MOULTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 18th May 2026.

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

Also present: Joanne Kirk (Clerk) and one member of the public.

1. **Election of Chair**
   David Almond was nominated and following a vote, it was resolved that he would be Chair.

2. **Signing of Declaration of Acceptance of Office form and agreement to abide by the Council's Code of Conduct by the chairman.**
   The new Chair signed a Declaration of Acceptance of Office.

3. **Election of a vice-chair.**
   Mark Price was nominated and following a vote, it was resolved that he would be Vice-chair.

4. **Register of Members' Interests form.**
   Councillors reviewed their Register of Interest forms and notified the clerk of any amendments.

5. **Acceptance of apologies for absence**
   No apologies were received.

6. **Declaration of Interest in items on the agenda and dispensation requests.**
   No councillors declared an interest in any items on the agenda. No dispensation requests were received.

7. **Approval of minutes of meeting held on Monday 16th March 2026.**
   One amendment was made. It was resolved that the amended minutes were correct. The Chair signed them. The year end asset figures were incorrect. The correct asset value at yearend of £137,857 and insurance value of £216,330 were included in the amended minutes.

8. **Public session (5 minutes).**
   The following issues were raised during the public session:
   a) A meeting with Communities Highways Liaison Engineer, Matthew Fox. He suggested notifying the Police if people park next to Packhorse Bridge as it is dangerous and forces passing vehicles into oncoming traffic.

9. **To receive an update on the list of actions agreed at the last meeting.**
   There were no outstanding councillor actions.

   Update on clerk's actions:
   - A new post and 30mph sign have been installed in School Road.
   - The speed camera signs have arrived and have been installed.
   - Commemoration plaques have been purchased and are ready to install.
   - Mark attended a Community Self-Help course on 24th April which means that Moulton Parish Council can now undertake work under the Community Self-Help scheme.
   - The post holder for the new village sign has now been delivered. The sign should be ready in the next few months.
   - Matthew Fox met a resident to discuss issues with Gazeley Road. His preferred option would be to register Gazeley Road as a quiet lane as that would give a signal to HGVs and other drivers that it there will be pedestrians and cyclists on the road. SCC is updating (and simplifying) its procedure for registering quiet lanes. Once it is available Moulton PC could apply for that. Cllrs Richard Mather and Alex Dawe agreed to meet MF to discuss locations for speed surveys for the Council's application for a 20mph speed limit and a possible location for a Not suitable for HGVs sign in Gazeley. The signs would not be enforceable though. Give Way to oncoming vehicles signs are not possible as there would need to be designated passing spaces.

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 - **£21.48**
       - SALC – annual subscription – LGA 1972 111 - **£415.42**
       - C Whitaker – internal audit of PC accounts **-** LGA 1972, s111 – **£85.00**

- M Price **–** village maintenance and inspections of play equipment (includes hours for Highways course and putting up the new speed camera signs) - Open Spaces Act 1906, ss.9 and 10 - **£360.00**

Payments agreed in budget:

- Newmarket Day Centre – Annual donation - GPC - **£200.00**
- Magpas - Annual Donation – GPC - **£100.00**
- Our Special Friends – GPC - Annual donation - **£100.00**
- Moulton PCC – churchyard maintenance – LGA 1972, s214 - **£1,500.00**

b) Approval of payments authorised between meetings.

No payments were authorised between meetings.

c) Statement of receipts and payments made since 1st April 2026.

It was resolved that the statement of receipts and payments would be approved,

Receipts

Date	Description	Supplier	Total
07/04/2026	VAT refund 2025-26	HMRC	£6,681.67
30/04/2026	Precept	West Suffolk Council	£43,661.00
06/05/2026	Off-road car park	SCC	£1,107.70

A Community Fund Grant of £2,187 towards the cost of the new play equipment and safety surfacing was received from West Suffolk Council on 11th May 2026.

Payments

Date	Minute	Description	Supplier	Total
01/04/2026	222/8a	Clerk's expenses	Joanne Kirk	£29.62
07/04/2026	222/8a	Scribe subscription	Starboard Systems Ltd	£532.80
07/04/2026	222/8a	Street lighting	Suffolk County Council	£2,056.26
07/04/2026	216/10e	Playing field maintenance	Mark Price	£180.00
13/04/2026	216/10e	Grass cutting	Packhorse Fencing	£543.00
13/04/2026	229/10g	Speed camera warning signs	Start Safety	£135.46
17/04/2026	216/10e	Bank charges	Lloyds Bank	£4.25
Staff costs as per confidential cashbook				

d) Bank balances and confirmation of bank reconciliation as of 30th April 2026.

