

MOULTON PARISH COUNCIL
Minutes of the meeting held on Monday 17th July 2023.

Councillors present: David Almond (Chair), Mark Price (Vice Chair), Doug James, Jane Horsnell, Tim James, Ryan Brag, Richard Edge, Ed Chambers and John Derry.

Also present: Joanne Kirk (Clerk), County Councillor Andy Drummond, District Councillor Roger Dicker and six members of the public.

1. Acceptance of apologies for absence.

No apologies were received.

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

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

3. Approval of minutes of the Annual Meeting of the Parish Council held on Monday 15th May 2023.

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:

- Paul Brown from the Vets football club asked if they could use the playing field for matches.
- The response from the Police and Suffolk County Council to complaints about the decision not to allow a 40mph speed limit on the section leading into Moulton on Newmarket Road.
- Loss of road markings in Brookside which have not been replaced.

5. County Councillor's Report.

County Councillor Andy Drummond spoke about the following:

- The change in the make-up of West Suffolk Council since the May elections.
- He supported the speed reduction in Newmarket Road but it was rejected and there was no right of appeal, which he was not happy about.
- He agreed to ask Highways to reinstall the missing signs at the Boy's Grave junction and ask about the white markings at the junction of Brookside and Gazeley Road.

6. District Councillor's report.

Cllr Roger Dicker spoke about the following:

- He has been appointed as Chair of West Suffolk Council.
- He explained the make-up of West Suffolk Council following the elections. The hope is there will be a better deal for communities in the former Forest Heath area.
- Community Chest Fund applications are now open.
- Activities for children over the summer holidays.

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

There was one outstanding councillor action.

8. Finance

a) Approval of any payments and signing of Schedule of Payments.

It was resolved that the following payments would be approved:

- HMRC – PAYE - LGA 1972, s111 - **£29.20**
- J P Kirk – expenses - LGA 1972, s111 - **£35.70**
- HMRC – Employer's NI - LGA 1972, s111 - **£74.76**
- K Hutchinson & Son – flail riverbanks – Open Spaces Act 1906, ss9 and 10 - **£492.00**
- Community Action Suffolk – Housing Needs Survey – 1st payment – GPC – **£1,200.00.**
- Packhorse Fencing – grass cutting, cutting back hemlock along the side of the playing field, playground inspections, new water bowser for new trees and hedge on the playing field and watering new trees and hedges on the playing field- Open Spaces Act 1906, ss9 and 10 - **£1,430.50**

- Moulton PCC – contribution to churchyard maintenance, Local Government Act 1972, s.214 (6) - **£1,250.**

The Chairman thanked Doug James for his work on the hedge on the playing field.

b) Approval of payments authorised between meetings

Two payments were authorised between meetings:

- Business Services at Community Action Suffolk Ltd – additional insurance premium – LGA 1972, s111 - **£9.75**
- DHF Products – Advanced Give Way sign as discussed at previous meetings – Road Traffic Regulations Act 1974, s72 - **£379.99**

c) Statement of receipts and payments made since 1st May 2023

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

Receipts

Date	Bank	Description	Supplier	Total
10/05/2023	Lloyds current account	Rent - off road parking	Moulton Primary School	£918.30
09/05/2023	Lloyds reserve account	Bank interest received	Lloyds Bank	£54.92

Payments

Date	Description	Supplier	Total
02/05/2023	Legal advice for HNS	Churchgate's	£360.00
16/05/2023	Clerk's expenses	Joanne Kirk	£26.15
16/05/2023	Internal audit	Cathy Whitaker	£70.00
16/05/2023	SALC subscription	Suffolk Association of Local Councils	£388.72
16/05/2023	Repairs to slide	E Chambers	£175.00
16/05/2023	Donation	Newmarket Day Centre	£200.00
16/05/2023	Donation	Magpas	£100.00
16/05/2023	Donation	Our Special Friends	£100.00
16/05/2023	Grass cutting and playground inspections	Packhorse Fencing	£612.00
05/06/2023	Village gateways	JACS	£5,394.00
16/05/2023	Councillors' mileage expenses	T James	£38.25
14/06/2023	Advanced Give Way sign	DHF Products Ltd	£379.39
27/06/23	Lockdown wheelie bin	West Suffolk Council	348.00
Staff costs as per confidential cash book			

