

## MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 20<sup>th</sup> January 2025.

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

**Also present:** Four members of the public.

**1. Acceptance of apologies for absence.**

Apologies were received from parish councillor Richard Edge and the reason for absence accepted.

**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 meeting held on Monday 18<sup>th</sup> November 2024 and the planning meeting held on Monday 16<sup>th</sup> December 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 minutes of the planning meeting on 16<sup>th</sup> December are not up on the website yet.
- The East-West Rail consultation which will be a golden opportunity for the Newmarket link to be improved.

**5. County Councillor's Report.**

No report was received.

**6. District Councillor's report.**

No report was received.

**7. Police issues.**

No issues were raised.

**8. Co-option of a new parish councillor.**

It was resolved that Richard Mather would be co-opted onto the Parish Council.

**9. Update on the list of actions agreed at the last meeting.**

There were no outstanding councillor actions.

**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 – **£19.40**
- John Gunson (parish archivist) – annual contribution towards materials– GPC - **£100.00**

Tim James and Mark Price signed the Schedule of Payments.

**b) Approval of payments authorised between meetings.**

No payments were authorised between meetings.

**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	Total
05/11/2024	Maintenance of village green access track Resident	£25.00
06/11/2024	One off rental fee for work printer Stradishall Parish Council	£30.00
06/11/2024	One off rental fee for work printer Risby Parish Council	£40.00
11/11/2024	Bank interest received Lloyds Bank	£54.47
15/11/2024	Playing field licence Force Fitness	£25.00
18/11/2024	Playing field licence Limitless Sports and Activities	£25.00
25/11/2024	One off rental fee for work printer Lackford Parish Council	£20.00
25/11/2024	Maintenance of village green access track Resident	£25.00
03/12/2024	Contribution to VAS Suffolk County Council	£1,125.00
04/12/2024	Maintenance of village green access track Resident	£25.00
12/12/2024	One off rental fee for work printer Ousden Parish Council	£20.00

**Payments**

Date	Minute	Description	Supplier	Total
20/11/2024	166/11g	Refund of cost of street light unit 31	Resident	£1,235.79
20/11/2024	163/9a	Grass cutting	Packhorse Fencing	£1,134.00
20/11/2024	167/13b	Donation	Moulton Preschool	£250.00
20/11/2024	167/13a	Donation	Citizen's Advice West Suffolk	£100.00
20/11/2024	155/9a	Poppy wreath and donation	Royal British Legion	£45.00
Staff costs as per confidential cashbook				

**Transfers from reserve account to current account.**

19/11/2024	Lloyds reserve account	Lloyds current account	£2,000.00
20/11/2024	Lloyds reserve account	Lloyds current account	£1,500.00
12/12/2024	Lloyds reserve account	Lloyds current account	£500.00

**d) Bank balances and confirmation of bank reconciliation as of 6<sup>th</sup> January 2025.**

Lloyds current account	£801.64
Lloyds reserve account	£56,515.50
Cambridge Building Society	£50,000.00
<b>Total</b>	<b>£107,317.14</b>

Mark Price verified and signed the bank reconciliations..

**e) Approval of regular payments for 2025 – 26.**

It was resolved that the following regular payments would be approved:

Payment	2024/245 - Amount ex VAT	2025/26 Amount ex VAT
<b>Admin costs</b>		
Business Services at CAS Ltd - Insurance	£899	£1,000
Internal audit fee	£75	£80
External audit fee	£315	£330
SALC Annual Subscription	£395	£420
Scribe accounting software	£346	£380
Phone costs (shared)	£54	£60
Stationery (print cartridges - shared cost)	£76	£30
CAS Ltd - website hosting fee	£35	£35
ICO - data protection fee	£35	£35
Village hall hire for meetings	£0	£0
<b>Maintenance costs</b>		
K Hutchinson & Son - flailing river bank - (twice a year)	£668	£700
CRC Pest Control contract	£550	£550
Village Maintenance contract - grass cutting	£4,512	£4,600
Village maintenance - general	£0	£500
Village Maintenance contract - playing field inspections	£0	£0
Moulton PCC - contribution to churchyard maintenance	£1,500	£1,500
Community Heartbeat - Defib annual support	£126	£126
Suffolk County Council - annual street lighting contract	£1,770	£2,000
Apical Landscaping Ltd - weed control	£30	£450
<b>Grants/donations (\$137)</b>		
Newmarket Day Centre - Annual grant (\$137)	£200	£200
Magpas Annual Donation	£100	£100
Our Special Friends Annual Donation	£100	£100
John Gunson - Village Archivist contribution to materials	£100	£100
CPRE annual donation	£36	£36

