

**MOULTON PARISH COUNCIL**

**Minutes of the meeting held on Monday 15<sup>th</sup> January 2024.**

**Councillors present: David Almond (Chair), Mark Price (Vice Chair), Doug James, Jane Horsnell, Tim James, Ryan Bragg, John Derry and Ed Chambers.**

**Also present: County Councillor Andy Drummond and 1 members-of the public.**

**1. Acceptance of apologies for absence.**

Apologies were received from Joanne Kirk (Clerk) and parish councillor Richard Edge and the reasons 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 20<sup>th</sup> November 2023.**

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:

- Ice on Primrose Hill (Gazeley Road) due to a leak at the end of the drive to the farm yard. Despite the problem having been reported to Anglian Water and a reply received, the issue still hadn't been dealt with and is becoming very serious. The clerk will be asked to report it again, stressing how dangerous the hill as the water keeps freezing in the current low temperatures.

**5. County Councillor's Report.**

A report was received prior to the meeting and has been uploaded onto the Parish Council's website at <http://moulton.onesuffolk.net/parish-council/meetings/meeting-reports/2023-24/15th-january-2024/>

The following issues were discussed with Cllr Drummond:

- The issue of silt accumulated at the junction of Brookside and Gazeley Road . Cllr Drummond agreed to find out who is responsible for clearing it, the County Council or the District Council, and report back. Mark Price reported the issue online during the meeting.
- Cllr Drummond agreed to follow up with Matthew Fox about the white lines at the Brookside/Gazeley Road junction.

**6. District Councillor's report.**

Cllr Roger Dicker had a report prior to the meeting, however, it referenced issues in September 2023. The clerk will be asked to check this.

**7. Police issues.**

**a) Email from Sgt Chris Williams, the new Community Engagement Sgt in Newmarket.**

Moulton Parish Council received the following email from Sgt Chris Williams:

*I am writing to you to introduce myself as the Community Sergeant having responsibility for your area.*

*Suffolk Constabulary have recently had a major re-shuffle in its provision of community policing with the intention of being much more visible, involved in many more local engagements and in working together with other agencies and stakeholders in order to tackle community issues such as Anti-social behaviour much more effectively.*

*This is a major change to the previous model, which saw the local community teams also managing volume and low level investigations as well as community engagements, problem solving etc.*

*I would like to begin attending Parish Council meetings, shifts permitting, in order that I can provide information such as crimes and issues affecting your area. On the occasions when I am not on duty at the time of your meetings I would aim to provide a written update.*

*With all this in mind would it be possible to create an agenda time at each meeting in order to present policing updates and to field any questions or concerns that councillors, or attending public may have.*

*I look forward to hearing from you and meeting you all soon.*

It was resolved that the clerk would be asked to contact Sgt Williams and ask him to maintain contact with Moulton Parish Council and keep them updated about any local issues. The clerk will also be asked to report anti-social behaviour by the Church gates late at night, about 1.00 to 2.00am, including loud music.

**8. Update on the list of actions agreed at the last meeting.**

There was one outstanding councillor action.

Cllr David Almond had a positive conversation with Velcourt about lorries using Gazeley Hill.

**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 – **£20.25**
- Parish archivist – annual donation – GPC - **£100.00.**
- HMRC – NI - LGA 1972, s111 - **£54.30.**
- Westcotec – battery charger and data lead for VAS - Road Traffic Regulation Act 1984, s.72 - **£156.60**
- Risby Parish Council – print cartridge ¼ - LGA 1972, s111 - **£13.52.**
- J P Kirk – 25% contribution towards the cost of a replacement phone for the clerk - LGA 1972, s111 - **£12.50**

David Almond and Mark Price signed the Schedule of Payments. The Chairman countersigned it.

**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	Bank	Description	Total
09/11/2023	Lloyds reserve account	Bank interest received	£112.49

**Payments**

Date	Minute	Description	Supplier	Total
08/11/2023	123/8b	Refreshments for village tidy up	New Moulton Stores	£97.60
21/11/2023	123/8a	Housing Needs Survey 2nd payment and printing costs	Community Action Suffolk	£1,942.20
21/11/2023	123/8a	Clerk's expenses	Joanne Kirk	£44.59
21/11/2023	123/8a	Grass cutting	Packhorse Fencing	£543.00
28/11/2023	129/14c	Donation	The Voluntary Network	£100.00
Staff costs as per confidential cashbook				

**Transfers from reserve account to current account.**

Date	Amount
20/11/2023	£3,000.00
12/12/23	£1,000.00

**d) Bank balances and confirmation of bank reconciliation as of 4<sup>th</sup> January 2024.**

Lloyds current account	£721.62
Lloyds reserve account	£107,028.74
<b>Total</b>	<b>£107,750.36</b>

Mark Price verified and signed the bank reconciliations..

