

**MOULTON PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on Monday 15th May 2023.**

**Councillors present: David Almond (Chairman), Mark Price (Vice Chairman), Doug James, Tim James, Ed Chambers, Jane Horsnell, Ryan Bragg and Richard Edge.**

**Also present: Joanne Kirk (Clerk) and 6 members of the public.**

**1. Election of chairman**

David Almond was nominated and following a vote, it was resolved that he would be chairman.

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

The chairman signed a Declaration of Acceptance of Office.

**3. Declarations of Acceptance of Office from parish councillors.**

Councillors completed Declaration of Acceptance of Office forms.

**4. Election of a vice chairman**

Mark Price was nominated and following a vote, it was resolved that he would be vice-chairman.

**5. Register of Members' Interests form.**

Councillors completed Register of Interest forms.

**6. Acceptance of apologies for absence**

Apologies were received from John Derry and the reason for absence accepted.

**7. General Power of Competence**

It was resolved that Moulton Parish Council meets the criteria for the General Power of Competence as  $\frac{2}{3}$  of the councillors were elected on 4<sup>th</sup> May 2023 and the clerk meets the qualification criterion as she has completed the Certificate in Local Council Administration.

**8. To sign a form agreeing to receive the summons to meetings and other information by email.**

Councillors signed the form agreeing to receive a summons to meetings and other information by email.

**9. Declaration of Interest in items on the agenda and dispensation requests.**

Doug James declared an interest in item 13k on the agenda. No dispensation requests were received.

**10. Approval of minutes of meeting held on Monday 15th March 2023.**

It was resolved that the minutes were correct. The chairman signed them.

**11. Public session (5 minutes).**

- One resident expressed his disappointment about the fact that Suffolk County Councillor Richard Smith Cabinet member for Economic Development, Transport Strategy and Waste refused to sign off the speed report for a 40 mph speed limit along Newmarket/Moulton Road.
- One resident requested a Speedwatch sign for Bridge Street.

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

There were no outstanding actions.

**13. Finance**

**a) Approval of any payments and signing of Schedule of Payments**

It was resolved that the following payments would be approved:

- SALC – annual subscription – LGA 1972 111 - **£388.72**
- C Whitaker – internal audit of PC accounts - LGA 1972, s111 – **£70.00**
- J P Kirk - expenses - LGA 1972, s111 - **£26.15**
- E Chambers – repairs to slide on playing field - Open Spaces Act 1906, s 9-10 – **£175.00**
- Packhorse Fencing – 1 x village grass cut, 6 x playground inspections, – Open Spaces Act 1906, Sections 9 and 10 - **£612.00.**

Payments agreed in budget:

- Newmarket Day Centre – Annual donation - GPC - **£200.00**
- Magpas - Annual Donation – GPC - **£100.00**
- Our Special Friends – Annual donation - **£100.00**

**b) Approval of payments authorised between meetings:**

One payment was authorised between meetings – Majisign Ltd – signs for playing field and the defibrillator – Open Spaces Act 1906, s 9-10 - **£82.80**.

**c) Statement of receipts and payments made since 1<sup>st</sup> April 2023**

**Receipts**

Date	Description	Supplier	Total
06/04/2023	VAT refund 2022-23	HMRC	£2,516.87
27/04/2023	Precept	West Suffolk Council	£35,043.00
10/05/23	Rent – off road car park	Suffolk County Council	£981.30

**Payments**

Date	Minute	Description	Supplier	Total
11/04/2023	94/9a	Membership subscription	CPRE	£36.00
11/04/2023	94/9a	Street lighting	Suffolk County Council	£2,216.68
11/04/2023	94/9a	Scribe subscription	Starboard Systems Ltd	£414.72
11/04/2023	90/9f	Grass cutting and playground inspections	Packhorse Fencing	£103.50
11/04/2023	90/9f	Grass cutting and playground inspections	Packhorse Fencing	£477.00
11/04/2023	90/9f	Pest control services	CRC Pest Control	£330.00
13/04/2023	89/9f	Data protection fee	ICO	£35.00
12/04/2023		Signs for playing field	Majisign Ltd	£82.80
02/05/2023	99/12	Legal advice for HNS	Churchgate's	£360.00
Staff costs as per confidential cashbook				

**f) Bank balances and confirmation of bank reconciliation as of 3<sup>rd</sup> May 2023.**

Lloyds current account	£962.59
Lloyds reserve account	£114,411.56
<b>Total</b>	<b>£115,374.15</b>

Mark Price and Tim James verified and signed the bank statements.

**f) To approve the Receipts and Payments Summary for the financial year 2022 – 2023 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.

**g) Internal auditor's report**

No issues were raised.

**h) To approve Moulton Parish Council's Annual Governance Statement 2022/23 (see separate document) and section 1 of the Annual Governance and Accountability Return 2022/23.**

It was resolved that Moulton Parish Council's Annual Governance Statement and section 1 of the Annual Governance and Accountability Return 2022/23 would be approved. The Chairman and RFO signed section 1.

**i) To approve and sign section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statements 2022/23**

It was resolved that section 2 of the Annual Governance and Accountability Return 2022/23- the Accounting Statement 2022/23 would be approved. The Chairman and RFO signed section 2.