Lloyds current account	£2,984.88
Lloyds reserve account	£44,331.10
Cambridge Building Society	£86,730.54
Total	**£134,046.52**

Mark Price verified and signed the bank statements.

e) To approve the Receipts and Payments Summary for the financial year 2025– 2026 and the explanation of significant variances (over 15%).

It was resolved that the receipts and payments summary and the explanation of significant variances would be approved.

f) Internal auditor's report

No issues were raised.

g) To approve section 1 and 2 of the Annual Governance and Accountability Return 2025/26 (AGAR) – the Annual Governance Statement and the Accounting Statement 2025/26

It was resolved that sections 1 and 2 of the Annual Governance and Accountability Return 2025/65 would be approved. The Chair and RFO signed sections 1 and 2.

h) Confirmation of the dates for the notice of the period for the exercise of public rights.

It was resolved the dates for the exercise of public rights would be Wednesday 3rd June 2026 – Tuesday 14th July 2026.

i) Precept information for 2025/26.

A precept payment of £43,661 was received from West Suffolk Council on 30th April 2026.

j) Email from One Suffolk about changes to their website server and a £4 price increase.

It was resolved that the increase would be accepted.

k) Email from Elan City about their extended warranty for the VAS of £199 a year per unit for the next three years.

It was resolved that the extended warranty would be purchased for all three units at a cost of £597 per year.

l) Quote from One Suffolk for a website accessibility check.

Cllr Richard Edge agreed to scan the website and email the report to the clerk.

11. Planning

a) Planning applications received since the last meeting and after the agenda was published.

15/04/2026	26/000354/FUL	Storage Unit, Norwich Road, Kennett	Erection of light industrial unit and associated works
21/04/2026	DC/26/0622/TCA	4 Park Close, Moulton	Three Conifers (indicated on plan) fell

26/000354/FUL. This was a resubmission of a previous application, therefore Moulton Parish Council sent its original response.

DC/26/0622/TCA - No comments were submitted as councillors did not feel the trees had sufficient amenity value to need protecting.

b) Adoption of the West Suffolk Affordable Housing Supplementary Planning Document (SPD) as part of the updated West Suffolk Local Plan – for information only.

c) Update on the Lanwades Park presentation.

Two parish councillors attended the presentation. The proposal is broadly the same as the previous application, just scaled back. No formal planning application has been submitted yet. The developer Lochaillort is currently challenging the West Suffolk Local Plan in the High Court.

12. Highways/rights of way matters/tree or transport issues

a) Skirting back pavements.

It was resolved that Mark Price would skirt back the pavements at Moulton crossroads. Tim James agreed to speak to owner the owner of a property at the corner of Gazeley Hill and Brookside about cutting back the hedge as it is overhanging the road and obscuring vision up Gazeley Hill.

b) Update on footpath 15.

The clerk spoke to Rights of Way Officer James Pickerin on 27th April. He had phoned the land agent dealing with footpath 15 on behalf of the landowners. One of the two landowners had done everything required but the other one still needed to sign and a return a document. This has now been completed and the documents are with West Suffolk Council. The formal process can now begin, but the timescale is dependent on when West Suffolk Council starts the process.

c) Installation of dropped kerbs at Moulton Crossroads to make it easier for pushchairs and wheelchairs to cross the road.

The clerk had spoken to CLE Matthew Fox and he said that Moulton PC would have to find a funding source for the work, however it would be significantly cheaper if Moulton PC were to take the lead and use a local contractor. The clerk agreed to find out how to get permission from Highways for the work before contacting D J Haill for a quote.

d) Tree Survey and possible tree work on the playing field and Green.

It was resolved that Moulton Parish Council would accept the quote of £345 + VAT (total £414.00) from Ligna Consultancy to carry out the tree survey. The clerk will ask him to meet Mark Price to discuss the feasibility of crown lifting two of the larger trees along the boundary with the Street.

One of the Cherry Trees on the Green is dead. The clerk notified West Suffolk Council that Moulton Parish Council would like to remove it and received the following response from WSC:

Thank you for your email. I can confirm that the cherry tree subject to your notice meets the criteria for works under an exemption. You may go ahead with the removal but there is a legal duty to replace the tree, as set out below:

There is a requirement for one replacement tree to be planted. This must be 1 x standard (08-10cm girth) Prunus spp., and it must be planted within the same planting season or within six months of felling (whichever is sooner). The location of the replacement tree must be positioned within 5 metres of the tree to be felled under this notice. Once the replacement tree has been planted, please could you or the landowner

notify the Council with proof such as a photo, we can then update the system and close the file. If the replacement tree is found to be dead, severely damaged or diseased within five years of planting, it shall be replaced in the following planting season by a tree of similar size and species. Failure to replant within the given timeframe may result in the council serving a tree replacement notice.

