MOULTON PARISH COUNCIL
Minutes of the meeting held on Monday 17th March 2025

Parish councillors present: David Almond (Chair), Mark Price (Vice-Chair), Doug James, Tim James, Jane Horsnell, Richard Edge, Ryan Bragg and Richard Mather.

Also present: Joanne Kirk (clerk) and one member of the public. District Councillor Roger Dicker arrived at 8pm.

1. **Acceptance of apologies for absence.**
   County Councillor Andy Drummond sent his apologies.

2. **Declaration of Interest in items on the agenda and dispensation requests.**
   Doug James declared an interest in item 9l on the agenda.

3. **Approval of minutes of the meeting held on 19th January 2026 and the planning meeting held on 2nd February 2026.**
   It was resolved that the minutes were correct. The Chair then signed them.

4. **Public Session.**
   The following issues were raised during the public session:
   - Would the Parish Council support a 'Give way to oncoming vehicles' sign on Gazeley Hill?
   - Some of the pavements in Moulton need skirting back.

5. **County Councillor's report.**
   A written report was received and is available on the Moulton website at https://moulton.onesuffolk.net/parish-council/meetings/

6. **Police issues**
   No issues were raised.

7. **Update on the list of actions agreed at the last meeting.**
   There were two outstanding councillor actions.

   Clerk's update
   - Moulton Parish Council has applied for a Community Fund grant for the new play equipment and is waiting to find out if the application has been successful.
   - Moulton Parish Council did not get a response from Vodafone about the new mobile phone mast near Newmarket.
   - The new spring for the playing field has been installed.
   - Moulton Parish Council received grants from County Councillor Andy Drummond and the Moulton Charity towards the cost of the new play equipment. Thank you letters have been sent on behalf of MPC.

8. **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 – **£29.62**
   - CAS – annual renewal of gov.uk domain name and email address - LGA 1972, s111 - **£54.50.**
   - Scribe - annual subscription - LGA 1972, s111 - **£532.80**
   - Moulton Wildlife Group - items for wildlife project (from Wildlife Project reserve) – GPC - **£145.49**
   - M Price –playing field inspections – Open Spaces Act 1906, ss.9 and 10 - **£90.00**
   - CPRE – annual subscription – GPC- **£36.00**
   - HMRC – NI - LGA 1972, s111 - **£570.00**
   - HMRC – PAYE - LGA 1972, s111 - **£287.13**
   - Suffolk County Council – Street light energy and maintenance - Parish Council's Act 1957, s3 – **£1,713.55 + VAT (total £2,056.26).**
   - M Price - clearing the mud and debris from the layby near the school and in the car park- Open Spaces Act 1906, ss.9 and 10 - **£30.00**

   Mark Price and Tim James checked and 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	Supplier	Total
09/01/2026	Bank interest received	Lloyds Bank	£20.49
04/02/2026	Donation	The Moulton Charity	£1,000.00
11/02/2026	SCC Locality funding for new play equipment	Suffolk County Council	£1,000.00

Payments

Date	Minute	Description	Supplier	Total
19/01/2026	183/9k	Bank charges	Lloyds Bank	£4.25
21/01/2026	215/10a	Clerk's expenses	Joanne Kirk	£12.99
21/01/2026	215/10a	Visual inspections of play equipment	Mark Price	£158.60
21/01/2026	219/15b	Donation	Citizen's Advice West Suffolk	£250.00
22/01/2026	217/10l	Donation	Moulton Preschool	£500.00
17/02/2026	215/10a	Parish archivist	Mr J Gunson	£100.00
17/02/2026	183/9k	Bank charges	Lloyds Bank	£4.25
23/02/2026	211/11e	Installation of road signs	D J Haill	£450.00
Staff costs as per confidential cashbook				

Transfers from reserve account to current account:

05/12/2025	Lloyds current account	Lloyds reserve account	£10,000.00
21/01/2026	Lloyds reserve account	Lloyds current account	£2,000.00

d) Bank balances and confirmation of bank reconciliation as of 28th February 2026.

Lloyds current account	£1,679.31
Lloyds reserve account	£38,227.92
Cambridge Building Society	£85,376.01
Total in Banks	**£125,283.24**

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

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

Ryan Bragg had checked the Parish Council's accounts and signed the Internal Control Report.

f) To review the income and expenditure for 2025/26 against the budget and the Council's reserves.

