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MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 15th September 2025.

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

Also present: Joanne Kirk (Clerk), County Councillor Andy Drummond, District Councillor Roger Dicker and two members of the public.

1. Acceptance of apologies for absence.

Apologies were received from parish councillors Tim James and 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 21st July 2025 and the planning meeting held on Tuesday 5th August 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:

- The church is embarking on a programme of major works. £55k of work is required to repair the church. Work on the tower is a priority as it leaks. They will be applying for grants and carrying out fundraising activities to raise the money.

5. County Councillor's Report.

Cllr Drummond spoke about the following:

- The County Council is holding an extraordinary meeting to vote on the proposal for a single unitary authority which he supports.
- The Parish Council's letter to local parish councils about community road safety. By the end of the month the portfolio holder for Highways Cllr Chambers will be issuing a statement about this.

6. District Councillor's report.

District Councillor Roger Dicker spoke about the following:

- Newmarket town council recently held a bi-election. A Reform councillor was voted in.
- West Suffolk Council will be submitting a proposal for two unitary councils.

7. Police Issues.

A vehicle was stolen from a property in Newmarket Road.

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

The Licence Agreement has been completed by Moulton Panthers and the invoice for licence fees for the 2025/26 season sent out. The Panthers will be using a ¾ size pitch for the next two years.

New defibrillator pads have been ordered as the current ones will expire next month. The cost is included in the annual amount paid for ongoing maintenance of the defibrillator.

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 – **£37.70**
- HMRC – Employer's National Insurance - LGA 1972, s111 - **£296.99**
- HMRC – PAYE - LGA 1972, s111 - **£32.60**
- Royal British Legion – poppy wreath and donation – GPC - **£50.00**
- Community Action Suffolk -insurance - LGA 1972, s111 - **£939.28.**
- Risby Parish Council – annual phone costs 35% of cost of clerk's mobile phone) - LGA 1972, s111 - **£62.46**
- Moulton Wildlife Group – notice board for churchyard – GPC - **£44.39.**
- M Price –bolts for climbing board – Open Spaces Act 1906, ss9 and 10 – **£4.92**

Moulton Parish Council has also received notification of the latest NALC annual pay award for local government employees backdated to 1st April 2025. It was resolved that the clerk would be paid the new rate with immediate effect and that a payment of **£131.20** for 5 months back pay would be approved. David Almond and Mark Price signed the Schedule of Payments.

b) Approval of payments authorised between meetings

One payment was authorised between meetings:

- M Price – Routine playground inspection training and exam - LGA 1972, s111 - **£180.00**.

c) Approval of the following regular payment:

M Price – ongoing repair and maintenance of play equipment - Open Spaces Act 1906, ss9 and 10 - **£200**. Larger amounts will be agreed at meetings.

d) 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
02/07/2025	Playing field licence	Force Fitness	£25.00

Payments

Date	Minute	Description	Supplier	Total
18/07/2025	183/9k	Bank charges	Lloyds Bank	£4.75
22/07/2025	194/10a	Clerk's expenses	Joanne Kirk	£36.97
22/07/2025	194/10a	Microsoft Office 1/6	Joanne Kirk	£20.00
22/07/2025	194/10a	Flailing riverbanks	K Hutchinson & Son	£801.60
23/07/2025	202/9b	Routine playground inspection training and exam	M Price	£180.00
30/07/2025	172/10e	Annual audit	PKF Littlejohn LLP	£378.00
12/08/2025	202/9c	Playing field repairs	M Price	£120.00
19/08/2025	183/9k	Bank charges	Lloyds Bank	£4.75
Staff costs as per confidential cashbook				

Transfers

Date	From	To	Amount
23/07/2025	Lloyds reserve account	Lloyds current account	£1,000.00
12/08/2025	Lloyds reserve account	Lloyds current account	£2,000.00

e) Bank balances and confirmation of bank reconciliation as of 3rd September 2025.

Lloyds current account	£1,541.28
Lloyds reserve account	£38,606.91
Cambridge Building Society	£85,376.01
Total in Banks	£125,524.20

David Almond and Mark Price had verified and signed the bank statements prior to the meeting.

f) Six-month budget review.

