

Minutes of the meeting held on Monday 17th November 2025.

Parish councillors present: David Almond (Chair), Ryan Bragg, Jane Horsnell, Doug James, Richard Mather, Tim James, Alex Dawe and Richard Edge.

Also present: Joanne Kirk (Clerk) and three members of the public.

1. Acceptance of apologies for absence.

Apologies were received from Vice Chair Cllr Mark Price and the reason for absence accepted. County Councillor Andy Drummond and District Councillor Roger Dicker also sent their 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 meeting held on Monday 15th September 2025.

One amendment was made. Item six was amended from 'two' unitary councils to three. The Chair signed the amendment. It was resolved that the amended minutes were correct. The chairman then signed them.

4. Public session.

The following issues were raised during the public session:

- A request for an update on the progress of 'Residents Only' signs in Church Road. The Chair agreed to move this item up the agenda.

5. Email from West Suffolk Council about the installation of Residents' Parking Only signs in Church Road.

West Suffolk Council have confirmed that they would be happy for the Parish Council to install two signs at that their own cost. The signs would need to be clearly identifiable as belonging to the Parish Council and the Parish Council would be responsible for future maintenance. They also asked that the Parish Council be mindful of the grass cutting operation and the machinery used so as to not cause any unnecessary obstacle to prevent a larger than necessary area to be uncut.

It was resolved that two signs would be purchased from We Do Signs in Haverhill along with two smaller signs saying 'Provided by Moulton Parish Council' and a payment of up to £75 approved.

6. County Councillor's Report.

Suffolk County Council's October newsletter has been uploaded onto the Moulton website. The clerk has submitted an application to Suffolk County Council for locality funding of £1,000 to go towards the cost of new play equipment. The clerk was asked to email County Councillor Cllr Andy Drummond thanking him for the money and his support.

7. District Councillor's report.

District Councillor Roger Dicker rang the clerk to send his apologies. When asked about the possibility of some locality funding for the new play equipment, Cllr Dicker explained that he had been told that he can only give money to community groups or via parish councils for community groups that don't have a bank account.

It was resolved that Moulton Parish Council would write to him explaining that this policy unfairly penalises smaller rural parishes that do not have access to S106 money and have low precepts which would have to be increased by a considerable amount to cover the cost of large projects like new play equipment which larger councils would fund using S106 contributions.

7. Police Issues.

A vehicle was stolen in Newmarket Road.

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

Councillor actions

- One of the posts on the gate to the playing field has been replaced. The second post will be replaced in the next few weeks. Councillors thanked Doug James and Mark Price for completing the work.

Update on the clerk's actions

- The clerk did not order the post and rail fencing as the prices had gone up significantly and she was unable to contact the company with a query. It was resolved that Mark Price would be asked to price

up a more cost-effective solution and that alternative parking solutions would be discussed at the next meeting.

- The clerk has written to the Moulton Charity to ask if they would be willing to make a contribution towards the cost of the new play equipment. Jane Horsnell confirmed that the Moulton Charity has agreed to a donation of £1,000 and this would be confirmed in writing. The clerk was asked to write to the Moulton Charity thanking them for their donation.
- The clerk has applied for a lottery grant for the new play equipment and is waiting to find out if the application has been successful.

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 – **£39.60**
- M Price – visual inspections of play equipment from August – October 2025 – Open Spaces Act 1906, s 9 – 10 - **£195.00**

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
08/09/2025	Rent off-road parking	Moulton Primary School £981.35
09/09/2025	Wayleave payment	UK Power Networks £22.21
09/09/2025	Bank interest received	Lloyds Bank £21.38
18/09/2025	With apologies payment	Lloyds Bank £40.00
14/10/2025	Playing field licence	Force Fitness £25.00
15/10/2025	Playing field licence	Moulton Panthers £170.00

Payments

Date	Minute	Description	Supplier	
16/09/2025	201/9a	Clerk's expenses	Joanne Kirk	£37.70
16/09/2025	201/9a	Phone costs	Risby Parish Council	£62.46
16/09/2025	201/9a	Insurance	Business Services at CAS Ltd	£939.28
16/09/2025	201/9a	Wildlife project	Anne Collins	£44.39
16/09/2025	183/9k	Bank charges	Lloyds Bank	£4.25
25/09/2025	202/9c	Village maintenance	Mark Price	£154.92
14/10/2025	131/93	Grass cutting	Packhorse Fencing	£1,164.00
14/10/2025	172/10e	Pest control services	CRC Pest Control	£330.00
15/10/2025	206/15b	Donation	The Voluntary Network	£100.00
18/10/2025	183/9k	Bank charges	Lloyds Bank	£4.25
28/10/2025	172/10e	Website hosting fee	Community Action Suffolk	£48.00
04/11/2025	204/9h	Donation	Mid Anglia Rail Passengers Association	£25.00
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
16/09/2025	Lloyds reserve account	Lloyds current account	£2,000.00
14/10/2025	Lloyds reserve account	Lloyds current account	£1,500.00

d) Bank balances and confirmation of bank reconciliation as of 4th November 2025.

