

MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 15th July 2024.

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

Also present: Joanne Kirk (Clerk), Reverend Chris Childs and three members of the public.

1. Acceptance of apologies for absence.

Apologies were received from parish councillors Doug James and Jane Horsnell and the reason for absence accepted. District Councillor Roger Dicker 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 and no dispensation requests were received.

3. Approval of minutes of the Annual Meeting of the Parish Council held on Monday 20th May 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:

- Reverend Chris Child's introduced himself. He said that the church is there for the use of the parish, even if people are not regular church goers. He believes that the role of the church is to enrich the lives of the community. They organise social events for the whole community. He is also involved with the Moulton Charity. If the Parish Council is aware of any people or organisations that need financial support they can direct them to the Moulton Charity.
- Concerns about an application for a Lawful Development Certificate. The residents were advised to register their concerns with West Suffolk Council.

5. County Councillor's Report.

No apologies and no report were received.

6. District Councillor's report.

There was nothing to report due to the pre-election period leading up to the elections on 4th July.

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

There were three outstanding councillor action. A date had been set for 19th July to carry out the village track maintenance, but this has had to be put back. Councillors agreed a deadline of the next meeting for the outstanding actions.

The inspection of Council Property has been completed. The dog bin in Newmarket Road still needs to be replaced and one dog bin in Church Road by the white bridge is not listed on the asset register.

8. Police issues and update on the meeting with PC Emma Harper.

Eight parishes were invited but only two parishes turned up to the meeting, Moulton and Dalham. PC Harper said that she was keen to engage with local communities and is happy for residents to contact her with any concerns. Unfortunately since the meeting she has been seconded for six months and is awaiting her replacement. Any queries should be directed to cpt.forestheath@suffolk.police.uk

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 – **£37.98**
- HMRC – Employer's NI - LGA 1972, s111 - **£86.19**
- K Hutchinson & Son – flail riverbanks – Open Spaces Act 1906, ss9 and 10 – **TBC**

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
08/05/2024	Rent - off road parking Suffolk County Council	£950.00
09/05/2024	Bank interest received Lloyds Bank	£124.94
15/05/2024	Playing field licence. Limitless Sports and Activities	£25.00
19/06/2024	Playing field licence - yoga Victoria Steenkamp	£25.00

Payments

Date	Minute	Description	Supplier	Total
21/05/2024	144/10a	Clerk's expenses	Joanne Kirk	£20.52
21/05/2024	144/10a	SALC subscription	Suffolk Association of Local Councils	£394.79
21/05/2024	144/10a	Tree watering bags	Joanne Kirk	£28.99
21/05/2024	144/10a	Donation	Newmarket Day Centre	£200.00
21/05/2024	144/10a	Donation	Magpas	£100.00
21/05/2024	144/10a	Donation	Our Special Friends	£100.00
21/05/2024	144/10a	Churchyard maintenance	Moulton PCC	£1,500.00
21/05/2024	144/10a	Keys for the Green and playing field	Packhorse Fencing	£24.00
21/05/2024	144/10a	Internal audit	Cathy Whitaker	£75.00
28/05/2024	131/9e	Grass cutting	Packhorse Fencing	£1,134.00
03/06/2024	147/16b	Repairs to play equipment	Mortimer Contracts Ltd	£408.00
10/06/2024	147/18a	Events insurance	Moulton Village Hall	£252.88
02/07/2024	146/15c	Directional sign for Moulton Crossroads	Road Signs Direct (DHF Products)	£645.84
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
21/05/2024	Lloyds reserve account	Lloyds current account	£1,000.00
28/05/2024	Lloyds reserve account	Lloyds current account	£2,000.00
03/06/2024	Lloyds reserve account	Lloyds current account	£2,000.00
21/05/2024	Lloyds reserve account	Lloyds current account	£1,000.00
02/07/2024	Lloyds reserve account	Lloyds current account	£2,000.00

d) **Bank balances and confirmation of bank reconciliation as of 1st July 2024.**

Lloyds current account	£1,274.05
Lloyds reserve account	£128,390.25
Total in Banks	£129,664.30

David Almond and Tim James had verified and signed the bank statements prior to the meeting.

e) **Approval of the continued use of electronic banking and BACS payments, the Council's banking arrangement with Lloyds, and the use of variable direct debit or standing order where appropriate..**

It was resolved that Moulton Parish Council would continue to use all the above.

f) **Email from One Suffolk offering a gov.uk domain name and email addresses.**

It was resolved that Moulton Parish Council would not pursue this at this stage due to the cost of £168 per year for each councillor to have their own gov.uk email address.

g) **Opening a business savings account.**

It was resolved that Moulton Parish Council would open a Business Online Saver with Saffron Building Society which is currently offering an interest rate of 4.35%.