Transfers

Date	From	To	Amount
11/04/2023	Lloyds reserve account	Lloyds current account	£1,000.00
12/04/2023	Lloyds reserve account	Lloyds current account	£1,000.00
02/05/2023	Lloyds reserve account	Lloyds current account	£1,000.00
16/05/2023	Lloyds reserve account	Lloyds current account	£2,000.00
16/05/2023	Lloyds current account	Lloyds reserve account	£1,000.00
05/06/2023	Lloyds reserve account	Lloyds current account	£6,000.00
14/06/2023	Lloyds reserve account	Lloyds current account	£500.00
20/06/2023	Lloyds reserve account	Lloyds current account	£1,000.00

d) Bank balances and confirmation of bank reconciliation as of 21st June 2023

Lloyds current account	£1,009.49
Lloyds reserve account	£106,019.59
Total in Banks	£107,029.08

David Almond and Mark Price had reviewed the financial papers prior to the meeting. The Chairman countersigned the schedule of Payments.

e) Approval of the continued use of electronic banking.

It was resolved that Moulton Parish Council would continue to use electronic banking.

f) Email from Moulton Pre-school requesting a donation for event.

It was resolved that a one-off donation of £1,000 would be made.

g) Outstanding licence fees.

All outstanding licence fees have now been paid. A letter has been sent to Vivo Outdoor Fitness asking for future payments to be made by quarterly standing order.

9. Planning issues

a) DC/23/1050/TCA - 7-11 Brookside Moulton - four Beech (G1 on plan) lateral crown reduction of up to 2.5 metres and crown lift to 3.5 metres above ground level.

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

b) Planning applications received after the agenda was published:

- **DC/23/1053/HH – 7-11 Brookside - a. installation of three dormer windows to side elevation (following removal of two existing roof lights); b enlarge aperture of window to front elevation.**

Parish councillors did not have any concerns about this application therefore the clerk agreed to submit a response of no objections using her delegated powers.

- **DC/23/1068/TCA – 4 Church Road, Moulton - a. one Yew (T1 on plan) overall crown reduction by one metre b. remove three dead trees and one dead shrub.**

Parish councillors did not have any concerns about this application therefore the clerk agreed to submit a response of no objections using her delegated powers.

c) Planning applications which came in between meetings.

- **DC/23/0929/TCA -1, The Green, Moulton - One Walnut (T1 on plan) fell and one Sycamore (T2 on plan) fell.**

This application was circulated to councillors. They did not have any concerns about this application.

d) West Suffolk Local Plan.

The Local Plan is currently being reviewed. The final consultation will now be in January 2024. The plan will come into effect in 2025.

10. To review the following policy documents:

a) Financial Regulations.

It was resolved that the following amendments would be made:

- Section 4.5 - amend the amount the clerk and Chairman can authorise outside meetings to £800 as this seems a more realistic amount with costs increasing.
- 5.5c – amend to:

- a) *fund transfers within the councils banking arrangements as required to ensure invoices can be paid or to the reserve account, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

b) Standing Orders.

It was resolved that the following amendments would be made to section 1a:

- a) Meetings of the Council will be held in ~~Moulton Primary School~~ or Moulton Village Hall on the third Monday (excluding Bank Holidays) in January, March, May, July, September and November unless otherwise notified. Dates of meetings can only be changed with the agreement of the Chairman and clerk if a meeting is not going to be quorate. Meetings will commence at 6.40p.m. ~~or 7.30pm, depending on the availability of Moulton Village Hall.~~

11. To discuss any highways/Rights of Way issues/tree/transport, flooding and riverbank issues.

a) Update on the complaint to Suffolk County Council about their refusal to approve Moulton Parish Council's request for a reduced speed limit in Moulton Road.