Lloyds current account	£789.77
Lloyds reserve account	£35,154.24
Cambridge Building Society	£85,376.01
Total in Banks	£121,320.02

Mark Price and Tim James had verified and signed the bank statements prior to the meeting.

e) **Email from Scribe Support giving details of an increase in the subscription cost in April 2026.**

Moulton Parish Council currently pays £414.72 a year. This will increase to **£444.00**. This is due to the increase in Moulton Parish Council's precept.

f) **Budget 2026/27**

The following larger amounts have been allocated in the budget:

- Playing field maintenance £5,000.

The suggested budget allocations to earmarked reserves are detailed below. With the budget allocations, the predicted earmarked reserves balance in 2026/27 would be **£128.79**.

Earmarked reserves	Balance 2025/26	Budget allocation 2026/27	Reserve balance in 2026/27
Off road car park	£13,395	£1,000	£14,395
SCC Street lighting Contract	£659	£1,900	£2,559
Grass cutting	£145		£145
Defibrillator maintenance	£748		£748
Dog fouling bags	£461		£461
Village maintenance - bus shelter and phone box	£11,210	£200	£11,410
Riverbanks	£1,250		£1,250
Pest control	£300		£300
Playing field maintenance	£6,374	£5,000	£11,374
Playing field - goal posts, nets etc	£2,500		£2,500
Playground safety inspections	£2,079		£2,079
S137/GPC/charitable donations	-£1,160	£2,200	£1,040
Office equipment	£648		£648
Election costs	£3,818	£200	£4,018
Training and travel costs - clerk and councillors	-£206	£500	£294
Village project	£7,000	£1,000	£8,000
Speed limit implementation	£513	£400	£913
VAS contingency fund	£800	£200	£1,000
Wildlife working group	£456		£456
Playing field fence	£3,550		£3,550
Road safety improvements	£19,244	£2,500	£21,744
Tree works	£6,250	£500	£6,750
Village green track maintenance	£6,692	£400	£7,092
Village maintenance - general	£1,245	£500	£1,745
Village events	£1,073		£1,073
Road signs	-£1,371	£2,000	£629
SCC Highways licences	£730		£730
Speed surveys	£1,375		£1,375
Robert Franklin Fund	£20,000		£20,000
Total earmarked reserves	£109,779		£128,279

It was resolved that the precept request would be increased to cover the shortfall in the cost of the new play equipment and for playing field maintenance, up to a maximum annual increase of 12%.

g) **Complaint to Lloyds Bank about expired authentication card and replacement not being sent in time.**

Lloyds Bank said that the card was produced on 12th July 2025 and dispatched after that but the clerk did not receive it. They say they are not responsible for the card once it leaves their building but made a payment of £40 for the inconvenience caused.

10. **Planning issues**

a) **DC/25/1718/FUL - Warren Towers, Moulton - a. upgrading works to two grass helipads b. tarmac surface entrance to site and car park c. welfare building for pilot use d. illumination to existing windsock with meteorological station.**

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

a) Planning applications received between meetings.

TPO/11 (2025)	Former Animal Health Trust, Lanwades Park, Kentford	TPO on trees on AHT site.
DC/25,1466/HH	Warren Towers, Moulton	Construct covered BBQ area
DC/25/0359/FUL	Lawn House	Appeal notification

b) Planning applications received after the agenda was published.

None received.

c) Update on the Lanwades Park application.

Both applications have been refused by West Suffolk Council.

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

a) Update on footpath 15.

West Suffolk Council has sent information to the applicant advising on the estimated costs of the application together with a draft Certificate of Works. The approximate timetable is shown below. If objections are received at the informal consultation stage (stage 2) or following the making of the legal order (stage 7) the process could take much longer. The District Council has no powers to confirm an opposed order. If an objection/representation is received at stage 7 and it is not withdrawn the only way the order can be confirmed is by sending it to the Planning Inspectorate where an Inspector will be appointed to determine it.

Public path order application timescales		
Stage	Process	Timescale
1	Completion of informal consultation maps following receipt of information from Highway Records – map to applicant for approval	7 weeks
2	Informal consultation with user groups, Parish/Town Council and District Councillor	4 weeks
3	Formal consultation to SCC together with request for final Certificate of Works (CoW)	3 weeks
4	Decision report seeking delegated authority to make the orders.	1 week unless a committee decision is needed
5	Legal orders drafted/order maps produced and sent to applicant for approval	3 weeks
6	Orders sealed	1 week
7	Service of notice of making the orders followed by 28 day statutory notice period	6 weeks (including lead-in period)
8	Orders confirmed	1 week
9	Service of notice of confirmation followed by six-week statutory notice period during which time the decision to confirm the orders can be challenged on legal grounds in the High Court	8 weeks (including lead-in period)
10	Completion of work specified in the CoW in order for new route to come into use on the date specified in the creation order and for the footpath in the extinguishment order to be stopped up.	A specified number of days from the date of confirmation of the orders (to be agreed with applicant prior to making the order).

