

MOULTON PARISH COUNCIL
Minutes of the meeting held on Monday 25th March 2024

Councillors present: Mark Price (Vice Chairman), Doug James, Tim James, John Derry, Ed Chambers, Richard Edge and Jane Horsnell.

Also present: Joanne Kirk (clerk), District Councillor Roger Dicker and two members of the public.

In the absence of the Chairman, Cllr John Derry chaired the meeting.

1. Acceptance of apologies for absence.

The Chairman Cllr David Almond and Cllr Ryan Bragg sent their apologies and the reason for absence was accepted. County Councillor Andy Drummond also sent his apologies.

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

No councillors declared an interest in any items on the agenda.

3. Approval of minutes of the meeting held on 15th January 2024.

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

4. Public Session.

The following issues were raised during the public session:

- The drainage channel at the end of Brookside near the Packhorse Bridge which is still blocked. The clerk agreed to follow up with this.
- The missing 'Slow' road markings on Moulton Road near the Flint Cottage. The clerk agreed to follow up with this.

5. County Councillor's report.

A report was received and is available on the Moulton website at <http://moulton.onesuffolk.net/parish-council/meetings/meeting-reports/2023-24/25th-march-2024/>

The clerk was asked to follow up with Cllr Drummond about the missing white lines at the junction of Brookside and Gazeley Road.

6. District Councillor's report.

Cllr Roger Dicker spoke about the following:

- West Suffolk Council set their element of the Council Tax at 2.99% . The Local Council Tax Reduction Scheme is still in place.
- West Suffolk Council's review of grass cutting.
- The Sunnica application has been delayed again.
- Free holiday activities for children receiving free school meals. 21% of primary school children in Suffolk qualify for free school meals.
- Proposals for devolution in Suffolk.
- He attended the opening of Primark.
- Four new reverse recycling machines are being installed in West Suffolk, two in Newmarket and two in Bury St Edmunds.
- The Government's proposal for simpler recycling and to encourage all councils to recycle food waste.
- Mildenhall swimming pool will be closed over the Easter holidays for repairs.
- There will be a new cinema in Newmarket.
- His Civic Dinner on 10th May 2024. He would love some representatives from Moulton to attend.

7. Community safety

a) Matters for the Safer Neighbourhood Team.

No issues were raised.

8. Update on the list of actions agreed at the last meeting.

There was one outstanding councillor action. The village green access track needs to be repaired.

9. 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 – **£56.98**
- Risby Parish Council -print cartridge for printing speeding surveys - LGA 1972, s111 - **£40.75**

- CPRE – annual subscription – GPC- **£36.00.**
- Scribe - annual subscription - LGA 1972, s111 - **£414.72**
- HMRC – NI - LGA 1972, s111 - **£176.54**
- HMRC – PAYE - LGA 1972, s111 - **£124.40**
- Suffolk County Council – Street light energy and maintenance - Parish Council's Act 1957, s3 – **£2,123.65**

Tim James and Mark Price had reviewed the financial papers prior to the meeting and had signed the Schedule of Payments. The Chairman countersigned it at the meeting.

b) Approval of payments authorised between meetings.

The following payments were authorised between meetings:

- Suffolk County Council – $\frac{1}{3}$ of the cost of a traffic survey at Boys Grave junction – Highways Act, 1980, S274a - **£150.00.**

c) Statement of receipts and payments made since the last meeting.

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

Receipts

Date	Description	Supplier	Total
02/01/2024	Playing field licence - Vivo Outdoor Fitness	Vivo Outdoor Fitness	£25.00
09/01/2024	Bank interest received	Lloyds Bank	£110.68

Payments

Date	Minute	Description	Supplier	Total
04/01/2024	137/9b	Speed survey (1/3)	Suffolk County Council	£150.00
15/01/2024	131/9a	Parish archivist	Mr J Gunson	£100.00
17/01/2024	131/9a	Clerk's expenses	J Kirk	£20.25
17/01/2024	131/9a	Battery charger and cable	Westcotec	£156.60
17/01/2024	131/9a	Print cartridge 1/4	Risby Parish Council	£13.52
22/01/2024	131/9a	Replacement phone for clerk 1/4	Joanne Kirk	£12.50
22/01/2024	134/14a	Donation	Headway Suffolk	£100.00
Staff costs as per confidential cashbook				

Transfers from reserve account to current account:

13/02/2024	£500.00	From Nat West Reserve Account	To Nat West Current Account
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d) Bank balances and confirmation of bank reconciliation as of 1st March 2024.