**e) Approval of regular payments for 2024 – 25.**

It was resolved that the following regular payments would be approved:

Payment	2023/24 - Amount ex VAT	2024/25 Amount ex VAT
<b>Admin costs</b>		
Business Services at CAS Ltd - Insurance	£827	£850

Internal audit fee	£70	£75
External audit fee	£210	£230
SALC Annual Subscription	£389	£395
Scribe accounting software	£346	£380
Phone costs (shared)	£42	£45
Stationery (print cartridges - shared cost)	£60	£60
CAS Ltd - website hosting fee	£35	£35
ICO - data protection fee	£35	£35
Village hall hire for meetings	£300	£300
<b>Maintenance costs</b>		
K Hutchinson & Son - flailing river bank - (twice a year)	£820	£850
CRC Pest Control contract	£550	£550
Village Maintenance contract - grass cutting	£4,000	£4,100
Village maintenance - general	£500	£500
Village Maintenance contract - playing field inspections	£300	£350
Moulton PCC - contribution to churchyard maintenance	£1,250	£1,500
Community Heartbeat - Defib annual support	£126	£140
Suffolk County Council - annual street lighting contract	£1,848	£2,000
Apical Landscaping Ltd - weed control	£450	£450
<b>Grants/donations (£137)</b>		
Newmarket Day Centre - Annual grant (£137)	£200	£200
Magpas Annual Donation	£100	£100
Our Special Friends Annual Donation	£100	£100
John Gunson - Village Archivist contribution to materials	£100	£100
CPRE annual donation	£36	£36
Royal British Legion	£50	£50
<b>Ongoing authorisations (as and when required)</b>		
Replacement parts and ongoing maintenance of play equipment	£500	£500
Replacement parts and ongoing maintenance of VAS	£200	£200
Maintenance of fixed assets	£500	£500
Village maintenance (general)	£500	£500
Urgent tree works	£500	£500
Clerk and councillor training	£50	£100
JRB Enterprise Ltd - poop scoop bags (2x a year)	£200	£200
Office equipment	£300	£300
Village events	£500	£500
<b>Staff costs</b>		
Staff costs as per confidential cash book (salary costs, PAYE and pension costs)		

- f) **To approve the Internal Control Statement for the year ended 31<sup>st</sup> March 2024.**  
It was resolved that the Internal Control Statement would be approved.
- g) **To appoint a councillor to carry out internal control checks and complete the Internal Control Report.**  
It was resolved that Ryan Bragg would check the Council's accounts again this year.
- h) **To review the effectiveness of the internal audit.**  
Councillors reviewed the effectiveness of the internal audit. It was resolved that the document would be approved.
- i) **Appointment of an internal auditor.**  
It was resolved that Cathy Whitaker would be appointed as Internal Auditor again this year.
- j) **To review any contracts.**  
The grass cutting contract was renewed for another year, with the payment to be increased in line with the RPI. Alex Burch has confirmed that he will be undertaking work on the play equipment, but that the weather isn't suitable at the moment. It was resolved that Richard James would be used for ongoing general maintenance around the village as and when required.

k) **To receive the Moulton Charity accounts (for information only).**

No accounts were presented but the charity is working well.

l) **To discuss the possibility of investing some of Moulton Parish Council's reserves.**

It was resolved that £30K would be invested with Lloyds, in their 2yr fixed deposit account, and 30k would be invested with a Building Society . The clerk will be asked to investigate possible accounts.

10. **Planning issues.**

a) **DC/23/1319/CLE, Animal Health Trust, Lanwades Park, Kentford – notice of appeal.**

It was resolved that no additional comments would be submitted.

b) **DC/23/1989/HH - The Gatehouse, Moulton Road - a. front porch b. single storey side extension (following demolition of existing conservatories) c. enlargement of existing rear extension d. replacement windows and doors e. render to all elevations and cladding to front elevation.**

It was resolved that no objections would be made to this application.

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

DC/23/1895/TCA	6A The Street,	One Norway Spruce – fell - No objections
DC/23/1921/VAR	9 Newmarket Road	Variation of condition 2 of DC/22/1753/FUL to allow for use of amended materials for a. subdivision of existing dwelling to create two dwellings (following demolition of link extension) b. raising roof of no. 9 to create first floor with associated alterations c. one and a half storey front and rear extensions d. single storey rear extension e. fenestration changes f. reroofing of no. 9. Withdrawn by applicant.
DC/23/1959/TPO   TPO 02 (2008) Tree preservation order	10 Maltings Close	One Oak (T1 on plan and order) reduce back to previous reduction points. No objections