Councillors reviewed the receipts and payments for 2025/26 against the budget. At year-end Moulton Parish Council will be over budget due to the following overspends:

Overspends as of 31st March 2026		
Clerk's expenses		
Budgeted	£200	
Actual	£225	
Difference	**£25**	Request a plan £30.60 (for planning application for village sign), costs relating to extra meetings for AHT application.
Phone costs		
Budgeted	£60	
Actual	£62	
Difference	**-£2**	
ICO data protection fee		
Budgeted	£35	
Actual	£47	
Difference	**-£12**	GDPR fee increased.
Clerk and councillor training		
Budgeted	£200	
Actual	£454	

Difference	**-£254**	Routine Play Inspection Course - M Price £445, mileage T James - meeting at WSC £9.45
Website		
Budgeted	£60	
Actual	£89	
Difference	**-£29**	
Bank charges		
Budgeted	£0	
Actual	£35	
Difference	**-£35**	Bank charges of £4.25 a month introduced by Lloyds after the budget was set.
SCC Highways Licences		
Budgeted	£0	
Actual	£170	
Difference	**-£170**	Licence for new village sign. Reserve used.
Street lighting contract		
Budgeted	£1,000	
Actual	£1,754	
Difference	**-£754**	Reserve used
Riverbanks		
Budgeted	£400	
Actual	£668	
Difference	**-£268**	Reserve used
Other payments		
Budgeted	£0	
Actual	£234	
Difference	**-£234**	Planning application fee for village sign.
Dog fouling bags		
Budgeted	£0	
Actual	£149	
Difference	**-£149**	Reserve used
Playground inspections		
Budgeted	£0	
Actual	£429	
Difference	**-£429**	Weekly inspections restarted.
PAYE		
Budgeted	£150	
Actual	£235	
Difference	**-£85**	Annual pay increase plus back pay.
National Insurance		
Budgeted	£500	
Actual	£956	
Difference	**-£456**	Government budget chances to National Insurance rates
GPC/Charitable Donations		
Budgeted	£700	
Actual	£1,574	
Difference	**-£874**	CPRE £36, refreshments for Highways meeting £12.60, Newmarket Day Centre £200, Our Special Friends £100, Magpas £100, Moulton in Bloom £250, The Voluntary Network £100,

		MARPA £25, Citizens' Advice £250, Moulton Pre-school £500.
Wildlife Working Group		
Budgeted	£0	
Actual	£44	
Difference	**-£44**	Money previously allocated and held in reserve used.

Reserves

Earmarked reserve	**Opening Balance**	**Transfers**	**Spend**	**Receipts**	**Current Balance**
Off road car park	£11,414	£1,000		£981	£13,395
SCC Street lighting Contract	£1,413	£1,000	£1,754		£659
Grass cutting	-£515	£3,000	£2,970		-£485
Defibrillator maintenance	£698	£50			£748
Dog fouling bags	£486	£50	£149		£387
Village maintenance - bus shelter and phone box	£10,810	£400			£11,210
Riverbanks	£1,618	£300	£668		£1,250
Pest control	£450	£400	£550		£300
Playing field maintenance	£6,267	£500	£981		£5,786
Playing field - goal posts, nets etc	£2,500				£2,500
Playground safety inspections	£1,879	£200	£429		£1,650
S137/GPC/charitable donations	-£536	£200	£1,674		-£2,010
Office equipment	£448	£200			£648
Election costs	£3,618	£200			£3,818
Training and travel costs - clerk and councillors	£199	£50	£454		-£206
Village project	£6,500	£500			£7,000
Speed limit implementation	£35	£500	£22		£513
VAS contingency fund	£600	£200			£800
Wildlife working group	£400	£100	£44		£456
Playing field fence	£3,050	£500			£3,550
Road safety improvements	£15,244	£4,000			£19,244
Tree works	£4,250	£2,000			£6,250
Village green track maintenance	£5,692	£1,000			£6,692
Village maintenance - general	£200	£1,200	£155		£1,245
Village events	£747	£500	£174		£1,073
Road signs	-£2,371	£1,000	£931		-£2,301
SCC Highways licences	£600	£300	£170		£730
Speed surveys	£875	£500			£1,375
Robert Franklin Fund	£20,000				£20,000
Total earmarked reserves					**£106,277**
GENERAL FUND					£19,006
TOTAL FUNDS					**£125,283**

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

Asset Description	**Purchase Value**	**Insurance Value**
Municipal Infrastructure		
Playground equipment		
2 bay 4 seat swing seat	£2,445	£2,878
2 bay cradle swings	£2,087	£2,457
Ark springer	£652	£989
basketball net and post	£1	£1,436