Lloyds current account	£864.37
Lloyds reserve account	£104,263.61
Total in Banks	£105,127.98

Mark Price and Tim James verified and signed the bank reconciliations.

e) Update on the financial checks carried out by a councillor.

Ryan Bragg has checked the Parish Council's accounts and signed the Internal Control Report. No issues were raised.

f) To review the income and expenditure for 2023/24 against the budget and the Council's reserves.

Councillors reviewed the receipts and payments for 2023/24 against the budget. At year-end Moulton Parish Council will be within budget.

Reserves

Earmarked Reserves	Opening Balance	Transfers	Spend	Receipts	Current Balance
Off road car park	£9,463.89				£9,463.89
SCC Street lighting Contract	£2,265.74	£2,000.00	£1,847.23		£2,418.51
Grass cutting	£3,732.00	£1,000.00	£3,735.00		£997.00
Defibrillator maintenance	£850.00	£50.00	£126.00		£774.00
Dog fouling bags	£580.10		£69.90		£510.20
Village maintenance - bus shelter and phone box	£10,400.00	£200.00			£10,600.00

Riverbanks	£2,195.80	£200.00	£410.00	£1,985.80
Pest control	£550.00	£600.00	£550.00	£600.00
Playing field maintenance	£11,157.00	£200.00	£175.00	£11,182.00
Playing field - goal posts, nets etc	£2,500.00			£2,500.00
Playground safety inspections	£1,586.00	£300.00	£207.00	£1,679.00
S137/GPC/charitable donations	£1,500.00	£200.00	£1,600.00	£100.00
Office equipment	£116.94	£300.00		£416.94
Election costs	£3,150.00	£350.00	£81.91	£3,418.09
Training and travel costs - clerk and councillors	£187.10		£38.25	£148.85
Training - clerk				£0.00
Village project	£5,000.00	£1,000.00		£6,000.00
Speed limit implementation	£4,600.00	£1,000.00		£5,600.00
VAS contingency fund	£200.00	£200.00		£400.00
Wildlife working group	£200.00	£100.00		£300.00
Replacement posts for The Green	-£81.00	£1,500.00		£1,419.00
Playing field fence	£2,000.00	£550.00		£2,550.00
Road safety improvements	£13,184.00	£4,000.00	£5,939.87	£11,244.13
Tree works	£250.00	£2,000.00		£2,250.00
Riverbanks	£1,515.00	-£1,515.00		£0.00
Village Green (general)				£0.00
Village green track maintenance	£4,225.00	£1,000.00		£5,225.00
Village maintenance - general		£500.00		£500.00
Village events		£500.00		£500.00
Road signs		£500.00	£1,023.27	-£523.27
SCC Highways licences		£300.00		£300.00
Speed surveys		£500.00		£500.00
Speed limit implementation				£0.00
Tony Franklin Fund		£20,000.00		£20,000.00
TOTAL EARMARKED RESERVES	£81,327.57	£37,535.00	£15,803.43	£103,059.14
GENERAL FUND				£2,043.84
TOTAL FUNDS				£105,102.98

g) To review the register of fixed assets and insurance values and check that the level of insurance cover is adequate.

The Parish Council's current asset value is **£113,908**. The insurance value is **£175,572**.

Four new assets were purchased in 2023 – 24.

- Lockdown wheelie bin for off-road car park
- Village gateways
- Signs for village gateways
- Recycled plastic planters

It was resolved that the insurance values would be increased by 7% in 2024/25 and that items which are currently insured for a nominal value of £1 would be insured for the following amounts:

- Phone box £3,000
- playing field perimeter fence and boundary stakes £500
- Turfguard surface and pegs £500

h) To review the Council's risk assessment.

It was resolved that the risk assessment would be approved.

i) To check that the levels of liability insurance are adequate.

