

MOULTON PARISH COUNCIL
Minutes of the meeting held on Monday 21st July 2025.

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

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

- 1. Acceptance of apologies for absence.**
 Apologies were received from parish councillor Richard Mather 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 Annual Meeting of the Parish Council held on Monday 19th May 2025.**
 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:
 - One resident spoke about the Local Plan. West Suffolk Council did not respond to comments about the River Kennett. The consultation process is not user friendly and is very difficult for residents to access.
- 5. County Councillor's Report.**
 No report was received.
- 6. District Councillor's report.**
 The Local Plan has been adopted with all the modifications required by the Planning Inspector. Work will now start on the new Local Plan.

 West Suffolk Council voted on the Local Government Reorganisation (LGR). District councils have voted for three unitary councils, East and West Suffolk and an Ipswich unitary Council.

 He has locality funding available but the criteria have changed making it more difficult for rural communities to access funding.
- 7. Co-option of a councillor following the resignation of Cllr John Derry.**
 It was resolved that Alex Dawe would be co-opted onto the Parish Council.
- 8. To receive an update on the list of actions agreed at the last meeting.**
 - Defibrillator training. This item is ongoing.
 - Gravel on Packhorse Bridge. English Heritage have been notified and they are looking into it. A councillor confirmed that there is less gravel on the bridge now so it looks as though it has been swept.
 - Contact other parish councils in West Suffolk about speeding. The clerk has emailed all the parish councils in West Suffolk. 20 have responded so far. Most are having problems with speeding and several have tried unsuccessfully to engage with SCC to change speed limits.

 Councillors agreed that the next step would be to contact parish councils to find out if they would be interested in forming a group of local parish councils interesting in working together to lobby Suffolk County Council and the Police about speeding. Another possible step would be to get individual parishes to organise local petitions to submit to the Police and Suffolk County Council.
 - Footpath 15. West Suffolk District Council has confirmed to Suffolk County Council that they have all the information they need and they are hoping to make progress with this application in the near future. Cllr Roger Dicker agreed to follow up with this at West Suffolk Council.

9. Police Issues

Community Speed Watch (CSW) co-ordinator Graham McGregor has contacted the Parish Council about changes to the way speed checks are carried out with three people now required at each check. This will make it difficult to run the scheme, especially as one of the CSW team has left the area and a second is moving shortly.

The clerk has been in touch with the Community Policing Team for Moulton, which is the Red Lodge and Manor Team, and has been given updated contact details.

It was resolved that the clerk would contact them about CSW and the challenges facing parishes, especially with the new requirement for 3 members to attend each check, and find out if this number can be revised. If this does not happen, it will not be sustainable to run a group.

It was resolved that speeding would be included on the next agenda including rotating mannequins in hi-vis around the village.

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 – **£36.97**
- HMRC – Employer's NI - LGA 1972, s111 - **£272.40**
- J Kirk - Microsoft Office Lifetime ¹/₆ - LGA 1972, s111 - **£20.00.**
- K Hutchinson & Son – flail riverbanks – Open Spaces Act 1906, ss9 and 10 – **£801.60**

David Almond 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	Bank	Description	Supplier	
02/05/2025	Lloyds current account	Playing field licence	Licence fee	£25.00
02/05/2025	Lloyds current account	Playing field licence	Force Fitness	£25.00
09/05/2025	Lloyds reserve account	Bank interest received	Lloyds Bank	£39.25
15/05/2025	Lloyds current account	One off rental fee for work printer	Lackford Parish Council	£20.00
27/06/2025	Lloyds current account	Playing field licence	Licence fee	£25.00

Payments

Date	Minute	Description	Supplier	Total
20/05/2025	188/10a	Clerk's expenses	Joanne Kirk	£69.08
20/05/2025	188/10a	SALC subscription	Suffolk Association of Local Councils	£399.18
20/05/2025	188/10a	Refreshments for village tidy up	New Moulton Stores	£174.00
20/05/2025	188/10a	Refreshments for meeting with Highways	Resident	£12.60
20/05/2025	188/10a	Internal audit	Mrs C Whitaker	£80.00
20/05/2025	188/10a	Grass cutting	Packhorse Fencing	£1,176.00
20/05/2025	188/10a	Churchyard maintenance	Moulton PCC	£1,500.00
20/05/2025	188/10a	Donation	Magpas	£100.00
20/05/2025	188/10a	Donation	Newmarket Day Centre	£200.00
20/05/2025	188/10a	Donation	Our Special Friends	£100.00
20/05/2025	188/10a	Donation	Moulton in Bloom	£250.00