Galaxy supernova roundabout	£3,855	£4,932
Kinderslide	£1,757	£2,068
Kompan cableway	£8,000	£14,905
Norleg climbing structure	£7,823	£9,957
Eco smart safety matting	£3,572	£5,885
Wicksteed buddy board	£2,569	£3,296
Octopus see saw	£708	£2,330
Safety tiles around play equipment	£10,000	£11,770
Turfgard surface and pegs	£1	£500
Goal post and wheels	£1,350	£2,943
Goal post nets	£177	£294
Perimeter fence and gates	£640	£450
Floodlights		£3,210
Kompan basket swing	£2,260	£2,260
Kompan toddler tower, castle and slide	£7,250	£7,250
Rubber mulch	£8,000	£8,000
SUB TOTAL	**£63,147**	**£87,810**
The Green		
Village pump	£1,686	£2,354
Oak fencing around village pump	£394	£463
Pole gate to village green	£1	£142
Recycled plastic posts for the Green	£4,793	£5,885
Perimeter boundary stakes	£1	£50
Additional recycled plastic posts for the Green	£445	£445
SUB TOTAL	**£7,320**	**£9,339**
Bins		
Dog bin	£1	£422
Dog bin	£1	£320
Dog bin	£1	£320
Dog/waste bin	£392	£461
Glasdon Grit bin	£1	£117
Glasdon grit bin	£225	£265
Glasdon grit bin	£225	£265
Glasdon grit bin	£1	£265
Glasdon grit bin	£1	£265
SUB TOTAL	**£848**	**£2,700**
Benches and picnic tables		
Bench	£200	£235
Circular seat and tree guard	£3,219	£4,708
Decorative Cypress bench	£505	£595
Hardwood wayside seat	£450	£530
Hardwood wayside seat	£450	£530
Moorland bench	£213	£250
Weston picnic table	£684	£805
Weston picnic table 2	£684	£805
Seats on riverbank x 2	£2	£706
Memorial bench	£1	£1
Wooden table with seats	£300	£353
Stapleton 10 ft wooden seat	£405	£477
Information signs		£214
Recycled plastic picnic bench	£535	£535

Recycled plastic picnic bench	£535	£535
Covered benches	£2,500	£2,500
SUB TOTAL	**£10,683**	**£13,779**
Road and footpath signs		
New Moulton Sign	£144	£177
Post for new Moulton sign	£73	£90
Sign on foot post	£155	£183
Sign on foot post	£155	£183
Public footpath sign	£320	£377
Public footpath sign	£320	£377
Yellow backed Give Way sign	£117	£137
Village gateways	£3,290	£3,520
Signs for village gateways	£1,085	£1,161
Directional sign for Moulton Crossroads	£538	£538
SUB TOTAL	**£6,197**	**£6,743**
Street furniture		
BT phone box	£1	£3,000
Bus shelter	£6,715	£11,770
Memorial plaque	£90	£106
Metal village sign	£1,055	£2,943
Footpath map and noticeboard	£1	£1,177
Footpath map and noticeboard	£1	£1,177
Noticeboard	£1,000	£1,177
Weathershield noticeboard	£531	£625
Recycled plastic planters.	£651	£696
PIR light	£120	£120
SUB TOTAL	**£10,165**	**£22,791**
External lighting		
56 street lighting columns	£16,800	£19,774
SUB TOTAL	**£16,800**	**£19,774**
Offroad car park		
Fencing	£800	£1,177
Gates	£2,000	£3,531
Tarmac surface	£5,000	£11,770
Bollards	£700	£2,354
SUB TOTAL	**£8,500**	**£18,832**
Speeding		
Westcotec mini-SID	£3,075	£3,620
Solar speed sign	£2,276	£2,679
Evolis solar speed signs x 2	£4,500	£4,500
Evolis solar speed signs	£2,250	£2,250
SUB TOTAL	**£12,101**	**£13,049**
Other		
War memorial	£1	£17,655
Defibrillator and cabinet	£2,000	£2,354
SUB TOTAL	**£2,001**	**£20,009**

All risk items		
Speed gun	£925	£1,089
Speed watch signs x 2	£240	£285
Lockdown wheelie bin (off road car park)	£290	£310
Total all risk items	**£1,455**	**£1,684**
Other		
Projector and screen	£508	£647
Freestanding shelving in village hall	£42	£60
Office table in village hall	£69	£82
New printer	£169	£169
SUB TOTAL	**£787**	**£958**
Land		
Playing field	£1	£1
Village Green	£1	£1
	£2	**£2**
Total asset value	**£140,006**	**£217,468**

The Parish Council's current asset value is **£140,006.** The insurance value is **£217,468.**

Three new assets were purchased in 2025 – 26, the new play equipment and safety matting. The covered benches were also added as they had not been included previously. It was resolved that the payment of £10.15 to CAS for the additional cover would be approved.

