MOULTON PARISH COUNCIL
Minutes of the meeting held on Monday 20th July 2026.

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

Also present: County Councillor Adrian Whittle, District Councillor Roger Dicker and 4 members of the public.

The clerk, Joanne Kirk, joined the meeting remotely.

1. **Acceptance of apologies for absence.**
   Apologies were received from parish councillors Ryan Bragg 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 and no dispensation requests were received.

3. **Approval of minutes of the Annual Meeting of the Parish Council held on Monday 18th May 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:
   - One resident asked if there had been any progress on making Gazeley Road a quiet lane. The clerk explained that Suffolk County Council is currently updating and simplifying its quiet lane policy. Cllr Adrian Whittle agreed to find out how this is progressing.
   - Some of the properties along Gazeley Road have not received their green bins. The clerk agreed to follow up with West Suffolk Council and copy Cllr Dicker in.
   - Maintenance is required along the River Kennett to prevent flooding when there is heavy rain. Cllr Doug James agreed to follow up with his contact at the Environment Agency and the clerk agreed to raise this officially as well.

5. **District Councillor's report.**
   Cllr Dicker spoke about the following:
   - The Government's proposal to house 1,250 asylum seekers at RAF Barnham. West Suffolk Council held had an extraordinary meeting and has contacted the Government to say the site is unsuitable due to its rural location and that it is a protected site because it is a habitat for stone curlew.
   - There is now one-hour free parking in Newmarket.
   - The Thriving Communities fund is now open for applications from community groups.
   - There is no news yet about the Animal Health Trust site and Lochaillort's High Court challenge.
   - West Suffolk Council's Local Plan Scoping consultation which is currently underway.
   - Moulton has benefited from his locality funding.

6. **County Councillor's Report.**
   Cllr Whittle gave his report.
   - Suffolk County Council does not support the plans to house asylum seekers at RAF Barnham.
   - Suffolk County Council has challenged the plans for Local Government Reorganisation. The legal costs if they lose will be £500,000.
   - They have introduced a simplified flag policy which details which flags can be flown on public building.
   - Following the death of Henry Novak, Suffolk County Council's cabinet has written to the Chief Constable of Suffolk for assurance that diversity policy does not influence the Police's decision.
   - Suffolk County Council has rescinded the previous declaration on the climate emergency. They continue to support actions to tackle climate change.

- For the coming quarter work is underway to redirect resources to frontline services. They have to find efficiency savings of 21 million pounds.

A question was asked about whether Cllr Whittle will support the 20mph initiative in Moulton. He confirmed he would and that he was not aware of any changes to the new policy.

7. To receive an update on the list of actions agreed at the last meeting.
There were two outstanding councillor actions.

8. Police Issues.
No issues were raised.

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.**

Cllrs Mark Price and Tim James signed the Schedule of Payments.

b) Approval of payments authorised between meetings
A payment to Moulton Village Hall was authorised between meetings to cover the cost of Events Insurance for the village Fun Day on 27th June 2026 - **£215.00**

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
06/05/2026	Rent - off road parking	Moulton Primary School	£1,015.70
11/05/2026	Rural England Prosperity Fund grant	West Suffolk Council	£2,187.00
11/05/2026	Bank interest received	Cambridge Building Society	£7.50
23/06/2026	Maintenance of village green access track	Mr R Holbrooke	£25.00
23/06/2026	Maintenance of village green access track	C Scott	£25.00
23/06/2026	Maintenance of village green access track	J Hupe	£25.00
23/06/2026	Maintenance of village green access track	H Slater	£25.00
23/06/2026	Maintenance of village green access track	J Holder	£25.00