Royal British Legion	£45	£50
<b>Ongoing authorisations (as and when required)</b>		
Replacement parts and ongoing maintenance of play equipment	£500	£500
Replacement parts and ongoing maintenance of VAS	£200	£200
Maintenance of fixed assets	£500	£500
Village maintenance (general)	£500	£500
Urgent tree works	£500	£500
Clerk and councillor training	£50	£100
JRB Enterprise Ltd - poop scoop bags (2x a year)	£200	£200
Office equipment	£300	£300
Village events	£500	£500
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

- f) **To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2024.**  
It was resolved that the Internal Control Statement would be approved.
- g) **To appoint a councillor to carry out internal control checks and complete the Internal Control Report.**  
It was resolved that Ryan Bragg would check the Council's accounts again this year.
- h) **To review the effectiveness of the internal audit.**  
It was resolved that the Review of the Effectiveness of the Internal Audit document would be approved.
- i) **Appointment of an internal auditor.**  
It was resolved that Cathy Whitaker would be appointed as Internal Auditor again this year at a cost of £80.
- j) **To review any contracts.**  
It was resolved that;
- The grass cutting contract with Packhorse Fencing would continue for another year until March 2026.
  - That Mark Price would carry out weekly inspections of play equipment, minor repairs and ongoing village maintenance and that the draft contract would be approved.

## 11. Planning issues.

- a) **Planning applications received since the last meeting and after the agenda was published.**
- DC/24/1673/HH – 41 Dalham Road – single storey side and rear extensions.
  - DC/24/1699/HH - 17 Dalham Road, Moulton - a. front porch b. single storey rear extension c. conversion of roof at rear d. single storey side extension to left of property e. installation of rooflights f. removal of chimney.
- Moulton Parish Council had no objections to either application.
- b) **Material Considerations when deciding on planning applications – for information only.**

## 12. Highways/Rights of Way issues/tree/transport issues.

- a) **Tree works.**  
David Almond and Mark Price had reviewed the list of works recommended in the Tree Survey. A lot of the work required is general tidying up removing deadwood and ivy.
- It was resolved that:
- Mark Price would carry out the work to remove deadwood.
  - Ivy would be severed where it is too heavy for the tree. The Parish Council is aware of the wildlife benefit of ivy and agreed to selective rotational management of ivy.
  - The Parish Council would apply for a TCA application for the work required to cut back the trees alongside the zip wire and near a resident's property.
- b) **Update on Boy's Grave Junction following the site meeting on 29<sup>th</sup> November 2024 and draft letter to Suffolk County Council about improvements to Norwich Road.**  
Following another spate of accidents at Boy's Grave junction, Moulton Parish Council arranged a site meeting at the junction with representatives from Suffolk County Council, National Highways, Suffolk

Police, County Councillor Andy Drummond, Kentford Parish Council and a Senior Parliamentary Researcher for Nick Timothy MP.

It was clear during the visit that Norwich Road is very busy and not suitable for the large number of HGVs using it. The road signs at the junction were not easily visible from the Norwich Road side and the advanced Give Way sign regularly gets hit by lorries.

Suffolk County Council agreed that the signs before and at the junction on both sides need to be improved with yellow backed reflective 'give way' signs. The advanced 'give way' signs will also be replaced with the one in Norwich Road being positioned on the opposite side of the road to prevent it from being hit by HGVs as the verge is wider. The white lines at the junction will also be replaced along with the signs on the B1506.

Moulton Parish Council will also be submitting a joint letter with Kentford and Chippenham Parish Councils asking for a strategic review of Norwich Road and its suitability for use by HGVs with a view to improving the road. It was resolved that the draft letter would be approved and sent to Suffolk County Council.

**c) Quote from DJ Haill for work installing posts and signs.**

It was resolved that the quote of £1,636 including VAT would be approved with the following amendment:

- The sign on the Green will not be re-positioned.
- A post for a VAS will be installed in The Street if a suitable location can be found.

It was also resolved that the Parish Council would order a PIR light in warm white, with a fixing bracket at a cost of £125 + VAT to install near the church car park.

**d) Community Speedwatch update.**

The Parish Council reviewed recent speed data. Very high speeds have been recorded as vehicles enter and leave Moulton.