Overspends as of 31st August 2025

Payments	
Budgeted	£35.00
Actual	£47.00
Difference	-£12.00 GDPR fee increased.
Clerk and councillor training	
Budgeted	£200.00
Actual	£454.00
Difference	-£254.00 Routine Play Inspection Course - M Price £445, mileage T James - meeting at WSC £9.45

Bank charges			
Budgeted	£0.00		
Actual	£9.50		
Difference	-£9.50	Bank charges of £4.25 a month introduced by Lloyds after the budget was set.	
SCC Highways Licences			
Budgeted	£0.00		
Actual	£170.00		
Difference	-£170.00	Licence for new village sign. Reserve used.	
Street lighting contract			
Budgeted	£1,000.00		
Actual	£1,754.00		
Difference	-£754.00	Reserve used	
Riverbanks			
Budgeted	£400.00		
Actual	£668.00		
Difference	-£268.00	Reserve used	
Other payments			
Budgeted	£0.00		
Actual	£234.00		
Difference	-£234.00	Planning application fee for village sign.	
Dog fouling bags			
Budgeted	£0.00		
Actual	£74.00		
Difference	-£74.00	Reserve used	

Although there have been a number of overspends, the Parish Council still has healthy reserves.

Reserves balance

Earmarked Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance
Off road car park	£11,414	£1,000			£12,414
SCC Street lighting Contract	£1,413	£1,000	£1,754		£659
Grass cutting	-£515	£3,000	£1,176		£1,309
Defibrillator maintenance	£698	£50			£748
Dog fouling bags	£486	£50	£74		£461
Village maintenance - bus shelter and phone box	£10,810	£400			£11,210
Riverbanks	£1,618	£300	£668		£1,250
Pest control	£450	£400	£275		£575
Playing field maintenance	£6,267	£500	£393		£6,374
Playing field - goal posts, nets etc	£2,500				£2,500
Playground safety inspections	£1,879	£200			£2,079
S137/GPC/charitable donations	-£536	£200	£699		-£1,035
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			£500
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		£1,400
Village events	£747	£500	£174	£1,073
Road signs	-£2,371	£1,000		-£1,371
SCC Highways licences	£600	£300	£170	£730
Speed surveys	£875	£500		£1,375
Robert Franklin Fund	£20,000			£20,000
TOTAL EARMARKED RESERVES	£96,570	£20,850	£5,859	£111,561
GENERAL FUND				£13,963
TOTAL FUNDS				£125,524

It was resolved that the clerk would be authorised to make payments of up to £500 (the amount held in reserves) on behalf of Moulton Wildlife Group.

g) External Audit Certificate and Notice of Conclusion of Audit from PKF Littlejohn.

The following comments were made on the External Audit Certificate:

On the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in sections 1 and 2 is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters affecting our opinion which we draw to the attention of the authority:

None.

h) Request for Moulton Parish Council to join MARPA (Mid Anglia Rail Passengers Association)

It was resolved that Moulton Parish Council would join MARPA and the payment of £25 approved (GPC).

10. Planning issues

a) Planning applications received between meetings.

DC/25/1147/TCA	10 The Street, Moulton	One Sycamore (T1 on plan) overall crown reduction by up to 2.5 metres and crown thin by 20%.
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b) Planning applications received after the agenda was published.

None received.

c) Update on the Lanwades Park application.

Several new objections or holding objections have been added to the West Suffolk Council website including from SCC Highways and Cambs CC Highways. West Suffolk Council's recommendation for the application will be made available towards the end of this month.

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

a) Quote for installing directional signs.

The clerk agreed to contact Darren Haill again to follow up on the quote for installation.

b) Cost of installing post and chain fencing.

It was resolved that:

- Moulton Parish Council would purchase post and chain fencing and that a payment of £240 would be approved.
- Cllrs Mark Price and Doug James agreed to install the posts and invoice the Parish Council for cement and labour.

c) Update on footpath 15.

The latest update from Rights of Way Officer James Pickerin is that Suffolk County council is preparing a document for the landowner to detail the work necessary to bring the route into a condition which Suffolk County Council is happy to take on.

d) Community Speedwatch/speeding update.

The clerk contacted the Police about the requirement for 3 people to carry out speed checks. They said that has always been the case and 3 people are required for insurance purposes.

Inspector Tim Scott from the Mildenhall Community Policing Team sent the following information about speeding.

I have now received a response from our Casualty Reduction Team re the speeding issue you raised.