It was resolved that Mark Price and Doug James would be authorised to organise a replacement Prunus in the autumn which meets the specifications set out by West Suffolk Council, a watering bag and protection for the tree from damage by deer. It was resolved that a payment of £200 would be approved.

e) Update from the Suffolk Parish Road Safety Group.

Suffolk County Council's new 20mph policy should make it feasible for more communities to implement 20mph schemes, however for smaller parish councils in particular, the cost of the legal process and any additional highways work would be prohibitive. A group of parish councils in West Suffolk are working together to put in a combined scheme with a view to sharing the costs to make it more affordable. A further update will be sent once more information is available as to how the scheme is progressing.

Cllr Richard Mather attended an informal meeting in Lidgate to discuss working with Lidgate and any other interested parishes to discuss working with them to progress a combined scheme. The clerk also sent Moulton Parish Council's draft speed response to CLE Matthew Fox. He sent the following response:

Your first draft speed limit proposal looks good to me. Depending on the outcome of the speed surveys, a full report may not be needed – if the speed(s) fall within the criteria of the new policy:

- *Below 28mph – likely to be accepted, with a speed limit sign only, although signs warning that a 20mph zone is ahead may be required.*
- *Between 28 - 32mph - unlikely to be acceptable with signing alone. Gateway signing and traffic calming throughout the area may be required.*
- *Above 32mph - Unlikely to be acceptable without extensive traffic calming measures such as road humps, plus night-time lighting. It would also be subject to a Road Safety Audit.*

Essentially, the higher the speed, the more extensive the traffic calming measures that would be required – and obviously, the more expensive the scheme would be. Until we have some up to date data, it is very tricky to give an estimate of the complexity of any change here.

I would suggest 3 survey locations:

- *1 on Chippenham Road at the entrance to the village by the school.*
- *1 on the Dalham side of the village on the approach to the shop.*
- *1 on Gazley Road, in the vicinity of the Packhorse Bridge or thereabouts.*
- *The short section of Newmarket Road would likely be included as part of the overall scheme, so I do not think a sperate speed survey would be required here.*

I would recommend we meet up beforehand to discuss locations for these speed surveys.

As detailed in item 9, Cllrs Richard Mather and Alex Dawe agreed to meet Matthew Fox to discuss locations for the speed surveys.

13. Playing field and village green issues.

a) Latest playground inspection report.

There was one moderate risk finding. The fixings on the Multiplay are loose (although brackets have been fixed on to make sure the equipment is safe). All the other findings are low risk. A number of previous findings have been marked as complete now that the safety surface around some of the equipment has been replaced.

b) Playing field and village green bookings.

- 3rd June 6-7pm – Panther's training session.
- 13th June – Moulton Panthers end of season event.
- Saturday 20th June – Y6 leavers party. 1-5pm. They have booked the hall and would like a bouncy castle and inflatable rodeo on the playing field. The clerk has asked them to section off the area

where the inflatables will be. A copy of the liability insurance for the inflatables has also been sent to the clerk.

- 28th June – There is a party in the VH on Sunday 28th June 2026. It was resolved that permission would be given for an ice cream van to drive on to the playing field and park by the veranda during the party. Village Hall Manager Ian Spinks will organise access to the playing field.
- Green – 4th July Moulton Walks.
- 27th June – Moulton Fun Day 12-5. Events will take place on the playing field and the Green will be used for parking.

c) Review of safety matting and benches for the Parish Council's insurance.
Mark Price agreed to do this.

d) Suggestion to trial picnic benches on the Green opposite the Packhorse over the summer.
Alex Dawe agreed to talk to the Packhorse Inn first before a letter is sent out to neighbours asking whether they would support the proposal. Richard Edge agreed to deliver the letters.

e) Use of inflatables by Moulton Panthers for their end of season event on 13th June.
It will be a private event this year. They will put a respect line out and 'rope' off the area. They will also keep the park area open and available for the public. A copy of the supplier's liability insurance has been received.

f) Day-to-day management of the playing field.
Now that the clerk has been in post for five years and has a clear understanding of the day-to-day running of the playing field, it resolved that she would be given delegated authority to make day-to-day decisions and be the main contact for playing field users. Cllr Doug James will remain as the contact for grass cutting queries. For more complex issues, the clerk will consult the playing field committee.

14. To discuss any village issues.

a) The public meeting with Nick Timothy MP on 26th June is cancelled. The new date is Friday 10th July 2026 at 5pm.

15. To discuss the following correspondence:

a) Email from SALC about their 2026 AGM which will be held online on Thursday, 9th July 2026, starting at 7 pm – for information only.

16. Any other business for noting or including on the agenda.
No issues were raised.

There being no further business the meeting closed at 7.27pm.

Signed ……. (Chairman) Dated ……