**j) 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 Monday 5<sup>th</sup> June 2023 – Friday 14<sup>th</sup> July 2023.

**k) Precept information for 2022/23**

A precept payment of £35,043.00 was received from West Suffolk Council on 27<sup>th</sup> April 2023.

**k) To approve the revised grass cutting contract for 2023-24.**

It was resolved that an amendment to the contract would be approved extending the grass cutting period in line with the growing season which is getting longer as winters become milder.

**l) Amendment to asset register.**

It was resolved that a full review of village assets would be carried out along with their insurance values.

**14. Planning**

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

**- DC/23/0520/TCA - 17-19 Brookside Moulton - Fell 2 x sycamore.**

Moulton Parish Council accepted the recommendations of West Suffolk Council's Arboriculturist who did not feel the trees had sufficient amenity value to warrant being protected by a Tree Preservation Order.

It was resolved that Moulton Parish Council would accept the recommendations of West Suffolk Council's Arboriculturist for future TCA applications except where councillors felt that a tree that has an application to be felled is of important amenity value to the village.

**15. Highways/rights of way matters/tree or transport issues**

**a) Emails from County Councillor Andy Drummond and SCC Rights of Way Officer James Pickerin about footpath 15.**

Suffolk County Council will not enforce this footpath as it is low priority. The Open Spaces Society gives parish guidance about what to do if the Highway's authority won't enforce. It is called a Section 130 (6) procedure. It was resolved that Moulton Parish Council would implement a Section 130(6) procedure.

**b) Quote for village green track maintenance.**

It was resolved that the quote of £530 + delivery for plantings to maintain the village track would be approved.

**c) Quote for Highways works.**

Moulton Parish Council needs a Highways approved contractor for the work to install the gateways and advanced Give Way sign to be carried out. It was resolved that the quote of £1,015 + VAT from D J Haill would be accepted and an application made for Suffolk County Council's Community Self Help Scheme. John Derry will be asked to meet the contractor when the work is complete.

**d) Request for a Speed Limit change along Moulton Road which has been rejected by Suffolk County Council.**

The Chairman closed the meeting to allow a member of the public to make a representation.

It was resolved that Moulton Parish Council would make a formal complaint to Suffolk County Council and the Police via the Chief Constable, the Police and Crime Commissioner and the local Police and in particular challenge the statement that a 40mph speed limit wouldn't 'look right' to drivers.

**e) Update on the new village gateways and planters**

The planters and gateways are due to be delivered on Tuesday 16<sup>th</sup> May. It was resolved that the payment of £4,495 + VAT for the gateways would be approved.

**16. To discuss any village issues**

**a) Update on the Housing Needs Survey.**

After discussions with a solicitor in Bury St Edmunds, he recommended some changes to the HNS contract. Community Actin Suffolk agreed to these changes and the contract has now been signed. The surveys have been collected and are due to be delivered on the weekend of 20<sup>th</sup> May 2023. It was resolved that a payment of £38.25 to Tim James for travel expenses to collect the surveys (LGA 1972, s111) would be approved.

**b) Update from the village sign working group.**

The existing village sign has been repainted. There are a number of possible design options and materials for the sign and plinth. The first stage will be to choose an image for the sign and produce an initial design. Councillors agreed that information about the sign should be included in Moulton Matters and feedback requested from residents.

**c) Request from Moulton Wildlife Group to put a bird feeding station on the playing field.**

It was resolved that future day-to-day decisions relating to the playing field would be delegated to the clerk and playing field working group (Cllrs David Almond, Doug James and Mark Price). Any decisions which are considered more complex or controversial will be discussed at parish council meetings.

The Parish Council has also received an email from requesting the use of the playing for a rerun of the successful Rock in the Meadow event which was held in 2019 on 22<sup>nd</sup> July 2023. Councillors agreed that the playing field could be used with the Green used for parking, but that outdoor activities should end at 10pm and move inside if necessary after that.

**d) Letter from Y5 at Moulton Primary School requesting an additional litter bin for the carpark near the school.**

West Suffolk Council is currently carrying out a review of the bin emptying schedule and has suspended bin enquiries for the next 3 months. They will not support a second bin in the car park anyway as there is one there already. One suggestion would be to buy a bigger lockdown wheelie bin to replace the existing bin and move it to the corner of the car park. Someone would need to empty this bin into the larger bin. It was resolved that:

- The clerk would contact West Suffolk Council and ask if they would agree to this suggestion.
- The cost of a lockdown wheelie bin, which is currently £370 + VAT, would be approved subject to agreement by West Suffolk Council and finding someone willing to empty the smaller bin.

**d) Damaged bench on the playing field.**

As this bench was put there by someone without permission and is unsafe, it was resolved that it would be removed from the playing field.

**17. Any other business for noting or including on the agenda.**

**The following issues are for noting:**

- The slide on the playing field has been repaired.
- David Clarke is happy to carry on with looking after the VAS in Dalham Road.

**The following items are for including on the next agenda:**

- Review of councillor responsibilities and delegating certain minor decisions which are following up on actions already agreed by the Parish Council.
- Review of signs and notices in the village.
- Email from 20's Plenty for Suffolk asking Moulton Parish Council if they would be interested in getting involved with the scheme.

**There being no further business the meeting closed at 7.50pm.**

Signed ..... (Chairman) Dated .....