11. **Highways/Rights of Way issues/tree/transport issues.**

a) **To discuss the possibility of chicanes at the village entrances.**

Suffolk County Council Highways have given an estimate £30 - £40,000 to install chicanes. It was resolved that the clerk would be asked for an approximate breakdown of costs as the cost seems exorbitant. Councillors are in favour of chicanes as a means of traffic calming and it was suggested that, as speeding is one of the greatest concerns of the village inhabitants, it might be possible to “crowd fund”. This issue will be discussed further at the next meeting.

b) **Community Speedwatch update.**

Moulton Parish Council has received the following update from the Community Speed Watch Co-ordinator Graham McGregor:

*I have reviewed the speeding data from the monthly reports of 2023 and the breakdown by site of the motorists reported is as follows:-*

<i>Newmarket Road</i>	<i>135</i>
<i>Dalham Road</i>	<i>48</i>
<i>Kennett Road (by school)</i>	<i>10</i>

*We have carried out fewer checks at the school site as volunteers are generally available first thing in the morning when there are queues to get into the school drop off entrance which acts to slow traffic. As mentioned previously the greatest speeds measured are on the Newmarket Road with a surprising number speeding whilst leaving the village.*

c) **Update on the new signage and road markings in Moulton Road.**

Moulton Parish Council has received the following update from update from Suffolk County Council: *I am pleased to confirm that a construction order has now been raised (ref. LA287470) for your LHB scheme to install new warning signage and road markings on Moulton Road in Moulton.*

*Works will be delivered onsite within the next 14 weeks. Please rest assured however, that we will do our best to complete this project for you as soon as possible.*

d) **Email to County Councillor Andy Drummond from Suffolk County Councillor Richard Smith about a 20mph speed limit in Moulton.**

*A village-wide scheme can be considered as long as it is backed by data and evidence. Such a scheme has been presented at Woolpit, which is likely to be refused. I do not know the village of Moulton in detail but*

*will tour around it the next time I come to Newmarket to see my brothers, as I am not really in favour of such schemes unless there are exceptional circumstances. But if the application is made, and the PC will have to bear the costs, I will judge it on the evidence, which needs to be compelling.*

County Councillor Andy Drummond said that he had emailed Richard Smith again, who confirmed that he hadn't made a site visit to Moulton yet, but that it was still on his agenda. Andy Drummond supports Moulton Parish Council's attempts to reduce speeding in the village and has funds available to help us with survey/report costs.

It was resolved that Moulton Parish Council would request a 20mph speed limit between Moulton Primary School and Road (Chippenham Road and The Street), with a short section from Moulton Crossroads along Newmarket Road at least to the bus stop. Cllr Andy Drummond said that he would support this and will contact Richard Smith and Matthew Fox about this. The possibility of a wider 20mph speed limit in the village was raised but it was noted that this would be unlikely because of Suffolk County Council's current speeding policies.

It was resolved that a survey of villagers would be carried out to assess support for the proposal.

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

**a) Latest playing field inspection report:**

The following additional issues were raised in the December report:

- There are projecting bolts on the gate to the car park. Remove excess thread and deburr or provide cap.
- There are fixings missing on the gate to the carpark. Replace all missing fixings.
- Gate to the Green. There are fixings missing. Replace all fixings.
- Spring ark. There is/are missing bolt cap cover(s). Replace missing covers.
- Spring ark. A number of fixings have worked loose on the base plate. Secure all fixings.
- Supernova. Remove weed growth.
- Multiplay. The rope has worn and wire strands are exposed. Replace rope or net.

It was resolved that councillors involved in the meeting with the Environment Agency on 25<sup>th</sup> January would undertake a site visit and decide what work should be prioritised and who would carry out the work.

**13. To discuss the following village issues:**

**a) Update on the proposal for a new village sign.**

Work on a new design is in progress.

**b) Thermal imaging project from Tuesday 13<sup>th</sup> February to Monday 4<sup>th</sup> March.**

Cllr John Derry confirmed he would be picking up the camera. Tim James volunteered to help with the project. Unfortunately the article on the Thermal Imaging project missed the deadline for Moulton Matters so it will be added to the village Facebook page. David Almond will display a notice on the village noticeboard.

**14. To discuss the following correspondence.**

**- Email from Headway Suffolk requesting a donation.**

It was resolved that a donation of £100.00 would be made (GPC).

**- Letter from SARS requesting a donation.**

It was resolved that this item would be added to the next agenda.

**15. Questions for the Council and any urgent business.**

No issues were raised.

**16. Any other business for noting or including on the agenda of the next meeting on Monday 25<sup>th</sup> March 2024.**

**The following items are for noting:**

- Gazeley Parish Council supports the idea of "Not suitable for HGVs" signs for Gazeley Road (Primrose Hill) but would like information about the cost.

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

- Thermal Imaging report.
- HNS steering group.
- Water bags needed for 2 struggling trees, including the Jubilee tree.
- Request for a rooted Christmas tree for the village.

- Whether a "STOP" sign at the crossroads would help traffic safety.

**17. 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 7.20pm.**

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