It was resolved that the insurance values would be increased by 5% in 2026/27 at renewal.

h) 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
£2	£10m	£25k	£25k	£10m

It was resolved that the levels of liability insurance were adequate.

i) To review the Council's risk assessment.

It was resolved that the risk assessment would be approved.

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) Inspection of council property.

The circular bench and tree guard and 2 Weston picnic benches on the playing field have been disposed of. There are now 4 recycled plastic benches.

The following work is required:

- replace rotted posts in fencing around the playing field
- one post on pole gate to village green needs replacing.

k) Letter from Moulton Village Hall for an annual contribution of £2,600 for 2026-2027 towards their operational costs.

It was resolved that a contribution of £2,600 would be made towards the operational costs of the village hall and that this would be included in future budgets.

l) Amendment to the Packhorse Fencing Contract.

It was resolved that the amendment to the Packhorse Fencing Contract would be approved.

m) Letter from Suffolk County Council about streetlight costs and inventory.

Councillors were not aware of any changes to the streetlighting in Moulton which need to be notified to Suffolk County Council.

9. Planning issues

a) DC/26/0088/HH - 11A Newmarket Road, Moulton - a. render and cladding to all elevations b. single storey rear extension.

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

b) Planning applications received between meetings.

No applications were received.

c) Planning applications received after the agenda was published.

DC/26/0342/HH	12A Church Road, Moulton	Single storey side and rear extension

As no neighbours have submitted responses on the West Suffolk Council website and councillors did not have any concerns about the proposals, it was resolved that Moulton Parish Council would not object to this application and that the clerk would submit a response using her delegated powers.

d) Proposed changes to the National Planning Policy Framework - for information only.

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

a) Increase in the number of HGVs using Norwich Road.

Since the last meeting Norwich Road has been repaired by Cambridgeshire Highways and planning application 26/00017/FUL refused by East Cambs District Council. Councillors agreed to take photographs of the road now that it has been repaired and monitor for future damage to build up a bank of evidence showing the impact of HGV movements on Norwich Road.

The suggestion was made to arrange a meeting with Cambridgeshire Highways to discuss the suitability of Norwich Road for HGVs. The clerk agreed to discuss this with CLE Matthew Fox first.

b) Off-road car park agreement.

It was resolved that the rent for the off-road car park would be increased in line with the current RPIx as stated in the rental agreement.

c) Update on footpath 15.

There are no further updates, despite the clerk trying to follow up with Suffolk County Council.

d) Update from the Suffolk Parish Road Safety Group about Suffolk County Council's new 20mph policy.

Suffolk County Council has approved a new 20mph policy but one of the biggest concerns is how smaller councils will fund the change if they wish to. It was resolved that Moulton Parish Council would resubmit the 20mph scheme which Suffolk County Council refused in 2024 and be part of a test group combining with other parishes to share the cost. The clerk agreed to review the scheme submitted previously following a meeting with Community Liaison Engineer Matthew Fox about the new policy.

e) Community Speedwatch update.

The report is available on the Moulton website at https://moulton.onesuffolk.net/parish-council/meetings/
The clerk was asked to contact Suffolk Police to request an enforcement site in Dalham Road. Note: following the meeting it was confirmed that Dalham Road was included as an enforcement site in September 2025.

f) The Government's new Road Safety Strategy and 5 related consultations – for information only.

- **Proposed changes to penalties for motoring offences**
- **Mandatory eye testing for older drivers**
- **Minimum learning period for learner drivers**
- **Mandating safer technologies**
- **Improving motorcycling training, testing and licensing**

g) To confirm possible locations for speeding signs in Moulton.

The new signs will be placed on the 20mph school safety zone sign in Kennett Road, on the spare pole in Newmarket Road and on an existing pole near the village entrance in Dalham Road. It was resolved that a payment of up to £250 would be authorised for the new signs.

h) Parish Council survey carried out by Suffolk Highways.

It was resolved that the clerk would complete the survey on behalf of Moulton Parish Council.

i) Closure of Bridge Street in May.