10. Planning issues

a) DC/24/0823/HH - 3 Tweed Close - Rear conservatory.

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

b) Planning applications received between meetings.

- i. DC/24/0782/TCA - 1 Bridge Street Moulton - One Yew (T1 on plan) fell. Councillors had no objections to this application as the tree is declining.

c) Planning applications received after the agenda was published.

- The Sunnica application for a solar farm has been granted by the Secretary of State.
- Lanwades Park. West Suffolk Council has submitted an application for an appeal to the High Court.

11. To review the following policy documents:

a) Updated Financial Regulations using the new NALC model.

It was resolved that the updated Financial Regulations would be approved.

b) Standing Orders.

No changes were required.

c) Scheme of Delegation.

No changes were required.

d) Hedge Policy.

It was resolved that the updated Hedge Policy would be approved.

e) Other policy/procedural documents.

The clerk has reviewed the following policy documents:

- Procedure for the public session at parish council meetings.
- Co-option Policy.
- Complaint's Procedure.
- Email Policy for councillors.
- Data Protection Policy.
- Filming and Recording at Meetings policy.
- Procedure for handling Requests for Information.
- Persistent and vexatious complaints and correspondence policy.
- Procedure for dealing with correspondence.
- Code of Conduct, Subject Access Request Policy.
- Memorial Benches and Trees policy.
- Contact Privacy Statement.
- Procedure for the Public Session.
- Document Retention and Disposal policy.
- Personal Data Breach Policy.
- Disciplinary and Grievance Policy.
- Freedom of Information Publication Scheme.
- The Role of the Parish Council in Dealing with Planning Applications.
- Planning Applications and how to respond.
- Trees in a Conservation Area.
- Material Considerations.

No amendments are required. All these documents are on the Moulton Parish Council website.

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

a) Damage to the VAS near the primary school and the possibility of upgrading the VAS near the primary school and in Dalham Road.

At the meeting with PC Emma Harper, she told councillors that there was a possibility that ANPR cameras which lead to prosecutions might be introduced more widely in Suffolk. It was

resolved that the clerk would contact the Police for an update. If nothing is likely to happen in the near future, it was resolved that Moulton Parish Council would purchase two solar powered VAS from Elan City for £3,999 + VAT to replace the ones in Dalham Road and near the primary school.

b) Possibility of installing a solar powered PIR light near St Peter's Church following an attempted theft from a vehicle in Church Road.

It was resolved that the clerk would draft a letter to residents living nearby to find out whether they would support the provision of a solar powered light.

c) Cutting the river banks.

Water voles have been sighted along the River Kennett. The Environment Agency (EA) has issued guidance for maintaining riverbanks to protect their habitat. Water voles are protected by law under the Wildlife and Countryside Act 1981. River banks should not be cut from the end of March until August. 1m above the water line should be left uncut and ideally alternate banks trimmed annually. Cllr Doug James met someone from the EA in June and they agreed that the banks could be cut down to the top of the reeds. It was resolved that information about these regulations would be included in the next newsletter.

d) Moving the bend warning sign in Moulton Road.

Cllr Mark Price met Peter Swan from Godolphin to discuss the hedge near the Flint Cottages which now obscures the bend warning sign. Godolphin would need permission from DEFRA/Suffolk County Council to cut back the hedge. It was resolved that Moulton Parish Council would ask Godolphin if they would be willing to get permission to cut back the hedge to make sure the existing bend sign is visible.

e) Report to Highways requesting measures to tackle speeding.

It was resolved that Moulton Parish Council would submit a report to Suffolk County Council asking for measures to tackle speeding in line with feedback from the speeding survey carried out earlier in the year.

f) Update on parking on The Green and by the Packhorse Inn.