The levels of liability cover under the Parish Council's Ansvar Policy are as follows:

All Risks (unspecified items)	Public Liability	Fidelity Guarantee (Dishonesty)	Personal Accident	Employers' Liability
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£1k	£10m	£25k	£10k	£10m
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It was resolved that the levels of liability insurance were adequate.

j) **Review of confidential cashbook and deductions by a councillor .**

Ryan Bragg had reviewed the confidential cashbook when he carried out the internal control checks and confirmed that the pay, PAYE details and tax code were correct.

k) **To appoint a councillor to inspect the Council's property**

John Derry and Mark Price agreed to check the Council's property and report back at the next meeting.

l) **Savings accounts for reserves.**

It was resolved that the Parish Council would keep £50,000 in a Lloyds Instant Access Saver and set up a Nationwide 6 months fixed interest savings account with Mark Price and Jane Horsnell as signatories, with £50,000 kept in that account.

m) **Letter from Moulton Village hall for an annual contribution of £2,600 for 2024-2025 towards their operational costs in the financial year 2024-25.**

It was resolved that Moulton Parish Council would give financial support to Moulton Village Hall to help with their increased operational costs and that future payments would be included in the Council's budget.

n) **West Suffolk Council locality funding for a new recycled plastic picnic bench for the playing field.**

It was resolved that:

- Two brown recycled plastic benches would be purchased from Earth Anchors with the locality funding from Cllr Dicker's locality budget put towards the final cost.
- A payment of £514.75 ex VAT per bench, which includes a soft ground anchor kit, would be approved.

The Parish Council thanked the Cllr Dicker for his contribution of £500.

10. Planning issues

a) **Email about the West Suffolk Local Plan Submission Draft Consultation.**

This final consultation asked specific questions required by the Planning Inspectorate (the body which checks that West Suffolk Council has prepared the Local Plan correctly). Comments were invited on whether the plan was legally compliant and sound. Moulton has been classified as a local service centre with 30 homes allocated on the land east of School Road.

b) **DC/24/0274/HH - 23 Newmarket Road, Moulton a. one front porch b. single storey side and rear extension c. replacement windows to existing elevations d. hardstanding to front garden.**

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

c) **DC/24/0369/HH - 37 St Peters Close, Moulton - a. first floor front extension over existing porch b. two storey front and side extension c. dormer window to front elevation d. single storey side extension.**

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

d) **DC/24/0368/HH - 6 Cheveley Road Moulton - Conversion of roof space to habitable room over existing garage.**

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

e) **DC/24/0379/HH - 19 Dalham Road Moulton - a. loft conversion to create habitable space including three dormer windows on front elevation and box dormer at the rear elevation including a hip end conversion to a gable end b. two storey side extension (following demolition of existing garage) c. single storey rear extension (following demolition of existing conservatory).**

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

f) **Planning applications received between meetings.**

DC/24/0171/HH	7-11 Brookside Moulton	Replacement vehicular and pedestrian gates
DC/24/0195/FUL	Warren Place Stables	a. detached kitchen and storage building b.
	Warren Place Moulton	hardstanding area and access driveway c.
		demolition of part of existing front wall and partial
		rebuilding of front wall.

g) **DC/23/1319/CLE – Animal Health Trust site, Moulton**

The public Inquiry for the Animal Health Trust site will take place on 16th April 2024 in Mildenhall (for information only).

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

a) **Off-road car park agreement.**

It was resolved that the invoice amount would be increased by 3.8% in line with the current RPIx.

b) Tree surveys.

I was resolved that the clerk would request a quote for a tree survey from Ligna Consultancy.

c) Update on footpath 15.

There are no updates yet.

d) Possibility of installing a stop sign at Moulton Crossroads.

The response from Suffolk County Council in response to Moulton Parish Council's query about installing a stop sign at Moulton Crossroads was that none of the previous incidents at the junction have been attributed to either the layout or signage/priorities of the junction, therefore the Safety and Speed Team would not support the introduction of a 'stop' sign to replace the give-way sign and markings currently in place.

e) Update on the speeding survey.

The surveys have been delivered to households in Moulton. There has been a good response and the information in the surveys is currently being collated.

