MOULTON PARISH COUNCIL

Minutes of the meeting held on Monday 21st September 2026.

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

Also present: Joanne Kirk (Clerk), District Councillor Roger Dicker, County Councillor Adrian Whittle and five members of the public.

1. Acceptance of apologies for absence.

Apologies were received from parish councillors Tim James and Mark Price (Vice Chair) 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 20th July 2026.

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:

- Riverbank clearance. The banks have been cleared but have grown back.
- There is a pile of soil on the edge of the Green. Could it be removed?
- Civil defence. The threat from Russia is getting clearer. The Government's Chief of Defence Staff is getting increasingly worried. Does the Parish Council have an Emergency Plan? Would it be possible to invite someone to talk to residents about how to prepare for an emergency. The clerk confirmed that Moulton has an emergency plan, but it does not cover civil defence. The clerk agreed to contact the Emergency Planning Team.
- Would the Parish Council consider another speeding survey along Moulton Road near the Flint Cottages?

5. County Councillor's Report.

Cllr Whittle spoke about the following:

- Warren Hill in Newmarket. Concerns have been flagged by residents in Newmarket about speeding on Warren Hill. Cllr Whittle spoke to SCC Highways who explained that the situation is complicated by the fact that part of the road is in Cambridgeshire. He has successfully reached out Cambridgeshire County Council to make contact with their Highways counterpart. He has agreed to come out to Moulton and meet Matthew Fox to discuss Warren Hill. He will ask about Moulton Road and Norwich Road as well.
- He spoke about the Government's proposal to bring undocumented illegal immigrants to Barnham. All parties voted against the proposal. The Government has now said it will make the decision, not West Suffolk Council. There will be a short Government consultation before the decision is made.
- Suffolk Highways is trialling a new machine to repair potholes.
- Hatchfield Farm. There is a proposal for the landowner to have some warehouses there, but it will mean more HGV traffic. Cllr Whittle said he would support it subject to a Transport Plan being in place to mitigate the effects of HGV movements, but West Suffolk Council voted it through without any conditions.
- He visited the Suffolk Energy from Waste facility which was very interesting.

Moulton Parish Council asked Cllr Whittle whether there has been a softening in attitude with regard to lowering speed limits and whether there is an updated policy for deciding on speed limit reductions other than the new 20mph policy. He agreed to speak to speak to the cabinet member for Highways Cllr Chris Hudson.

County Councillor Andrew Burton introduced himself. He would like to resurrect the Rural Parishes Alliance and would lead the group. He asked if Moulton Parish Council would like to send a representative. Moulton Parish Council agreed to put this on the next agenda.

6. District Councillor's report.

District Councillor Roger Dicker spoke about the following:

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- The Local Government Review. Elections for unitary councils will no longer take place in May 2027, but district council elections will go ahead.
- The developers have submitted another application for approximately 500 homes on the Animal Health Trust site. It has not been validated yet by West Suffolk Council.
- A developer has put forward a large site in Higham as part of West Suffolk Council's call for sites which is an early stage of the new Local Plan. This has caused great concern in Higham. 328 sites have been put forward and no decisions have been made yet.
- How planning decisions are made is changing. Most applications will be decided by delegation panel but some will still go to planning committee. The size of the planning committee will be reduced to 13 councillors as well.
- Public Space Protection Orders have been renewed. A new PSPO has been added banning the use of disposable barbecues.

7. Police Issues.

No issues were raised.

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

There was one councillor action which is ongoing.

The clerk has checked and updated the Parish Council pages of the website to ensure that it meets accessibility requirements.

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 – **£25.80**
- HMRC – Employer's National Insurance - LGA 1972, s111 - **£318.49**
- HMRC – PAYE - LGA 1972, s111 - **£231.80**
- Royal British Legion – poppy wreath and donation **–** GPC **- £50.00**
- Community Action Suffolk -insurance - LGA 1972, s111 – **£913.20**.
  The rubber safety tiles have been removed from the insurance as they have been replaced by the rubber matting. CAS had a query about the memorial bench which is insured for £1. The clerk confirmed to them that it was paid for by a resident and the resident is responsible for maintaining it.
- One Suffolk – website hosting fee **-** LGA 1972, s111 - **£66.00**
- Risby Parish Council – annual phone costs 35% of cost of clerk's mobile phone) - LGA 1972, s111 - **£73.16**
- Elan City, extended warranty – Highways Act 1984, s72 - **£49.73**
- J P Kirk – 5 months back pay to 1st April 2026 (New NALC rate, same pay scale £20.96) - LGA 1972, s111 - **£174.20**

Moulton Parish Council has also received notification of the latest NALC annual pay award for local government employees backdated to 1st April 2026. It was resolved that the clerk would be paid the new rate with immediate effect and that a payment of for 5 months back pay would be approved.