The Parish Council needs to find an alternative location for the Westcotec VAS. Mark Price and John Derry agreed to look for a possible location in The Street and ask the landowner for permission.

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

**a) Latest playing field inspection report:**

There are two medium risk items:

- A number of fixings have worked loose on the Multiplay and need securing.
- A handgrip on the Multiplay is missing and needs replacing.

David Almond and Mark Price met Phil Smith who carries out the monthly inspections of play equipment for West Suffolk Council. He gave some helpful guidance about maintenance of play equipment.

It was resolved that:

- Mark Price would carry out weekly visual inspections of the playing field and play equipment.
- Mark price would complete the RPII course Routine Visual Inspections. The clerk agreed to look at possible dates.
- Phil Smith gave a number for a company that carries out repairs of play equipment. The clerk agreed to contact them to ask for a quote for repairs to the Multiplay (replacing the ladder, fixing splits in the wood and replacing the climbing board). Mark Price agreed to meet them on site.
- Mark price agreed to buy brackets to secure the loose fixings on the Multiplay subject to an alternative fix being found.
- The clerk agreed to contact the supplier of the Multiplay to find out if they have a fix for Robinia wood as it dries out.
- 400mm bark would be put under the Multiplay.
- The Parish Council would get a quote for bonded resin to replace the rubber tiles under three pieces of equipment. The surface area can be reduced as it is currently larger than it needs to be.
- Mark Price agreed to steam clean the basketball court to remove the green algae and moss.

**b) Advertising signs on the playing field fence.**

It was resolved that Moulton Parish Council would remove any signs that do not relate to Moulton events.

**c) New play equipment**

The priorities for new equipment are:

- A basket swing.
- Climbing equipment with steps, a bridge and a slide for younger children.

It was resolved that the Parish Council would aim to buy equipment that is made of aluminium as it is more durable. Official quotes now need to be obtained if any applications are to be made for grants. David Almond, Mark Price and Richard Mather agreed to meet suppliers on site to discuss options and quotes. The clerk agreed to organise quotes. They will also decide on suitable locations for the new equipment.

**14. Update on employment training on 3<sup>rd</sup> December 2024 and approval of a Sexual and General Harassment Policy.**

The clerk attended some online training about recent changes in employment law. If an employer can show that it has taken all reasonable steps to tackle harassment it would not be liable at a tribunal, therefore having a robust policy in place is vital. This also includes making sure that all councillors and employees are aware of the policy and sign to say that they have read it or be willing to attend training.

It was resolved that the Sexual and General Harassment Policy, based on the SALC template, would be approved.

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

**a) Draft Local Lettings Plan for Samphire Homes in Moulton.**

It was resolved that Moulton Parish Council was happy with the wording of the policy. The clerk agreed to find out where the properties are in Moulton.

**b) Affordable housing update.**

John Derry gave an update. Moulton Parish Council has reached the point when professional input is needed. It was resolved that John Derry would draft a letter to Orwell Housing Association.

**c) New village sign.**

A few tweaks are still needed but the design chosen is option 3 with a plinth. Once the final tweaks have been made, Moulton Parish Council will request approval from Suffolk Highways to put the sign on land maintained by them and apply for planning permission. It was resolved that the Parish Council would pay £150 for a coloured illustration of the sign.

**16. To discuss the following correspondence.**

**a) Government consultation on strengthening the Standards and Conduct Framework.**

Proposals for legislative change include:

- the introduction of a mandatory minimum code of conduct for local authorities in England.
- a requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches and publish the outcomes of all formal investigations.
- the introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations.
- a new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5-year period.
- a role for a national body to deal with appeals.

It was resolved that the clerk would submit a response on behalf of Moulton Parish Council supporting the proposals.

**b) Email from Suffolk County Council about their project to install more EV chargers in Suffolk.**

The clerk agreed to send this information to Moulton Village Hall.

**17. Questions for the Council and any urgent business.**

Moulton Village Hall is organising a race night and would like to borrow the Parish Council's projector. Moulton Parish Council agreed, with Ryan Bragg taking responsibility for the equipment on the night.

**18. Any other business for noting or including on the agenda of the next meeting on Monday 25<sup>th</sup> March 2025.**

**The following items are for including on the next agenda:**

**19. A request for permit parking in Church Road**

**There being no further business the main meeting closed at 8.15pm.**

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