£81,461.08
Cambridge Building Society	£50,376.01
<b>Total in Banks</b>	<b>£135,654.26</b>

Mark Price verified and signed the bank statements.

**Transfers**

02/04/2025	Lloyds reserve account	Lloyds current account	£1,000.00
03/04/2025	Lloyds reserve account	Lloyds current account	£1,000.00

It was resolved that £35,000 would be transferred

**d) To approve the Receipts and Payments Summary for the financial year 2024 – 2025 and the explanation of significant variances (over 15%).**

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

**e) Internal auditor's report**

No issues were raised.

- f) **To approve section 1 and 2 of the Annual Governance and Accountability Return 2024/25 (AGAR) – the Annual Governance Statement and the Accounting Statement 2024/25**  
It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2024/25 would be approved. The Chairman and RFO signed sections 1 and 2.
- g) **Confirmation of the dates for the notice of the period for the exercise of public rights.**  
It was resolved the dates for the exercise of public rights would be Tuesday 3<sup>rd</sup> June 2025 – Monday 14<sup>th</sup> July 2025.
- h) **Precept information for 2024/25.**  
A precept payment of £39,265 was received on 28<sup>th</sup> April 2025.

#### 14. Planning

- a) **DC/25/0619/FUL – Bridge St, Moulton – new village sign.**  
This is the Parish Council's own application. Suffolk Highways Planning Development Control has submitted a holding objection to West Suffolk Council as they need confirmation of visibility splays. As Moulton Parish Council had already obtained a Street Furniture Licence from Suffolk Highways, the clerk followed up with Highways Licensing who confirmed that visibility splays were checked as part of the licensing process. They agreed to let Highways Development Control know this and ask them to remove the holding objection.
- b) **Planning applications received since the last meeting and after the agenda was published.**  
No applications were received, however Moulton Parish Council discussed the planning application for Lawn House following the update during the public session. The clerk was asked to email District Councillor Roger Dicker to ask him to call the application in so that it is discussed by Development Control.
- c) **Update on the meeting with Lochailort on Monday 28<sup>th</sup> April and emails from the director, Hugo Haig.**  
It was resolved that Moulton Parish Council would;
- Make contact with neighbouring businesses such as Lanwades Hall, Lanwades Stud, Godolphin and possibly the Jockey Club about the potential impact of the development on them.
  - Continue the dialogue with Kentford Parish Council but wait until the planning application is in.
  - Contact Nick Timothy MP to make him aware of the application.
  - Follow up on the promises made by the developer at the meeting such as drainage, affordable housing, giving the visitor's centre to the community, Norwich Road and the Boy's Grave junction and a possible footway/cycle path between the site and Moulton.

#### 15. Highways/rights of way matters/tree or transport issues

- a) **Update on the new signs at Boy's Grave junction.**  
The promised new road signs have still not been installed despite Moulton Parish Council being told that they would be in by end of February. The delay is due to the fact that the wrong traffic management requirements were submitted when the order was processed. The target date now is 20<sup>th</sup> June at the latest. Moulton Parish Council and County Councillor Andy Drummond have tried to push for the work to be prioritised earlier but so far without success.
- b) **Cars parking on the verges near St Peter's Church and in Church Road and the possibility of replacing the 'Please Don't Park on the Grass' signs.**  
It was resolved that the clerk would obtain quotes for bigger, more robust signs and investigate the cost of 50m of chain and posts.
- c) **VAS post Dalham Road.**  
The clerk and Mark Price found a couple of possible locations for a new VAS post but will need to submit a request to Suffolk County Council and get written confirmation from any adjoining properties that they have no objections. Mark Price agreed to send photos of the suggested locations to councillors and the clerk agreed to add this item to the next agenda.
- d) **Replacing the directional sign and Moulton sign near the Primary School.**  
The clerk agreed to get a quote. Mark Price agreed to send a photo of the current sign to the clerk.
- e) **Protecting green spaces in Moulton.**  
It was resolved that this item would be postponed until the next meeting.
- f) **Update on the meeting with Matthew Fox Highways CLE on 28<sup>th</sup> April.**  
The clerk and councillors present at the meeting discussed possible options with Matthew Fox. Moulton Parish Council could start the whole process of requesting changes to speed limits again which would involve paying for new speed surveys and a speed report from Suffolk County Council. The concern with this option is that Moulton Parish Council would run the risk that SCC would not agree to any changes as

the proposals do not comply with Suffolk County Council's speeding policies which have not been updated since 2014 and which do not reflect the most recent DFT guidelines which place a much bigger emphasis on protecting vulnerable road users. The second option would be to wait and until Suffolk County Council has updated its speeding policies. It was resolved that the Parish Council would wait until they have a realistic chance of success. In the meantime, the Parish Council will try and arrange a meeting with Nick Timothy MP about speeding and contact other parishes to find out how many of them are experiencing similar challenges with speeding.

**16. To discuss any village issues.**

**a) Latest playground inspection report.**

There is one moderate risk finding- some of the fixings on the Multiplay have worked loose. .

**b) Quote for a replacement climbing wall.**

It was resolved that Moulton Parish Council would not accept the quote from Online Playgrounds £4,140 + VAT.

The quote from Mortimer Contracts to replace climbing board on multi-unit with HDPE board was £1,195 + VAT.

Mark Price agreed to try and repair the wall and replace the climbing grips. He will obtain a quote for the next meeting.

**c) Quote from Mortimer Contracts for replacement safety surface and climbing wall:**

*To remove old surface, supply and lay resin mulch to :-*

*Toddler swings £4,225 + VAT*

*Surf board £2,495 + VAT*

*Slide £3.050 + VAT*

*The price could be reduced to £8,995 + VAT if all the above were completed together.*

It was resolved that the Parish Council would wait for quotes for the new play equipment as they would include a safety surface and decide after that.

**d) Playing field bookings.**

Moulton Panther's will be holding an end of season event on 7<sup>th</sup> June. The clerk has received a copy of the insurance from the company providing the inflatables for the fun day.

**e) Email from a resident about dogs running around off the lead on the playing field, particularly at weekends.**

Councillors confirmed that they do speak to people who let their dogs run off the lead on the playing field with mixed results. Some people put their dogs on the lead, but some get aggressive and refuse. It was resolved that councillors would step up their efforts to engage with dog owners and remind them of the rules and risk to other playing field users if dogs are allowed to run off the lead.

**f) Update on the Unauthorised Encampment training attended by the clerk.**

This information has been shared with councillors and will be uploaded onto the website.

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

**a) Letter from UK Power Networks about a new low voltage underground cable which needs to be installed on the Green.**

It was resolved that:

- The clerk would check if there will be a wayleave payment and to reiterate that the Green should be reinstated as it was before the work started.
- The clerk would be authorised to sign the Wayleave Agreement on behalf of Moulton Parish Council.

**b) Dog waste bags hung on trees along the footpath from the church and dog fouling on The Green.**

It was resolved that the clerk would get quotes for posts and signs asking people not hang bags on trees and use the dog bins provided.

**18. To discuss the following correspondence:**

**a) SALC AGM and 75<sup>th</sup> Anniversary celebration Tuesday 1<sup>st</sup> July 9.30am – 2pm at the Athenaeum in Bury St Edmunds. For information only.**

**b) Letter from Suffolk Accident Rescue Service thanking Moulton Parish Council for its donation. For information only.**

**c) Email from Moulton Pre-school asking for volunteers to join their management committee.**

Moulton Parish Council agreed to display posters asking for volunteers.

**19. Any other business for noting or including on the agenda.**

No issues were raised.

**There being no further business the meeting closed at 7.32pm.**

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

DRAFT