The clerk confirmed that she had been overpaid by £8 in July and that this had been deducted from her August salary.

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	Customer	Total
07/07/2026	Maintenance of village green access track	Resident	£25.00
09/07/2026	Bank interest received	Lloyds Bank	£16.88
17/07/2026	Playing field licence	Force Fitness	£25.00
10/08/2026	Bank interest received	Lloyds Bank	£17.52

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12/08/2026	Wayleave payment	UK Power Networks	£1.15

Payments

Date	Minute	Description	Supplier	Total
20/07/2026	216/10e	Bank charges	Lloyds Bank	£4.25
21/07/2026	239/9a	Clerk's expenses	Joanne Kirk	£25.80
21/07/2026	241/11a	Shovels for grit bins	Start Safety	£36.83
21/07/2026	217/11e	Poop scoop bags	JRB Enterprise Ltd	£92.18
28/07/2026	235/10k	Extended warranty VAS	Elan City Ltd	£201.50
29/07/2026	216/10e	Annual audit	PKF Littlejohn LLP	£378.00
03/08/2026	217/11e	Poop scoop bags	JRB Enterprise Ltd	£92.18
17/08/2026	216/10e	Bank charges	Lloyds Bank	£4.67
Staff costs as per confidential cashbook.				

Transfers

Date	From	To	Amount
21/07/2026	Lloyds reserve account	Lloyds current account	£1,000.00
29/07/2026	Lloyds reserve account	Lloyds current account	£1,000.00
10/08/2026	Lloyds reserve account	Lloyds current account	£1,000.00

d) Bank balances and confirmation of bank reconciliation as of 3rd September 2026.

Lloyds current account	£1,139.49
Lloyds reserve account	£38,077.69
Cambridge Building Society	£86,730.54
Total in Banks	**£125,947.72**

Cllrs David Almond and Jane Horsnell had verified and signed the bank statements prior to the meeting.

e) Six-month budget review.

Overspends as of 31st August 2026.

Other payments		
Budgeted	£0.00	
Actual	£181.00	Commemoration plaques £150, shovels for grit bins £31.
Difference	**-£181.00**	
Dog fouling bags		
Budgeted	£0.00	
Actual	£155.00	
Difference	**-£155.00**	Reserve used
Village events		
Budgeted	£0.00	
Actual	£215.00	
Difference	**-£215.00**	Reserve used
Playground inspections		
Budgeted	£0.00	
Actual	£195.00	
Difference	**-£195.00**	Reserve used
Pest control		
Budgeted	£50.00	
Actual	£275.00	
Difference	**-£225.00**	Reserve used

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Weed control		
Budgeted	£400.00	
Actual	£575.00	
Difference	**-£175.00**	Budget figure based on previous invoice in 2021
PAYE		
Budgeted	£300.00	
Actual	£760.00	
Difference	**-£460.00**	Change in tax code

Reserves balance.

Earmarked Reserves	**Opening Balance**	**Transfers**	**Spend**	**Receipts**	**Current Balance**
Off road car park	£13,395.24	£1,000.00		£1,015.70	£15,410.94
SCC Street lighting Contract	£659.33	£1,900.00	£1,713.55		£845.78
Grass cutting	-£485.00	£485.00			£0.00
Defibrillator maintenance	£748.00				£748.00
Dog fouling bags	£387.03		£153.64		£233.39
Village maintenance - bus shelter and phone box	£11,210.00	£200.00			£11,410.00
Riverbanks	£1,249.80				£1,249.80
Pest control	£300.00		£275.00		£25.00
Playing field maintenance	£85.66	£5,000.00	£90.00		£4,995.66
Playing field - goal posts, nets etc	£2,500.00				£2,500.00
Playground safety inspections	£1,500.40		£195.00		£1,305.40
S137/GPC/charitable donations	-£2,009.60		£400.00		-£2,409.60
Office equipment	£647.94				£647.94
Election costs	£3,818.09	£200.00			£4,018.09
Training and travel costs - clerk and councillors	-£205.60	£500.00	£210.00		£84.40
Village project	£4,400.00	£1,000.00			£5,400.00
Speed limit implementation	£512.60	£400.00			£912.60
VAS contingency fund	£800.00	£200.00	£167.92		£832.08
Wildlife working group	£310.12				£310.12
Playing field fence	£3,550.00				£3,550.00
Road safety improvements	£19,244.13	£2,500.00			£21,744.13
Tree works	£6,250.00	£500.00			£6,750.00
Village green track maintenance	£6,691.64	£400.00		£150.00	£7,241.64
Village maintenance - general	£1,215.08	£15.00	£265.00		£965.08
Village events	£1,073.12		£215.00		£858.12
Road signs	-£2,301.21	£2,000.00	£112.87		-£414.08
SCC Highways licences	£730.00				£730.00
Speed surveys	£1,375.00				£1,375.00
Robert Franklin Fund	£10,000.00				£10,000.00
TOTAL EARMARKED RESERVES	£25,189.54				**£101,319.49**
GENERAL FUND					£24,628.23
TOTAL FUNDS					**£125,947.72**

The clerk explained that she is trying to wind down the following reserves for things which Moulton Parish Council budgets for each year: grass cutting, pest control, river bank maintenance, dog fouling

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bags, playground safety inspections and GPC/charitable donations. Money will need to be transferred from other reserves or the general fund to cover the shortfall in some of the reserves.