The route proposed initially has been amended. Moulton Parish Council will be consulted on the new route.

b) Community Speedwatch update.

The report has been uploaded onto the Moulton website. It was resolved that Moulton Parish Council would support the addition of a second site to track vehicles leaving Moulton on Kennett Road, subject to permission being granted by Suffolk County Council. An application for an additional site in Kennett Road will be submitted with and application for Dalham Road.

c) Update on the meeting with Suffolk County Councillor Chris Chambers, cabinet member for Transport Strategy, Planning and Waste.

Twenty-four parish councils attended the meeting with two sending their apologies. The meeting began with an introduction by the Chair, Jeremy Muller, from Lidgate Parish Council where he outlined what had led Lidgate and Moulton to start working together. Lidgate is on the busy B1063 and they wanted to put in specific measures including a 40mph buffer to slow traffic down at the entrances to the village and traffic calming. The response from Suffolk County Council was that none of the measures would be possible or would be prohibitively expensive. Moulton Parish Council had had a similar experience.

The parish councils that attended aired their frustration at not being able to do anything meaningful to make their communities safer at a time when roads are getting busier and more vehicles are speeding, a problem which is exacerbated by insufficient enforcement by the Police of the sizeable minority of vehicles that regularly break the speed limit. They also wanted to try and understand why it is so difficult to introduce measure when other counties like Cambridgeshire are far more proactive in supporting parish councils with traffic calming and lower speed limits.

A number of suggestions were made including giving parish councils more freedom to introduce measures to make their communities safer, looking at ways to reduce the cost, especially for smaller parishes which do not benefit from S106 developers' contributions and allowing Matthew Fox and other Community Liaison Engineers to carry out minor repair tasks or change signs which would improve the perception of Highways and save money. The other issue raised was the lack of enforcement which needs to be taken up with the Police.

Cllr Chambers made it clear that he had come to listen and that he would go away and take up the issues raised with his colleagues at Suffolk County Council. He agreed to update the parish councils present at a later date.

A smaller working group has been formed to move things forward and come up with a plan of the next steps, starting with trying to expand the group further afield. It was resolved that Moulton Parish Council supported this and is happy for a letter to be sent out to other parishes in Suffolk as now is the time to keep the pressure up.

d) Email from a resident about uneven pavement in Lark Hill which is a trip hazard.

A resident reported an uneven pavement which resulted in a fall. It was reported to Suffolk County Council who said it did not meet their criteria for repair. The clerk asked Moulton's Community Liaison Engineer, Matthew Fox, to take a look and see if there is a solution to make it safe. He asked for the site to be reassessed and the resident has since confirmed that the pavement has been repaired.

e) Quote from DJ Haill for installing two replacement road signs.

It was resolved that the quote of £450 would be accepted and the payment authorised subject to satisfactory completion of the work.

f) Other highways issues raised at the meeting.

- Flooding in the layby near the Primary School.

This was reported to SCC Highways who said it did not meet their criteria for repair. This has now been escalated to Suffolk County Council's drainage team. Community Highways Engineer, Matthew Fox has said that all the gullies and offlets in the vicinity of the school are logged as "inoperable" or "slow running". It is likely that a CCTV survey would be required to see if a section of pipe needs replacing.

It was resolved that David Almond would speak to Godolphin and try to arrange a site visit with Moulton Parish Council, Godolphin and Matthew Fox to discuss the drainage and whether anything can be done locally to help alleviate some of the flooding.

- Suffolk County Council's Community Self Help Scheme.

As Moulton Parish Council is taking on more responsibility to tackle local Highways issues, the clerk suggested revisiting the possibility of registering for Suffolk County Council's Community Self Help scheme. This item will be discussed further at the January meeting.

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

a) Revised quotes from Kompan.

Quote 1 - £21,441 + VAT with grass matting or quote 2 - £23,061 with rubber mulch. It was resolved that Moulton Parish Council would accept the higher quote. It was agreed that, if possible, the rubber mulch should match the existing rubber mulch.

b) Latest playing field inspection report.

There was one high risk finding - replace the rotten timbers on the playing field gate. One of the posts has been replaced already and the second post will be replaced in the next few weeks.

