

MOULTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 20th May 2024.

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

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

1. Election of chairman

David Almond was nominated and following a vote, it was resolved that he would be chairman. As the new chairman was unable to attend, it was resolved that John Derry would chair the meeting.

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 will sign a Declaration of Acceptance of Office after the meeting.

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. One amendment was made to Richard Edge's form.

5. Acceptance of apologies for absence

Apologies were received from David Almond, Tim James and Ed Chambers and the reason for absence accepted.

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 25th March 2024.

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:

- The bend sign and 'slow markings' which have been installed in the wrong place along Moulton Road. County Councillor Andy Drummond is already following this up with Highways.
- A fault with the VAS in Newmarket Road.
- A request for an update on the repairs to the village maintenance track.
- Parking on the verge on the Green. Could the 'No Parking' sign be moved to somewhere more visible?

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

The following actions are outstanding:

- Quote for painting the bus shelter and swings. Mark Price agreed to follow up with this.
- Repairing the wooden surround for the water pump near the packhorse bridge. A deadline was set for the end of June.
- Refixing a glass panel in the telephone kiosk. Mark Price agreed to refix the panel with Tim James.
- Possible location of posts for 'Not suitable for HGV signs' in Moulton and Gazeley. John Derry has checked both locations and there are no suitable posts. The clerk agreed to contact Matthew Fox to ask him about possible suitable sites for new posts.
- Complaint to Highways via County Councillor Andy Drummond. No response has been received yet.
- Application for a Nationwide business savings account. An application was made online but Nationwide has emailed that it is no longer accepting applications.

10. Finance

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

It was resolved that the following payments would be approved:

- SALC – annual subscription – LGA 1972 111 - **£394.79**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£75.00**
- J P Kirk - expenses - LGA 1972, s111 - **£20.52**
- J P Kirk – to reimburse the cost of watering bags for trees – GPC - **£28.99**
- Service and recalibration of the VAS in Newmarket Road - **£85 plus £55 carriage.**
- Doug James – extra keys for the gate to The Green – Open Spaces - **£24.00**

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 1st April 2024

Receipts

Date				Total
02/04/2024	Current account	Playing field licence	Vivo Outdoor Fitness	£25.00
03/04/2024	Reserve account	WSC locality funding for replacement picnic bench	West Suffolk Council	£500.00
08/04/2024	Current account	VAT refund 2023-24	HMRC	£2,835.38
25/04/2024	Reserve account	Precept	West Suffolk Council	£36,665.00

Payments

Date	Minute	Description	Supplier	Total
08/04/2024	138/9a	Scribe subscription	Starboard Systems Ltd	£414.72
08/04/2024	138/9a	Street lighting	Suffolk County Council	£2,123.65
08/04/2024	138/9a	Membership CPRE	CPRE	£36.00
08/04/2024	131/9e	Pest control services	CRC Pest Control	£330.00
09/04/2024	131/9e	Grass cutting	Packhorse Fencing	£618.00
09/04/2024	126/10b	Refreshments for CSW meeting	New Moulton Stores	£87.00
15/04/2024	131/9e	Data protection fee	ICO	£35.00
Staff costs as per confidential cashbook				

d) Bank balances and confirmation of bank reconciliation as of 30th April 2024.

Lloyds current account	£1,534.55
Lloyds reserve account	£135,160.58
Total in Banks	£136,695.13

Mark Price and verified and signed the bank statements.

e) To approve the Receipts and Payments Summary for the financial year 2023 – 2024 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.

f) Internal auditor's report

No issues were raised.

g) To approve Moulton Parish Council's Annual Governance Statement 2023/24 (see separate document) and section 1 of the Annual Governance and Accountability Return 2023/24.

It was resolved that Moulton Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2023/24 would be approved. The Chairman and RFO signed section 1.

h) To approve and sign section 2 of the Annual Governance and Accountability Return 2023/24- the Accounting Statements 2023/24

It was resolved that section 2 of the Annual Governance and Accountability Return 2023/24 - the Accounting Statement 2023/24 would be approved. The Chairman and RFO signed section 2.

i) 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 Monday 3rd June 2024 – Friday 12th July 2024.

j) Precept information for 2023/24.

A precept payment of £36,665.00 was received from West Suffolk Council on 25th April 2024.

k) Information from SALC about automatic pension enrolment.

SALC has sent through information about the threshold for automatic enrolment. As Moulton Parish Council now meets the threshold the clerk contacted the Pension Regulator for advice. As Moulton Parish Council already contributes to the clerk's own pension they advised that Moulton Parish Council needed to write to the clerk to let her know that she was eligible for automatic enrolment. The clerk then had to write back saying that she was happy to opt out and stick with the current arrangement with them contributing to her existing pension. The clerk confirmed that she has done this. It was resolved that Moulton Parish Council would contribute an additional £4 per month to comply with the threshold set by the Pension Regulator.