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

The following comments were made on the External Audit Certificate:

- *The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.*
- *The AGAR was not accurately completed before submission for review. Information received from the smaller authority indicates that assets purchased during the prior year have not been included in Section 2, Box 9.*

No action is required.

g) Email from Moulton Matters requesting a donation towards printing cost for the September issue.

Moulton Parish Council has received a request from Moulton Matters to pay £500 to cover the printing costs of the September issue of the newsletter. District Councillor Roger Dicker agreed to pay £235 from his locality budget and Moulton Parish Council agreed to make up the shortfall.

h) Pensions Regulator re-enrolment.

This was completed on 2nd September 2026.

10. Planning issues

a) DC/26/1353/TCA – Mulberry Lodge, Brookside – one Sycamore (T1 on plan) fell; one Beech (T1 on plan) – fell.

Reason for felling: Sycamore -dying and in poor condition. Beech - poor condition. Fungus in cavity at approximately 7m - multiple defects and cavities. It was resolved that no objections could be made to this application.

b) Planning applications received between meetings.

DC/26/1058/HH	15 Dalham Road, Moulton	a. single storey rear extension (following demolition of existing sunroom) b. rooflights to both sides of dwelling c. removal of window to rear of dwelling

c) Planning applications received after the agenda was published.

No applications were received.

d) Local Plan Call for Sites update from West Suffolk Council.

West Suffolk is at an early stage in preparing a new local plan for the area. A 'call for sites' consultation has also been undertaken to inform preparation of the new local plan. In total 328 sites submitted by developers and landowners, some of whom have decided to carry out their own public engagement about their sites.

Each site is now being assessed by West Suffolk Council in accordance with government guidance to understand if it is potentially suitable, available, and deliverable.

The outcomes of the scoping consultation and site assessments will inform the next stage of consultation on the local plan in 2027 which will seek the views of local communities on how new housing growth is to be distributed across the district over the plan period. There will also be a further public consultation scheduled for 2028 on a draft Local Plan for West Suffolk.

The key messages at this stage is that no decisions have been made on the sites submitted to West Suffolk Council.

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

a) Update on footpath 15 and the meeting with Rights of Way Officer James Pickerin on 1st September.

David Almond and a resident met Rights of Way Officer James Pickerin and two officers from Open Space. Footpath 15 is going ahead. Entry points should be made along Cheveley Road in the next couple of months.

There is some funding available for physical structures. Stiles are generally being replaced by kissing gates or nothing at all if there is no livestock. The suggestion was made to provide a safe link to the footpath along Newmarket Road. James Pickerin will notify planning so that if development takes place, this could be provided.

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Moulton Parish Council agreed to let Rights of Way know if there are any structures that need replacing or routes that need protecting.

b) Email from Rights of Way about the footpath cutting programme in Moulton.

This was the response from Rights of Way:

Other parishes do everything from accept their cutting programme, pay for additional number of cuts, pay for a wider cut of routes, or even take on the whole programme themselves and we forward the equivalent cost towards it. I will first work out whether the applicants to the diversion (of footpath 15) will cut the proposed route before adding it on for future years; I would add it without removal of others in this instance.

c) Community Speedwatch/speeding update.

The Speedwatch group continues with checks in the village although these have been slightly reduced recently with holidays and the number of road restrictions in the village.

It is disappointing that they are still reporting vehicles at speeds significantly over the limit, in the region of 50mph. Hopefully checks will increase over the next months. They still need to have more members in the group as they are operating with just over the minimum number allowable to form a group. PCSO Hannah Rogers joins them for some of their checks when available.

VAS data shows a consistent pattern with many vehicles travelling at over 40mph both entering and leaving the village.

A comparison of speeds this August compared with last August, before the speed camera warning signs were installed, show a slight reduction in speeding on Dalham and Kennett Road but the numbers speeding on Newmarket Road have increased which is disappointing. Speeds of 70 or 80mph are still being recorded on some occasions.

d) To confirm the location of speed surveys.

It was resolved that the Parish Council would request seven tube surveys at the locations agreed with CLE Matthew Fox with an additional survey along Moulton Road. The clerk agreed to find out if the cost of the surveys could be shared with Kentford PC as they also want to commission some.

e) Riverbed clearing.