PCC elections are due to take place in May. It was resolved that Moulton Parish Council would write to the candidates about speeding concerns and the lack of enforcement by the Police and ask candidates to make it a higher priority.

It was also resolved that Moulton Parish Council would put out a call for information via SALC to find out whether other parishes feel they have a problem with speeding and whether they would be interested in working together to lobby Suffolk County Council and the Police about speeding and the need for more enforcement.

f) Purchase of water bags for two struggling trees including the Jubilee tree and a replacement tree for The Green.

A replacement tree has been purchased. It was resolved that Moulton Parish Council would purchase 2 drip feed bags for both trees.

g) Possible location for 'Not suitable for HGV signs' and cost.

The cost depends on whether an existing post can be used or whether new posts are required. The post in Bridge St near the junction with The Street is too short and would need to be replaced. John Derry agreed to check in Gazeley to see if there is a suitable post there.

h) Update on recent Highways reports.

Report number	Location	Details	Response from Suffolk County Council Highways
00445058	Moulton Road, Newmarket	Cycle route sign has slipped to the bottom of the pole.	Unfortunately, at this time we are unable to take further action as this does not meet our intervention criteria.
00445061	Gazeley Road, Moulton	30 MPH sign has slipped to the bottom of the pole.	Unfortunately, at this time we are unable to take further action as this does not meet our intervention criteria.

It was resolved that Moulton Parish Council would complain to Highways and ask why Highways Engineers are not allowed to carry out minor work as they are in some other counties if it is safe to do so.

i) Community Speedwatch update

The date for the volunteer day is Saturday 6th April at 10am. The number of checks carried out by Community Speedwatch is increasing now that the weather is improving. Two more people have expressed an interest in joining the team. Speed checks coming from Moulton going down School Road recorded vehicles travelling at over 40mph. The following speeds were recorded by the VAS in Newmarket Road.

Vehicle Speeds - Newmarket Road within 30mph limit from 8th Jan – 6th February 2024	
Total number of vehicles recorded	61,638.00
Number travelling at 30+mph	19,284
Travelling at 35+mph	15,522
Travelling at 40+mph	6,937
Travelling at 45+mph	2,935
Travelling at 50+mph	1,257
Travelling at 55+mph	395

Travelling at 60+mph	143
Travelling at 65+mph	34
Travelling at 70+mph	22
Travelling at 75+mph	5
Travelling at 80+mph	2
Travelling at 85+mph	2
Total number of vehicles breaking the 30mph speed limit	46,538
Percentage travelling over 35mph	25%
85 th percentile	36.8mph

It was resolved that Moulton Parish Council would ask for enforcement along Newmarket Road as VAS data is recording more than 25% of vehicles travelling 35mph or more which is above the Police threshold for enforcement of 20%.

j) Update on the meeting with the Environment Agency about flooding along the River Kennett.

A number of actions were agreed at the meeting but Moulton Parish Council is still waiting for written confirmation from the Environment Agency about what was agreed.

k) Request to plant a memorial tree.

The Parish Council has received a request to plan a memorial tree on the Green or playing field. It was resolved that the request would be granted and that the clerk would liaise with Doug James about a suitable location.

l) Request to use the bottom green for parking on 13th July for a 60th Birthday Party.

It was resolved that the request would be refused as Moulton Parish Council does not normally allow the Green to be used for parking outside daylight hours.

12. To discuss any playing field/village green/village maintenance issues:

a) Latest playing field report.

There are a number of findings which are considered to be moderate risk. There are some missing bolt covers and loose fixings on the Spring Ark and there are areas or parts of the timber surface surround on the structure that have rotted. The bushes on the swings and the zip wire also need checking. It was resolved that:

- Mortimer Contracts would be asked to carry out the specialist checks (fixings on the Spring Ark, the bushes on the swings and servicing the zip wire).
- The Parish Council would contact Richard James for a quote to repair the timber surrounds.
- The wooden picnic benches would be replaced by recycled plastic ones. John Derry agreed to confirm how many needed replacing.

b) Outstanding village maintenance issues.

- Village pump - repair the wooden surround.
- Refix glass panel in phone box.
- Dispose of broken bench near climbing frame.
- Repair the village green access track.