14. Planning

a) **Planning applications received since the last meeting and after the agenda was published.**

DC/24/0617/CLP	Holly Tree Cottage, 4 The Street, Moulton	Conversion of outbuilding into habitable space
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This is a permitted development application, therefore no planning permission is required.

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

a) **Guidelines for use of the village green for parking.**

It was resolved that the guidelines would be approved.

b) **Request by a resident for a streetlight to be moved in Tweed Close.**

It was resolved that Moulton Parish Council would ask the resident to cover the cost of relocating the existing post (£1,235.79 + VAT) but upgrade to a new 6m Galvanised column and disposal of the existing concrete column (1,361.83 + VAT) with Moulton Parish Council paying the difference.

c) **Possibility of replacing faded road signs in Moulton and whether Moulton Parish Council is willing to meet the cost if they do not meet SCC Highways criteria for replacement.**

It was resolved that:

- The directional sign at Moulton crossroads would be replaced and a payment of up to £750 approved. The clerk agreed to obtain a quote.
- A rolling cycle of replacing worn or faded signs would be carried out annually with an amount allocated in the annual budget.

d) **Cars parking on The Green near the entrance to Bridge St, by the Packhorse Bridge and on the verges near St Peter's Church and damage to the verge and the Green in Bridge Street.**

It was resolved that:

- Moulton Parish Council would install posts along the access track to the Green to prevent cars from parking on it including removable posts to allow access for grass cutting. A working party will be set up to install the posts. A payment of up to £500 was approved.
- The Parish Council would contact Planning Enforcement about the parking issues in Bridge Street and on The Green as adequate parking has not been provided on the Packhorse Inn site.
- The Parish Council would send a letter of complaint to the Chestnut Group about the impact of their work on the residents of Bridge Street and the problems with parking.
- A new sign would be installed at the entrance to the Green (wording still to be agreed).
- SCC Highways would be contacted about the problems with parking along Bridge Street.

e) **To discuss the quote for a tree survey.**

It was resolved that the quote of £325 + VAT would be approved.

16. To discuss any village issues.

a) **Latest playground inspection report.**

The following additional new issues were raised:

- Multiplay – the rope has worn and wire strands exposed. Replace rope or net.

b) **Repairs to play equipment.**

Community Action Suffolk sent the following response to the Parish Council's query about liability insurance for anyone carrying out inspection of play equipment:

Daily/weekly/monthly playground inspections can be carried out by a competent person but the annual inspection should be carried out by RoSPA.

We strongly recommend either RoSPA or a professional playground installation company carry out any repairs to ensure the playground equipment remains safe and fit for purpose and to avoid any future loss or injury.

It was resolved that the Moulton Parish Council would accept the quote from Mortimer Contracts for the following work:

- Flat swings - to supply and fit new bushes, shackles, traditional swing chains and flat swing seats - £895 + VAT
- Cradle Swings - to supply and fit new bushes, shackles, traditional swing chains and premium cradle seats - £1,145 + VAT
- Spring Ark - to supply two new safety tiles to replace broken ones. Clean gaps and fill with black sealant. Tighten fittings on base of spring - £340 + VAT

In addition Mortimer Contracts will be asked to quote for the following repairs which were classed as medium risk in the latest playing field inspection report:

- Multiplay Junior – replace rope or net.
- Spring Ark. Replace rotten timbers.
- Spring See-Saw. Replace rotten timbers. Replace U clamps.

It was resolved that a payment of £3,000 ex VAT would be approved for the work quoted above and the additional work.

Following on from discussions at the March meeting about replacing the wooden picnic benches, it was resolved that the Parish Council would purchase two new benches, one using the West Suffolk Council locality funding from Cllr Roger Dicker and a second to replace the memorial bench with the plaque being transferred to one of the new benches. A payment of £1,100 was approved.

c) Playing field bookings – for information only

The clerk circulated a list of playing field bookings for the summer period.

17. Suffolk Devolution consultation which ends on 26th May.

It was resolved that Jane Horsnell would respond on behalf of Moulton Parish Council saying that it did not support the proposals.

18. To discuss the following village issues:

a) Moulton Fun Day on 6th July.

It was resolved that Moulton Parish Council would cover the cost of events insurance.

19. To discuss the following correspondence:

a) Flyer from Kennett Community Land Trust about affordable housing which will be available to local people for shared ownership or affordable rental – for information only.

20. Any other business for noting or including on the agenda.

The following issues are for noting:

a) New Green Loan scheme for up to £5,000 over 3 years, for a range of domestic energy efficiency and renewable energy products.

This information will be included in the next newsletter.

The following items are for including on the next agenda:

a) Email asking Moulton Parish Council to support a bill to improve the safety of lithium batteries and their disposal.

There being no further business the meeting closed at 7.27pm.

Signed (Chairman) Dated