Payments

Date	Minute	Description	Supplier	Total
18/05/2026	216/10e	Bank charges	Lloyds Bank	£4.25
19/05/2026	233/10a	Clerk's expenses	Joanne Kirk	£21.48
19/05/2026	233/10a	SALC subscription	Suffolk Association of Local Councils	£415.42
19/05/2026	217/10e	Playing field maintenance	Mark Price	£360.00
19/05/2026	233/10a	Internal audit	Mrs C Whitaker	£85.00
19/05/2026	233/10a	Churchyard maintenance	Moulton PCC	£1,500.00
19/05/2026	233/10a	Donation	Newmarket Day Centre	£200.00
19/05/2026	233/10a	Donation	Magpas	£100.00
19/05/2026	233/10a	Donation	Our Special Friends	£100.00
01/06/2026	217/10e	Weed control	Apical Landscaping Ltd	£690.00
02/06/2026	217/10e	Events insurance	Moulton Village Hall	£215.00
03/06/2026	217/10e	Playground inspections	M Price	£165.00
11/06/2026	216/10e	Grass cutting	Packhorse Fencing	£1,272.16
16/06/2026	216/10e	Bank charges	Lloyds Bank	£4.25
Staff costs as per confidential cashbook				

The payment to Apical Landscapes Ltd was higher than the amount agreed when the regular payments were approved at the January 2026 meeting. The amount approved as a regular payment was £450 but the actual amount was £575. The last time a payment was made was in 2021 – 22 so the figure approved is based on that total. The increased figure reflects higher costs over the last 4 years.

Transfers

Date	From	To	Amount
19/05/2026	Lloyds reserve account	Lloyds current account	£2,000.00
02/06/2026	Lloyds reserve account	Lloyds current account	£1,500.00
08/06/2026	Lloyds reserve account	Lloyds current account	£1,000.00
11/06/2026	Lloyds reserve account	Lloyds current account	£1,000.00

d) Bank balances and confirmation of bank reconciliation as of 1st July 2026.

Lloyds current account	£1,439.10
Lloyds reserve account	£41,025.60
Cambridge Building Society	£86,730.54
Total in Banks	**£129,195.24**

Mark Price 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 20th May 2026. Since then, PKF has confirmed that they are going to raise the following 'except for' matters (qualifications) on the AGAR Form 3, subject to sign off by an engagement lead:

- *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.*

g) New HMRC mileage rate.

The new HMRC mileage rate is now 55p a mile.

10. Planning issues

a) New West Suffolk Local Plan initial resident's consultation.

It was resolved that no response would be submitted at this stage as councillors felt the questions were too general and no real context was provided, particularly as there will be more opportunities to submit a response when more information is available. The clerk agreed to feedback this back to West Suffolk Council along with a comment that it would be better if a more user-friendly version was made available using software like Survey Monkey as asking people to register online would deter a lot of people from submitting comments.

b) Email from Hartog Huttog Ltd about their site submission for 20 new homes in Moulton as part of the new West Suffolk Local Plan.

It was resolved that Moulton Parish Council would not engage with the developer at this stage as it would be better to wait until site allocations have been confirmed in the Local Plan. Should the site be included in the Local Plan Moulton Parish Council will engage with the developer then.

a) DC/26/1026/TCA – 22 The Street - two Beech (T1 and T2 on plan) fell.

It was resolved that no objections would be made to this application as the two beech trees to be felled were both dead.

c) Planning applications received between meetings.

DC/26.0858/HH	45 Lark Hill, Moulton	a. single storey front extension to create garage (following conversion of existing garage to habitable space) b. changes to fenestration on west elevation c. one window to ground floor rear elevation

d) Planning applications received after the agenda was published.

DC/26/1025/HH	15 Maltings Close	a. single storey front extension b. removal of two chimney stacks c. window to rear elevation d. doors to rear elevation

Councillors did not have any concerns about this application.

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

a) Request for shovels for grit bins.

It was resolved that 5 shovels would be purchased at a cost of £5.34 each ex-VAT.

b) Update from CLE Matthew Fox on the collisions at Boys Grave Junction in November and December 2025.