Moulton Parish Council has been given advance notice of a planned road closure in Bridge Street from 12th - 22nd of May 2026 as UK Power networks need to upgrade the electricity network in the local area due to customers reporting voltage issues. Access to the village hall will be maintained from the B1085.

j) Non-residents parking in Church Road.

It was resolved that the clerk would write a note to residents in Church Road reminding them that the signs are advisory and that non-residents may at times park on the road, despite the notices, and that they have every right to do so.

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

a) Latest playing field report.

All the items are low risk apart from the fixings on the Multiplay.

b) New Service Level Agreement from West Suffolk Council.

As the play equipment is classed as having low usage, West Suffolk Council is proposing to reduce the number of inspections to one every three months. Councillors agreed with this proposal. It was resolved that the clerk would sign the Service Level Agreement on behalf of Moulton Parish Council.

c) Email from Moulton Panthers about using the playing field over the summer for a few friendly matches.

It was resolved that Moulton Panthers would be allowed to use the playing field over the summer for friendly matches provided that Moulton Parish Council is notified in advance. As the pitch needs time to recover over the summer, if there are any concerns about the pitch, Moulton Parish Council may have to say no to some games.

d) Park treatment quotation

It was resolved that Moulton Parish Council would accept the quote of £575+ VAT to treat the weeds on the playing field. The contractor will be asked to provide a copy of their public liability insurance.

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 18th May 2026 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.

14. To discuss any village issues:

a) Update on the new village sign.

Moulton in Bloom has agreed to clear the flower bed and replant it once the plinth has been built and the sign is in place. All the existing plants will be relocated. It was resolved that Moulton Parish Council would cover the cost of replacement plants once the sign is in.

b) Plaques for the village signs and playing field.

It was resolved that the following wording would be included on the plaques:

New play equipment

The 2026 playground improvements were funded by:

- A legacy bequest from the late Tony Franklin
- The National Lottery Community Fund
- Moulton Parish Council
- The Moulton Charity
- Locality funding from County Councillor Andy Drummond

Old village sign

This sign was made and gifted by local blacksmith and farrier the late Charles Poulter in 1981. The sign was commissioned by Moulton WI at the time to commemorate the Silver Jubilee of Queen Elizabeth II.

New sign

This sign was erected in 2026 and funded by a generous legacy bequest from the late Tony Franklin and Moulton Parish Council

This plaque will be built into the brick plinth on the new sign. The clerk agreed to research the cost of A4 aluminium plaques. It was resolved that a budget of £400 would be authorised.

c) Public Meeting with Nick Timothy MP on Friday 26th June at 5.30pm – for information only.

15. To confirm the dates of meetings in 2026/27.

The following dates were confirmed:

- Monday 18th May 2026 – Moulton Parish Council's Annual Meeting at 6.30pm and the Annual Parish Meeting (a village meeting) at 7.30pm.
- Monday 20th July 2026
- Monday 21st September 2026.
- Monday 16th November 2026
- Monday 18th January 2027
- Monday 15th March 2027

16. To discuss the following correspondence:

a) Email from West Suffolk Council about their Five Dinners initiative which is free to West Suffolk Council residents – for information only.
This is a meal planning service which allows subscribers to choose recipes and creates a shopping list.

b) Letter from West Suffolk Council about their review of Public Space Protection Orders.
It was resolved that Moulton Parish Council would submit a response saying that PSPO's are not effective without enforcement as evidenced in places like Bury St Edmunds where the signs are ignored.

c) Email from West Suffolk Council about changes to Renter's Rights which come into effect on 1st May 2026 – for information only.

17. Any other business for noting or including on the agenda of the Annual Meeting of the Parish Council on Monday 18th May 2026 at 6.30pm and the Annual Parish Meeting at 7.30pm.

The following items are for noting:

- Moulton Walks has requested permission to use the village green for car parking on Saturday 4th July. As this is an annual event, councillors were happy to agree to the request.
- Invitation from MARPA to their AGM on 21st March 2026.
- A request from a resident for the Parish Council to remove the pile of soil under a tarpaulin near the playing field. As the soil is being used for village projects it will decrease over time.

18. District Councillor's report.

District Councillor Roger Dicker spoke about the following:

- Council Tax bills have now been sent out.
- An amendment to the budget was put in to provide more free parking in the towns. New parking machines are going to be installed.
- West Suffolk Council has started work on the new Local Plan. There has been a large increase in the number of new homes that need to be provided.

19. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters.
It was resolved that members of the press and public would be excluded for the remainder of the meeting.

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

Signed ……. (Chairman) Dated ……