The clerk emailed the EA on 21st July 2026. This was their response:

Thank you for your enquiry regarding maintenance of the River Kennett through Moulton.

I can confirm that maintenance work is planned for this section of the river. Our field team is currently progressing through the River Kennett system undertaking vegetation management and channel maintenance. Although the work was delayed earlier in the season due to the temporary suspension of some grass-cutting activities and the need to redeploy resources elsewhere, these works have now resumed. The team will complete a full walkthrough of the watercourse, carrying out any necessary hand-cutting of vegetation to help maintain water conveyance.

I have also been advised that the team has already completed works through Dalham and is expected to be working in the Moulton area from around Tuesday or Wednesday next week, although exact dates may be subject to change depending on operational requirements.

Following the initial maintenance visit, the team will continue to monitor and maintain the river through regular visits to Dalham, Moulton and Kentford on an approximately monthly to bi-monthly basis.

I hope this provides some reassurance that the channel maintenance is programmed and will be taking place shortly.

The clerk agreed to contact the EA again to say that one side is still uncut, is heavily overgrown and will affect the flow of river if there is heavy rain. The other side which had been cut has grown back.

f) Tree survey report.

There are two actions which are required with within 12 months and 24 months. The others are if the budget allows. David Almond agreed to review the list with Mark Price and come up with a priority list and which work can be carried out by Mark Price. The clerk explained that some of the work requires a TCA application and that notice of removal of any dead trees has to be given to West Suffolk Council before any work can be carried out.

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g) Replacement tree for the Green.

It was resolved that Mark Price would be asked to organise a replacement Prunus which meets the specifications set out by West Suffolk Council, a watering bag and protection for the tree from damage by deer. A payment of £200 was authorised at the May meeting.

h) Update on the meeting with Matthew Fox on 24th August

20mph limit

Matthew Fox is going to check whether SCC will now support traffic calming. He will also find out if a group Traffic Regulation Order is possible.

Norwich Road.

Matthew Fox suggested that Moulton PC asks County Councillor Adrian Whittle to liaise with Cambs CC about Norwich Road.

Quiet Lanes

This policy has now been shelved by SCC as quiet lanes are not enforceable.

i) Update on the application for a dropped kerb.

The application was rejected by Suffolk County Council as the proposed location was not considered safe. Alternative crossing points have been suggested. Councillors agreed to walk the route and speak to residents affected to see if the alternative route will be of benefit, before making a decision.

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

a) Annual playing field inspection report:

There is one moderate risk item (15), which has been fixed.

b) Monthly inspection report

The following issues were raised:

- The zipwire able is slack causing users to almost touch the ground whilst sitting on it. The clerk was asked to contact Mortimer Contracts for a quote.
- The foliage and tree canopy next to the zip wire need cutting back.
- Some of the fixings on the swings need trimming back.
- Tighten loose fixings on monkey bars.
- Replace gate latch.
- The gate post to the carpark gate is loose.
- Remove projecting nails on gate.

Playing field licences.

Force Fitness has given notice that they will not be continuing classed on the playing field after the end of September.

Some of the grass on the playing field has not recovered since the summer drought. An informal meeting took place with Moulton Panthers prior to meeting to discuss whether they should play on the field this season or wait until it has been reseeded. It was resolved that Moulton Panthers would be allowed to use the football pitch over the winter and that it would be reseeded in March. Three quotes have been obtained but these will be revisited in March.

9. To discuss the following village issues:

a) Update on the village sign.

There is one sign in the queue ahead of Moulton. The delay is because the person who paints the sign was off work for several weeks, but is now back.

10. Correspondence:

a) Letter from the domestic abuse charity Lighthouse asking for Moulton Parish Council's support in promoting their services and requesting a donation.

It was resolved that a donation of £100 would be made.

b) Email from CouncilWise about their new Training and Support service for parish councils.

It was resolved that Moulton Parish Council would not switch at this stage but would try out some of their training courses initially.

c) Email from West Suffolk Council about their updated Register of Members' Interests form where the home address of councillors has been removed – for information only.

d) Email from Moulton PCC requesting permission to use the playing field for the annual carol service.

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It was resolved that ongoing permission would be given provided that the organisers let the Parish Council know the date in advance.

e) Email from Well Being Suffolk giving details of the mental health services they provide – for information only.

People aged 16 or over and living in Suffolk, can **self-refer directly** to the service without needing to see a GP or having a formal mental health diagnosis.
Website: wellbeingsuffolk.co.uk
Phone: 0300 123 1503

This information will also be included in the next newsletter.

11. Any other business for noting or including on the agenda of the next meeting on Monday 16th November 2026.

The following items are for noting:

- Joining the Rural Parishes Alliance if it is reformed.
- The next meeting will start at 6.45pm to help with parking for those attending the meeting.

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

Signed …… (Chairman) Dated ……

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