There was one medium risk finding – a number of fixings on the Multiplay have worked loose. The clerk to Phil Smith who inspects the equipment and the fact that brackets have been installed instead. He said he knows Moulton Parish Council has done all it can to secure the frame but he is duty bound to report that some of horizontal coach bolts have dropped. This is, however, a low risk finding.

Call for information about playground surfacing.

The general consensus from the parish councils that responded is that wet pour is the most robust but rubber mulch is a good substitute though bits can start to break off. The least robust is grass matting. Fall height should be considered when putting in surfacing as lower equipment does not need as much protection.

c) Updating the trustees on the Recreation Ground Charity and completing the Charity Annual Return.

Several of the existing parish councillors are listed as trustees but some of the trustees have now left the village and will need to be removed. The clerk agreed to find out how many trustees are required ready for the next meeting. It was resolved that the clerk would complete the Charity Annual Return.

d) Quote for replacement spring for the spring ark.

It was resolved that the quote of £301 + VAT would be accepted and the payment authorised.

13. To discuss the following IT issues:

a) Approval of Moulton Parish Council's new IT policy.

It was resolved that the IT policy would be approved.

14. To discuss any village issues.

a) Update on the village sign.

Tim James has contacted some local contractors for quotes to build the plinth and install the sign and is waiting to hear back.

b) Email from a resident about decorating the fence, trees and grass on the playing field opposite the shop and a 'switch on' ceremony on the playing field.

It was resolved that Moulton Parish Council would agree to the request. The clerk had checked with the Council's insurers who are happy for the event to go ahead subject to a risk assessment being in place. The clerk had prepared a risk assessment and Richard Edge agreed to act as point of contact for the Parish Council.

15. Correspondence.

a) Email from West Suffolk Council about their next Community Governance Review (CGR).

The next CGR process will formally start in December 2025. Parish and town councils can put forward any issues that they wish to be considered and resolved as part of the review process. It was resolved that no issues would be put forward as Moulton Parish Council is not aware of any anomalies.

b) Email from West Suffolk Council about postal vote reapplications – for information only.

Residents who applied for their postal vote on or before 31 January 2024 and wish to continue with this arrangement will need to reapply for their postal vote before 31 January 2026.

c) Email from West Suffolk Council about their consultation on Proposed Changes to the West Suffolk Local Council Tax Reduction Scheme 2026 to 2027.

It was resolved that no response would be submitted.

d) SALC online 'Super forum' on devolution – Tuesday 2nd December 7 – 8.30pm.

No councillors wished to attend.

e) Urgent dental care – for information only.

Suffolk and North East Essex Integrated Care Board have shared the following information: Urgent care dental appointments are available across Suffolk within 1 to 7 days by contacting NHS 111. Adults and children experiencing dental pain, infection and other urgent issues can access NHS care seven days a week, including in the evenings. Go online at 111.nhs.uk or call 111 for an appointment.

f) Email from West Suffolk Council about the opening of small electrical points across West Suffolk – for information only.

Residents can locate their nearest recycling point via <https://maps.westsuffolk.gov.uk/>

The new collection points can be filled with small electricals including mobile phones, tablets, cables, kettles, toasters and kids' toys, anything smaller than a standard sized microwave.

The nearest locations to Moulton are:

Newmarket

- The Guineas Car Park, (rear of Crown Walk), CB8 9EG
- All Saints Car Park, CB8 8ET
- The Centre, Brickfields Avenue, CB8 7RX

Bury St Edmunds

- Moreton Hall Community Centre, Symonds Rd, IP32 7EE
- Southgate Community Centre Car Park, Heron Road, IP33 2QA
- Ram Meadow Car Park, Cotton Lane, IP33 1XP
- Parkway Surface Car Park, Parkway North, IP33 3BA
- Vinery Road Car Park, Vinery Road, IP33 2JP

16. Questions for the Council and any urgent business.

- Moulton Panthers has asked if they can use the flood lights again powered by a generator. Councillors agreed to the request, but Moulton Panthers will need to get them PAT tested first.
- Use of E scooters with no lights at dusk in Moulton. Information about this will be put in the next newsletter to make parents aware of what is happening. The clerk agreed to make the Police aware due to the potential risk to the riders in poor visibility.
- Request for a timetable at the bus stop opposite St Peter's Road. The clerk agreed to print and laminate a copy.
- The resident who regularly cleans the bus shelter has reported finding human waste on several occasions. This will be reported in the next newsletter with a request for information about who might be doing this. The clerk also agreed to contact the Police to find out if a trail camera could be used and to report the fact that books are being stolen from the phone box.

17. Any other business for noting or including on the agenda of the next meeting on Monday 19th January 2026.

The following items are for noting:

- **Email from WSC about the need for Poll Clerks, Presiding Officers and County Assistants.**
This information will be shared on the Facebook page and in the next newsletter.

There being no further business the meeting closed at 8.20pm.

Signed (Chairman) Dated