The temporary posts and tape and the 'no parking' sign provided by Chestnut have helped prevent cars parking on the Green. New recycled plastic posts have now been delivered. Councillors Tim James and Mark Price agreed to install them.

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

a) Latest playing field inspection report:

The following new issues were raised:

- There is rotted timber on both gates and the fences.
- There are projecting bolt threads which need to be deburred, removed or covered with a cap.
- There are some missing fixings which need to be replaced.
- Cut back foliage overhanging the gate to the Green and along the fences.
- Remove the bird spikes from the table as they may cause injury.
- Check the seat on the zip wire.

b) Quote for additional playing field repairs.

It was resolved that Moulton Parish Council would accept the following quotes from Mortimer Contracts to repair some of the play equipment flagged up the previous inspection of play equipment:

- To remove old tiles, supply and lay resin mulch to Spring seesaw £995 + VAT
- To remove old tiles, supply and lay resin mulch surfacing to Spring Ark £925 + VAT
- If both are completed together the combined price would be £1,725 + VAT
- To supply and fit new rocker clamps to Spring seesaw £275 + VAT
- To supply and fit new plastic caps where needed on the Spring seesaw - £85 + VAT

Mortimer Contracts also noted that the anti-wrap bearings will need replacing on the flat swings within the next 24 months (this will be in the region of £1,825 + VAT).

Quote for replacement spider net or repair.

- To supply and fit a new Kompan spider net, check and tighten any fixings on unit £2,225 + VAT
- To tape up worn ropes and tighten all fixings on net £260 + VAT

It was resolved that Moulton Parish Council would arrange a temporary repair to tape up the net and investigate the possibility of updating the spider net at some point. The clerk agreed to ask Mortimer Contracts to check the foot holds on the climbing section.

c) Renewal of playing field licences.

Payments are up to date.

14. Village issues:

a) Update on the Affordable Housing group meeting on 20th June.

The initial meeting of the Steering Group was the result of the Parish Council's Housing Needs Survey in which 70% of respondents supported an affordable housing element for people with a connection to Moulton within new developments. The group agreed that the priority is to give people information about why Moulton needs homes for Moulton residents and people with a connection to Moulton. John Derry agreed to prepare an article for the next newsletter.

It was resolved that the Chairman, David Almond, would make an informal approach to Godolphin to discuss the findings of the Housing Needs Survey and the need for affordable housing for people with a Moulton connection.

b) Street light in Tweed Close

A resident has agreed to cover the cost of relocating the existing streetlight. When it is moved the streetlight will be upgraded to a 6m galvanised column. It was resolved that Moulton Parish Council would cover the difference and that the payment of £1,361.83 + VAT to Suffolk County Council would be approved. The resident who requested that the light be moved has paid **£1,235.79.**

15. Correspondence:

a) Email from Ron Bailey, researcher for Lord Don Johnson about the safety of lithium batteries.

It was resolved that Moulton Parish Council would support the Safety Bill which aims to ensure greater safety in the use and disposal of lithium batteries.

16. Questions for the Council and any urgent business.

No issues were raised.

17. Any other business for noting or including on the agenda of the next meeting on Monday 16th September 2024.

The following items are for noting:

- The consultation on West Suffolk Council's draft Street Trading Policy which ends on 5th August.
- West Suffolk Council's survey about taxis and removing the requirement for all taxis to be accessible for disabled people. John Derry agreed to submit a response on behalf of Moulton Parish Council.
- Speed Watch update.
Speed watch activities have been slightly restricted over the last few weeks due to holidays and various road closures. The number of checks should increase over the next few weeks.

Two additional sites for carrying out checks have been agreed. These are mid-way on Newmarket Road which should help monitor traffic in both directions and also at the entrance to St. Peters Avenue entrance in Dalham Road.

The VAS in Newmarket Road still needs to be serviced. Mark Price agreed to contact Westcotec again to arrange a date to take it in.

- The tree survey report has now been received. No urgent work is required. There is one recommendation to remove significant deadwood from T36 on the playing field within the next 24 months. Some other issues are classed as IBA - if the budget allows. This item will be added to the next agenda.

There being no further business the main meeting closed at 8.05pm.

Signed (Chairman) Dated