They have advised that following deployment of their SDR equipment a speeding issue was identified on Dalham Road, Moulton. As a result, the team will be setting up a speed enforcement site there. Based on the data obtained this will be a Priority 3 site which means an officer will visit once per month to conduct speed enforcement at that location.

e) Update on the meeting with nearby parishes about speeding and letters sent out to other parish councils in Suffolk.

The clerk has sent out letters to all the parish councils who responded initially and others which are known to have a speeding issue. A number have responded already to say that they would be happy to join the group or will put it on their next agenda.

County Councillor Andy Drummond agreed to try and set up an initial meeting with Suffolk County Councillor Chris Chambers, Cabinet member for Transport Strategy, Planning and Waste. The clerk agreed to invite Nick Timothy MP as well. Richard Mather agreed to represent Moulton Parish Council at the meeting along with the clerk.

f) Update on the responses from residents in Church Road about parking.

4 properties on the main bit of Church Road and all but one within the cul-de-sac have given their support for a 'Residents Parking Only' sign with one resident remaining neutral.

The clerk agreed to contact West Suffolk Council about a possible location for a sign. Richard Mather agreed to send a screenshot of a possible location.

g) Request from a resident for signs to restrict parking in Bridge Street.

This item will be carried forward to the next meeting, once the Parish Council has received a response from West Suffolk Council about Church Road.

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

a) Annual playing field inspection report:

There is one moderate risk item (15). A number of fixings have worked loose on the Multiplay. Mark Price confirmed that he had attached brackets in line with the recommendation from Phil Smith from West Suffolk Council who inspects the equipment. The clerk agreed to query why this is still being picked up.

The grips on the climbing board have all been attached.

b) Monthly inspection report.

There is one HIGH risk item. The post on the wooden gate between the playing field and green needs replacing as the timber has rotted severely. Mark Price and Doug James agreed to replace the post as soon as possible.

c) Quotes for new playground equipment.

Three quotes were obtained from Caloo, Kompan and Proludic.

It was resolved that:

- The Parish Council would accept the quote from Kompan of **£20,172.50 ex VAT** for their basket swing and child's Multiplay, subject to clarification on the surfacing to be used.
- The buddy board would be moved next to the other two rockers and the basket swing installed where the buddy board was located.
- The Multiplay would be moved to the right as suggested by Kompan to avoid compromising the full-sized football pitch, but the exact location has yet to be confirmed.
- Richard Mather would check the Kompan guarantee.
- The clerk would apply for a lottery grant.
- The clerk would do some more research about the most robust matting (wet pour, resin mulch or grass matting) in time for the next meeting.

- Moulton Parish Council would arrange a post installation inspection once the work has been completed.

13. To discuss areas of interest for councillors:

The councillors' areas of interest were updated at the meeting.

14. To discuss the following village issues:

- a) Email from the Rural Housing Partnership (RHP) about the possibility of progressing a rural exception site in Moulton.**

It was resolved that Moulton Parish Council would contact RHP and arrange an initial conversation with a view to progressing a Rural Exception Site in Moulton.

- b) Update on the village sign.**

All the required permission is now in place and details of the plinth are being finalised. Councillors supported the idea of a tapered plinth in brick and flint. The actual sign should be built around January 2026. The clerk agreed to ask Tim James if he would be willing to contact contractors to get quotes.

15. Correspondence:

- a) Email from West Suffolk Council about the next Parish and Town Council Forum which will be held on 21st October 2025 at West Suffolk House, Bury St Edmunds at 7pm.**

No councillors wished to attend.

- b) Email from Connecting Communities asking Moulton PC to advertise their services and if possible, make a small donation.**

It was resolved that a donation of £100 would be made and information about the scheme included in the next newsletter.

- c) Email from the Suffolk Joint Emergency Planning Group about Community Emergency Rest Centre Training on Thursday 23rd October from 6-9pm in Honington and Sapiston Village Hall or Tuesday 18th November in Haverhill Arts Centre.**

No councillors wished to attend.

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 17th November 2025.

The following items are for noting:

The clerk had attended some Assertion 10 training which detailed new audit regulations which parish councils have to comply with. These regulations relate to IT security, website accessibility and data protection.

As well as it being a requirement that all parish councils have a gov.uk email address and website address, individual councillors must also have a dedicated email address solely for parish council correspondence.

Councillors present who do not have a dedicated email address agreed to set one up.

There being no further business the meeting closed at 8.25pm.

Signed (Chairman) Dated