20/05/2025	188/10a	Padlock for VAS	Resident	£21.99
21/05/2025	189/10a	Councillors' mileage expenses	T James	£9.45
28/05/2025	173/10e	Repairs to play equipment	Mark Price	£195.00
11/06/2025	173/10e	Grips for climbing board	Entre-Prises UK Ltd	£93.84
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
02/04/2025	Lloyds reserve account	Lloyds current account	£1,000.00
03/04/2025	Lloyds reserve account	Lloyds current account	£1,000.00
20/05/2025	Lloyds reserve account	Lloyds current account	£3,000.00
02/06/2025	Lloyds current account	Lloyds reserve account	£35,000.00
20/05/2025	Lloyds current account	Cambridge Building Society	£10.00
05/06/2025	Lloyds current account	Cambridge Building Society	£35,000.00
20/05/2025	Lloyds reserve account	Lloyds current account	£35,000.00
22/05/2025	Cambridge Building Society	Lloyds current account	£10.00
11/06/2025	Lloyds reserve account	Lloyds current account	£2,000.00

d) **Bank balances and confirmation of bank reconciliation as of 1st July 2025.**

Lloyds current account	£2,137.99
Lloyds reserve account	£41,537.20
Cambridge Building Society	£85,376.01
Total in Banks	£129,051.20

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) **Update on the annual audit.**

The information for the annual audit was submitted to PKF on 27th May 2025.

11. Planning issues

- **Planning applications for Lanwades Park. DC/25/0623/FUL - Former Animal Health Trust, Lanwades Park, Kentford** - a. private and affordable dwellings following demolition of existing buildings b. commercial building (class E) on ground floor and flats above c. change of use of listed stable block to community use (class F2)/ commercial use (class E) d. provision of open space, e. play space, f. equestrian, cycle and pedestrian routes, g. landscaping, h. car parking and i. associated infrastructure.
- b) **DC/25/0624/HYB - Former Animal Health Trust, Lanwades Park, Kentford Hybrid application** - a. Planning application - a. Private and affordable dwellings following demolition of existing buildings b. commercial building (class E) on ground floor and flats above c. change of use of listed stable block to community use (class F2)/ commercial use (class E) d. provision of open space, e. play space, f. equestrian, cycle and pedestrian routes, g. landscaping, h. car parking and i. associated infrastructure, b. Outline application (all matters reserved) a. Private and affordable dwellings, b. commercial unit(s) (class E), c. primary school, d. up to 90 bed care home (class C2), e. cemetery/ memorial garden, f. provision of open space, g. play space, h. equestrian, cycle and pedestrian routes, i. landscaping, j. car parking and k. associated infrastructure.

A planning meeting has been arranged on 5th August 2025 to discuss both these applications.

- c) **DC/25/0529/FUL - a. infill glazing of openings and panels of existing buildings b. window and door openings to existing buildings c. use of building 23 for refuse and cycle storage.**

It was resolved that Moulton Parish Council would object to these applications in line with previous responses to applications for this site.

- d) **Former Animal Health Trust, Lanwades Park, Kentford – prior approval applications (General Permitted Development) for change of use for 17 buildings to residential.**

It was resolved that Moulton Parish Council would object to these applications in line with previous responses to applications for this site.

- e) **DC/25/0619/FUL – Bridge St, Moulton – new village sign - application granted.**

The clerk has notified the Village Sign People that planning permission is now in place and has asked them to proceed with the order for the village sign.

It was resolved that Cllr Tim James would work with John Ford to produce a design for a brick and flint plinth and obtain quotes for the work.

- f) **Planning applications received between meetings.**

DC/25/0837/FUL	Warren Place Stables, Warren Place, Moulton	Treehouse play structure constructed around copper beech tree
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Moulton Parish Council had no objections to this application.

- g) **Planning applications received after the agenda was published.**

No applications were received.

- h) **West Suffolk Council Local Plan Inspectors Report**

The Local Plan has now been adopted by West Suffolk Council. Moulton is classed as a local service centre with an indicative build number of around 30 new homes.

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

- a) **Possible location of an additional VAS post in Dalham Road/The Street.**

Cllr Jane Horsnell agreed to speak to the neighbour in the adjoining property to check that they would not object to a VAS post being installed on the verge alongside their property.

- b) **Protecting green spaces in Moulton.**

Cllr David Almond agreed to speak to the person who is parking on the grass triangle in Church Road.