Matthew Fox sent the following update:

Of the three incidents here in November/December (that we were aware of), 1 was drink related, 1 was drugs and the driver of the 3rd incident admitted being distracted by his radio – so I'm afraid these were all firmly "driver error" and we cannot hold the road layout accountable.

c) Update on the proposal to meet a representative from Cambridgeshire Highways to discuss HGV use and damage to Norwich Road.

Matthew Fox has not been able to contact his counterpart in Cambridgeshire Highways despite several attempts.

d) Repairs to the road bridge near the ford along Brookside and Church Road.

Matthew Fox sent the following update: *Our Structures Team have advised that the bridge is due for repainting and "minor repairs", but have not provided a timescale for this.*

e) Query about installing dropped kerbs at Moulton Crossroads.

It was resolved that:

- Moulton Parish Council would begin the process of installing a dropped kerb, starting with a submitting a dropped kerb application to Suffolk County Council.
- The quote from Darren Haill of £1,250 + VAT plus a permit fee of £50 would be approved

f) Update on footpath 15.

The clerk spoke to Suffolk County Council's Rights of Way officer James Pickering on 6th July. He confirmed that West Suffolk Council has now prioritised footpath 15. There are some active applications which are in the process of being completed but after that work will start on footpath 15. He couldn't give a timescale.

A Certificate of Works has been agreed and the original route confirmed. Since then, James Pickerin has confirmed that the landowners have agreed that the route can be opened as a permissive path in the interim until the official order for the diverted route has been confirmed. Some hedging needs to be removed and a planning application will need to be submitted for that before the permissive path can be used.

Cllr David Almond and a resident subsequently met James Pickerin and they walked the route together. He is happy to come back at some point to talk about signage and any work that needs to be done. The Green Access Team will also attend to talk about the wider route that the path might unlock.

The clerk agreed to contact James Pickerin about which footpaths in Moulton are currently cut by Suffolk County Council.

g) Update from the meeting with Matthew Fox Highways CLE and parish councillors Richard Mather and Alex Dawe.

Matthew Fox explained speed surveys would need to be carried out at the locations where a 20mph speed limit is proposed and that average speeds from the survey would inform the type of speed control measures required. For example, speeds of 32mph and above would generally require some additional traffic calming measure beyond just a 20mph sign (e.g. speed bumps of road narrowing).

Matthew Fox recommended a speed survey at each of the 5 locations proposed where the 20mph zone would start. The location of the start of the zone on Dalham Road might be better moved to be between St Peter's Avenue and Church Road, as average speeds might be higher further from the village centre and therefore less likely to support a 20mph zone without further, and more expensive traffic calming. The cost of speed surveys would be as follows:

Radio speed sensor
£435 for one unit
£175 for each additional unit
£1,135 for 5
£1,310 for 6

Tube speed sensor
£465 for one unit
£195 for each additional unit
£1,245 for 5
£1,440 for 6

The Tube sensor records vehicle type (e.g. Car vs HGV), whereas the radio sensor does not. The tube sensor will tend to reduce vehicle speed as drivers often slow down when they see one. The slightly slower average speed associated with the tube sensor is taken into account when the data are reviewed. Neither sensor records the vehicle registration or personal information about the owner.

The sensors run 24/7, and will be in place for about 10 days. There is an approximate lead time of 6 weeks for installation. Matthew Fox recommended that the survey is conducted after the school holidays when normal levels of school and work traffic are present. Some funding may be available through Moulton's County Councillor.

h) Tree survey on 17th July.

Moulton Parish Council is waiting for the tree survey report.

12. 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.

b) Renewal of playing field licences.

It was resolved that:

- The licence would be renewed.
- Three additional matches would be allowed.
- The nets would be allowed to stay on the goals provided that they are kept in the corner of the playing field out of the way.

c) Playing field bookings.

The clerk updated councillors on forthcoming playing field bookings.

d) Replacing the safety surface around the remaining play equipment in the next financial year.

It was resolved that Richard Mather would get quotes to replace the safety matting around the remaining swings, the galaxy supernova and the zipwire mound.