Moulton Parish Council has received responses from Deputy Chief Constable Robert Jones, and email from Police and Crime Commissioner Tim Passmore. The response from Chief Constable Robert Jones did not answer the specific questions asked by Moulton Parish Council. Police and Crime Commissioner Tim Passmore declined to respond as it is an operation matter. The complaint to Suffolk County Council was dealt with by the Monitoring Officer who found no case to answer.

It was resolved that:

- The clerk and Richard Edge would draft a further letter to Chief Constable Robert Jones asking for a response to the specific question raised and a formal complaint made to Suffolk County Council via Customer Rights.
- Moulton Parish Council would investigate alternative signs for Moulton Road, for example 'No footway' or 'concealed entrances' signs.

b) Email from 20's Plenty for Suffolk asking Moulton Parish Council if they would be interested in getting involved with the scheme.

It was resolved that Moulton Parish Council would sign up for the '20 is Plenty' scheme with a view to starting a county wide conversation about speeding and speed limits in Suffolk.

c) Review of signs and notices.

Councillors agreed to remove old and out of date notices around the village.

d) Update on the installation of a planter, village entrance gates and advanced Give Way sign.

New planters have been installed near Moulton Crossroads. It was resolved that two black and white chevrons would be ordered to put on the signs along with reflective tape at a cost of £159.99 + VAT each for the signs and £30 for the reflective tape (Road Traffic Regulations Act 1984, s72).

The village entrance gates have been installed, however Moulton Parish Council has been made aware that the 30mph roundels are too small. This was not picked up by SCC when the Street Furniture Licence application was made or by the supplier.

The supplier has offered to pay 50:50 for replacement signs and install them free of charge at a cost of **£707.11**.

It was resolved that replacement signs with larger roundels would be ordered at a cost of £707.11. The clerk was asked to contact SCC and make them aware of their error and ask if they would be willing to contribute towards the cost.

e) Testing water quality in the River Kennett.

A resident raised concerns about water quality in the River Kennett on the Moulton Facebook page. A report has already been made to the Environment Agency. Moulton Parish Council would like to wait for the response from the Environment Agency before making any further decisions. A formal request would also need to be submitted along with costings.

12. Review of councillors' responsibilities and delegation of minor decisions.

It was resolved that the document detailing councillors' responsibilities and the delegation of minor decisions would be approved. Minor decisions can be made outside of meetings by the clerk and the following councillors/working groups provided that they are not considered to be controversial and are reported to the Parish Council at the next meeting:

- Management of website (Ryan Bragg).
- Clerk and chairman authorised to make payments up to £800 which cannot wait until next meeting.

- Playing field working group (David Almond, Mark Price, Doug James and Richard Edge). Clerk and chairman authorised to make payments of up to £500 for replacement parts and ongoing repairs to playing field equipment – see minutes 4th October 2021 – minute ref 24/8b
- Speeding and traffic management (Ryan Bragg and John Derry).
- Bus shelters (Mark Price and Tim James).
- Phone box (Ed Chambers).
- Waste management and litter (John Derry).
- Planning (Tim James, Richard Edge and John Derry). All planning applications will be referred to all parish councillors. Minor decisions which are not controversial delegated to clerk and planning working group.
- Planning - TCA applications. All TCA applications referred to councillors. Moulton Parish Council will accept the recommendations of WSC tree officer unless a tree is to be felled and councillors feel it should be protected by a TPO because it has amenity value in the village.
- Dog bins and dog fouling (Jane Horsnell and Tim James).
- Rights of Way (Jane Horsnell and Tim James).
- Highways (Mark Price, John Derry and Ryan Bragg).
- Defibrillator (Jane Horsnell).
- Other minor decisions relating to the day-to-day running of the Council can be made by the clerk in conjunction with the chairman, when the stance of councillors is known and the decision is not considered to be controversial. Clerk to email councillors giving a deadline for responses.
- In the event of clerk being off work, where possible the clerk will forward on emails or divert them to the chairman. Holding responses will be sent by the chairman saying that no decisions can be made until the next meeting. Urgent interim actions normally carried out by the clerk, (but no decisions) will be carried out by the chairman or vice-chairman, for example requesting extensions to planning applications, holding responses to emails, speaking to residents about local issues providing no decisions are required.