- c) **Quotes for directional sign and post and chains.**

It was resolved that:

- The clerk would contact D J Haill to get a quote for installing the posts for the two signs.
- The clerk would work out the cost of installing 3ft posts and chain fence along the verge from the church to Church Road. David Almond agreed to measure the distance.

- d) **Parking in Church Road.**

It was resolved that the clerk would draft a letter to residents in Church Road to ask if they would be happy for 'residents parking only' signs to be installed before Moulton Parish Council makes a formal approach to West Suffolk Council.

- e) **'Please do not park on the grass' signs.**

This item will be revisited once the decision has been made whether or not to buy post and chain fencing.

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

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

There is one moderate risk item. The fixings on the Multiplay have worked loose. Cllr Mark Price confirmed that he had tightened them.

Mark Price had attended a Routine Inspection of Children's Playgrounds course and passed the exam at the end of the course. He was told that playground inspectors understand the budget constraints parish council face but like to see at least one action from the Inspection Report

completed each time. Moulton Parish Council agreed to try and focus on achieving this. Mark Price agreed to retape the net on the Multiplay.

b) Renewal of playing field licences.

A draft licence has been sent to Moulton Panthers. The clerk was asked to find out what size pitch they will be using and whether this is likely to impact on neighbouring properties.

14. To update the councillors' areas of interest.

It was resolved that this item would be postponed until the next meeting.

15. To review the following policy documents:

It was resolved that all the documents would be approved.

a) Financial Regulations

No changes were made.

b) Updated Standing Orders.

These are based on the new NALC Model Standing Orders.

c) Scheme of Delegation.

No changes were made.

d) Updated Contact Privacy Notice.

e) Procedural policies as listed in appendix A.

**f) Freedom of Information, data protection policies and policies for dealing with the press/media.
as listed in appendix B.**

g) Employment policies and procedures as listed in appendix C.

h) Other policies as listed in appendix D.

i) Planning documents listed in appendix E.

16. Village issues:

No issues were raised.

17. Correspondence:

a) Email from Moulton Pre-school about their possible closure – for information only.

Councillors were asked if they knew of anyone who might be willing to take on one of the roles on the committee.

b) Email from East Cambs District Council about affordable homes in Kennett Garden Village.

They are offering one-bedroom homes for £100k to help get people on the housing ladder. The clerk has requested posters to display. Cllr Richard Edge agreed to upload the information onto the Moulton Facebook page.

18. Questions for the Council and any urgent business.

The following issues were raised:

- Water running down Gazeley Road. The clerk agreed to contact Anglian Water if required.

19. Any other business for noting or including on the agenda of the next meeting on Monday 15th September 2025.

The following items are for noting:

- City Fibre will installing full fibre in Moulton over the next few weeks.

There being no further business the main meeting closed at 8.24pm.

Signed (Chairman) Dated

Appendix A – Procedural policies

- Complaints Procedure.

No changes were made.

- **Procedure for Dealing with Correspondence.**
No changes were made.
- **Procedure for the Public Session.**
Word forum amended to 'session'.
- **Co-option Policy.**
Updated policy using SALC model.
- **Email policy for councillors.**
No changes were made.
- **Updated Electronic Communication Policy.**
- **Code of Conduct**
No changes were made.
- **Persistent and vexatious complaints and correspondence policy.**
No changes were made.

Appendix B – Freedom of Information, data protection policies and policies for dealing with the press/media.

- **New Data Protection and Information Management Policy.**
- **Filming and Recording at Meetings Policy.**
No changes were made.
- **Subject Access Request Policy.**
Contact information updated.
- **Procedure for Handling Requests for information.**
No changes were made.
- **Updated Freedom of Information Publication Scheme.**
- **Updated assessment of personal data held by Moulton Parish Council.**

Appendix C - Employment policies and procedures.

- **Equal Opportunities Policy.**
No changes were made.
- **Sexual and General Harassment Policy and Procedure.**
New policy. No changes were made.
- **Disciplinary and Grievance Policy.**
No changes were made.

Appendix D – Other policies.

- **Volunteer guidance.**
No changes were made.
- **Risk Assessment for volunteer litter pickers.**
No changes were made.
- **Hedge Policy.**
No changes were made.

Appendix E – Planning documents

- **The Role of Moulton Parish Council in dealing with Planning Applications**
This document has been updated.
- **Planning applications and how to respond.**
This document has been updated.