Cllr Doug James agreed to carry out the repairs. The village green access track will be repaired as soon as the track dries out.

c) Repainting the bus shelter in Newmarket Road.

It was resolved that Alex Burch would be asked to quote to repaint the swings on the playing field and to repaint the bus shelter.

13. To agree agenda items for the Annual Parish Meeting.

It was resolved that the same format would be used as for previous years. The Annual Meeting of the Parish Council will start at 6.30pm on Monday 20th May 2024 followed by the Annual Parish Meeting at 7.30pm. Written copies of reports will be requested so that they can be circulated prior to the meeting. In addition to reports from county and district councillors, Moulton Panthers, Moulton Wildlife Group and Moulton Village Hall, reports will also be requested from Reverend Chris Childs, Community Speed Watch and the Moulton Charity.

14. To discuss any village issues:

a) Anti-social behaviour near the church and the suggestion by Suffolk Police to apply for a Public Space Protection Order.

Following conversations with West Suffolk Council and PC Emma Harper, introducing a PSPO will not be a quick solution and would still need to be enforced by the Police. PC Harper has spoken to the driver of one

vehicle which had come to Moulton from elsewhere and has his details. Things have quietened down since then so she is hoping that now she has the driver's details he will not come back to Moulton. She suggested a street light might be an alternative solution as the area is very dark. The clerk agreed to find out the cost of installing a street light. If the decision is made to install one in the future, nearby residents and St Peters' Church would need to be consulted.

b) Update on the thermal imaging project.

The project was a success with 24 households being surveyed. A report is available on the Parish Council's website at <http://moulton.onesuffolk.net/parish-council/meetings/meeting-reports/2023-24/25th-march-2024/>

c) Update on the new village sign.

There is currently no update as a design has not been agreed yet.

d) Request for a rooted Christmas tree for the village.

It was resolved that Moulton Parish Council would fund the purchase of a rooted Christmas tree and watering bag provided volunteers can be found to take responsibility for watering it.

e) Relocating the dog bin outside 9a Newmarket Road

UK Power Networks had to remove the bin from outside 9a Newmarket Road. West Suffolk Council has confirmed an alternative location. Tim James agreed to install the bin.

f) Update on the advert to find volunteers to join an affordable housing working group.

Two people have responded. It was resolved that an initial meeting would be arranged in June.

15. To confirm the dates of meetings in 2024/25.

- Monday 20th May 2024 – Annual Meeting of Moulton Parish Council at 6.30pm followed by the Annual Parish Meeting (village meeting) at 7.30pm.
- Monday 15th July 2024
- Monday 16th September 2024
- Monday 18th November 2024
- Monday 20th January 2024
- Monday 17th March 2025

16. To discuss the following correspondence:

a) Email from West Suffolk Council about their consultation on street trading.

It was resolved that no response would be submitted.

b) Email from West Suffolk Council about their Homelessness Reduction and Rough Sleeping Strategy.

Cllr John Derry agreed to submit a response on behalf of Moulton Parish Council.

c) Email from Suffolk County Council on their Local Transport Plan consultation.

It was resolved that no response would be submitted as there is no funding available for any transport improvements.

d) Email from plug in Suffolk about the installation of EV charging points.

The clerk agreed to pass this information on to Moulton Village Hall.

e) Email from SARS requesting a donation.

It was resolved that a donation of £100 would be made.

f) Email from Connecting Communities about the Community Transport Service they provide.

Information about the service is on the Moulton website and was put on the Moulton Facebook page.

g) Letter from Suffolk County Council re the Parish Council's streetlighting giving details of energy maintenance costs following the appointment of a new contractor - For information only.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 20th May 2023 at 6.30pm and the Annual Parish Meeting at 7.30pm.

The following items are for noting:

Moulton Parish Council has received a request from Moulton Village Hall to use the playing field and Green (for parking) for a Fun Day on Saturday 6th July from 12 noon – 5 pm. Councillors confirmed that they were happy for the playing field and Green to be used.

The following items are for including on the next agenda:

- Replacing the directional signs on Moulton Crossroads (funded by Moulton Parish Council).

There being no further business the main meeting closed at 8.30pm

Signed (Chairman) Dated