All decisions made under delegated powers are to be reported to the Council at the next meeting.

Richard Edge agreed to be the second Parish Council representative on the Village Hall Management Committee.

13. To discuss the following playing field/play equipment issues.

a) Latest playing field inspection report:

- Remove weeds/vegetation from around the bench in front of the village hall.
- Replace damaged surfacing. This has been repaired.

b) Request by Moulton Vets to use the playing field for games.

It was resolved that Moulton Vets would be allowed to use the playing field subject to the following issues being resolved:

- Agreement with Moulton Panthers about pitch marking.
- Balls going into neighbouring gardens and the possibility of installing a temporary net (similar to the one used in Isleham) during matches.
- Securing goal nets after matches.

The clerk agreed to raise these issues with Moulton Vets and update Moulton Panthers. It was resolved that the playing field working group would review and approve the playing field licence for both teams subject to these issues being resolved. All fees will need to be paid prior to the first match and a maximum of two games will be permitted on a Saturday.

c) Email from a resident complaining about the Parish Council's decision not to proceed with a planning application for a 4m fence along part of the playing field.

Councillors agreed to update the resident once the possibility of a temporary net has been explored.

d) Email from Active Allstarz Sports Coaching asking to use the playing field for a football camp in August.

Councillors agreed that the playing field could be used for the football camp subject to receipt of the licence fee. The clerk will confirm the final dates with Mark Price so that he can update Vivo Outdoor Fitness and let Mark McTrusty know as well.

e) Other playing field issues raised at the meeting.

A wedding booking has been made in the village hall for the weekend of Friday 29th September – Sunday 1st October 2023. As there will be a hog roast van, access will be required to the playing field. Mark Price suggested that the village hall liaises with him as he has a key to the gate.

A gate post on the playing field needs replacing. Doug James agreed to purchase a replacement post and Tim James agreed to install it. It was resolved that a payment of £100 for the post would be approved.

14. Recreation Ground Charity Annual Return.

The clerk was authorised to complete the Recreation Ground Charity Annual Returns on behalf of Moulton Parish Council.

15. Village issues:

a) Update on the Housing Needs Survey and presentation about Community Led Housing.

The return rate was 33%. The draft summary report is being prepared by Community Action Suffolk and should be ready by 30th August 2023.

b) Update on the village sign.

The village sign working group has made the following suggestions:

- The starting point for the artwork for the new village sign will be the Packhorse Bridge, the River Kennet and its features.
- The proposed sign would be double sided to maximise the visibility from all four approaches at the Crossroads and installed on a free standing oak post.
- A coloured relief moulded sign (either polyurethane or aluminium) is preferred to a metalwork or carved wood construction.
- The total cost will be around £6,000 including the oak post. County Councillor Andy Drummond agreed to make a contribution from his locality budget.

The next stage for the Working group is to test out ideas in sketch form to see what can practically be included in the space available and assess the visual impact. It was resolved that Moulton Parish Council would approve a budget for the sketch and design work of £300 plus VAT.

16. Correspondence:

a) Email from the Greenest Community Network.

It was resolved that a link to the Greenest Community Network would be added to the Moulton website.

17. Questions for the Council and any urgent business.

A property along Brookside has giant hogweed, hemlock and other dangerous weeds growing. Doug James agreed to speak to the owner.

Speedwatch signs. These had to be removed when the new village gateways were installed. It was agreed that they would be reinstalled on the existing VAS poles. Doug James agreed to put them up.

18. Any other business for noting or including on the agenda of the next meeting on Monday 18th September 2023.

The following items are for noting:

A Section 130a notice has been sent to Suffolk County Council asking them to arrange for the obstruction along this footpath to be removed.

The following items are for including on the next agenda:

Moulton Parish Council has received an email about the Boy's Grave crossroads on the B1506 asking if the Parish Council would support a reduction in speed limit. This has already been raised with Suffolk County Council. County Councillor Andy Drummond has also agreed to ask Highways to review the signs at the junction first as some are missing. This item will be discussed further at the September meeting.

There being no further business the main meeting closed at 8.23pm.

Signed (Chairman) Dated