13. To update the councillors' areas of interest.
Councillors agreed to keep the same areas of interest.

14. 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.
The word chairman was replaced with chair.

c) Scheme of Delegation.
Authorisation was included for the clerk to make day-to-day decisions relating to the playing field with more complex decisions to be referred to the playing field committee. The word chairman was replaced with chair.

d) Contact Privacy Notice.
No changes were made.

e) Updated Unauthorised Encampment Policy.
It was resolved that money would be allocated in the next budget for expenses relating to a possible unauthorised encampment.

f) Procedural policies as listed in appendix A.

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

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

i) Other policies as listed in appendix D.

j) Planning documents listed in appendix E.

15. Village issues:

a) Update on the progress of the village sign.
The company making the sign is behind schedule due to the artist designer having an accident and being unable to work. There are three signs ahead of Moulton that need to be finished first.

b) To decide whether to trial picnic benches on The Green for people visiting the Packhorse Inn.
It was resolved that Moulton Parish Council would not pursue this due the number of objections received by residents living close to the Green.

16. Correspondence:

a) Information from Phonely about the switch over to digital landlines which is due to be completed by 27th January 2027 – for information only.

b) Email from West Suffolk Council about their new online portal for private landlords where they can report tenancy issues such as non-payment in an attempt to prevent it escalating to eviction which could lead to homelessness - for information only.

17. Questions for the Council and any urgent business.
No issues were raised.

18. Any other business for noting or including on the agenda of the next meeting on Monday 21st September 2026.

The following items are for including on the next agenda.

- River bed clearing.
- Local Plan draft preferred site allocations if published in time.

19. To resolve to exclude press and public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

a) To discuss staffing matters.
It was resolved that members of the press and public would be excluded.

There being no further business the main meeting closed at 8.35pm.

Signed …… (Chairman) Dated ……

Appendix A – Procedural policies

- **Complaints Procedure.**
  The word chairman was replaced with chair.
- **Procedure for Dealing with Correspondence.**
  No changes were made.
- **Procedure for the Public Session.**
  The word chairman was replaced with chair.
- **Co-option Policy.**
  No changes were made.
- **Email policy for councillors.**
  Paragraph 3 was amended from:
  With the introduction of GDPR in May 2018, consent is required to hold the contact details of a member of the public. The clerk keeps a record of when consent was obtained. If you receive an email from a member of the public, it is Parish Council policy to forward it to the clerk who can obtain the necessary consent. The clerk will then respond to the email in line with the Parish Council's protocol for dealing with correspondence.

  To

  If an email is sent to a parish councillor, it is the Parish Council's policy to forward it to the clerk. The clerk will then respond to the email in line with the Parish Council's protocol for dealing with correspondence.
- **Electronic Communication Policy.**
  No changes were made.
- **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.

- **Data Protection and Information Management Policy.**
  No changes were made.
- **Social Media Policy.**
  This is a new policy.
- **Filming and Recording at Meetings Policy.**
  Twitter was removed and the word chairman was changed to chair.
- **Subject Access Request Policy.**
  No changes were made.
- **Procedure for Handling Requests for information.**
  No changes were made.
- **Freedom of Information Publication Scheme.**
  No changes were made.

Appendix C - Employment policies and procedures.

- **Equal Opportunities Policy.**
  No changes were made.

- **Sexual and General Harassment Policy and Procedure.**
  The word chairman was replaced with chair.
- **Disciplinary and Grievance Policy.**
  The word chairman was replaced with chair.

Appendix D – Other policies.

- **Volunteer guidance.**
  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 amended to reflect the fact that the rules for making planning decisions have changed and that most planning applications will be decided by planning officers.
- **Planning applications and how to respond.**
  This document has been amended to reflect the fact that the rules for making planning decisions have changed and that most planning applications will be decided by planning officers. A link to the section on commenting on planning applications on the West Suffolk Website has also been provided.