



# Moulton Parish Council

<https://moultonpc.org.uk>

**Moulton Parish Council Full Council Meeting minutes from Monday 10<sup>th</sup> February 2020 at 19:30 at Moulton School, School Lane, Moulton**

Councillors: Cllr M Boyle, Cllr J Harding, Cllr E Adcocks, Cllr A Bush, Cllr A Capstick, Cllr N Jennings  
CWaC Councillor: Cllr H Weltman  
Two members of the public

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| 1 | <b>Apologies</b> <ul style="list-style-type: none"><li>Mrs Sharron Spruce (Clerk)</li><li>Cllr Jo Kershaw</li></ul>  |
| 2 | <b>Declarations of Interest</b> <ul style="list-style-type: none"><li>None were received</li></ul>   |
| 3 | <b>Public Forum</b> <ul style="list-style-type: none"><li>A member of the public was concerned that they did not receive an eviction notice for one of their two plots. The Council has stated that no tenancies would be renewed, and would investigate why they did not receive formal notification that this agreement would terminate on January 31<sup>st</sup>.</li></ul>  |
| 4 | <b>PCSO Report</b> <ul style="list-style-type: none"><li>A report of vocal profanities being proclaimed loudly by adults using the MUGA was not substantiated</li><li>A ceramic fishpond was stolen from the rear garden of a residential property</li><li>A vehicle which was causing an obstruction where it was parked, was the subject of an intervention</li><li>Speed enforcement session on Jack Lane caught five offenders.</li></ul>  |
| 5 | <b>Minutes</b> <ul style="list-style-type: none"><li><b>Motion: To note the updated minutes of the Finance Meeting on January 17<sup>th</sup> 2020 (circulated to members) as a correct record.</b><br/><i>Proposed: Cllr A Capstick. Seconded: Cllr J Harding. Unopposed. Resolved to approve the minutes.</i></li><li><b>Motion: To resolve that the minutes of the meeting of the Council held on January 13<sup>th</sup> 2020 (circulated to members) be signed as a correct record</b><br/><i>Proposed: Cllr A Capstick. Seconded: Cllr N Jennings. Unopposed. Resolved to approve the minutes.</i></li></ul>   |
| 6 | <b>Consider applications received for co-option for councillor vacancies</b> <ul style="list-style-type: none"><li>Cllr M Boyle to arrange interviews on the 17<sup>th</sup> and 19<sup>th</sup> February</li></ul>  |
| 7 | <b>Clerk's Report</b> <p>Correspondence Received:</p> <ul style="list-style-type: none"><li>Councillors noted the press release from LJLA</li><li>Cllr N Jennings and Cllr J Kershaw will liaise with, and attend to, the Scouts</li><li>Cllr Helen Weltman (CWaC) confirmed that CWaC are "flexible" with the £70,000 highways improvement proposal for Moulton and will consult later this year on whether to install speed bumps or do something else</li><li>Councillors noted the communication with Richard Salmon</li><li>Councillors noted the discussion with CWaC regarding the precept</li><li>Councillors noted the communication from Helen Weltman regarding the members' budget and councillors agreed to consider any requests for funding</li><li>Councillors noted the communication from CWaC regarding future remembrance day parades</li><li>Councillors agreed to give Moulton School permission to use the MUGA and Cllr J Harding would write to Moulton Dribblers.</li><li>Councillors noted letter regarding Jack Lane.</li></ul> <p>Clerks Report</p> <ul style="list-style-type: none"><li>Central Drains have quoted £220+VAT. Agreed to proceed</li><li>Cllr J Harding and another member of the council now has access to Internet banking facilities and will look to use BACS Transfer for more items from March 2020 onwards</li></ul> |

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|           | <ul style="list-style-type: none"> <li>• Reports to CWaC regarding overhanging hedges, poor pavements and impassable paths have been provided to councillors</li> <li>• Chased ICO as our data protection entry is still outdated and will be using data protection legislation to force the data protection registrar to update our data protection register entry if they continue to ignore my correspondence.</li> <li>• All RoMI forms sent to CWaC</li> </ul>   |
| <b>8</b>  | <p><b>Administrative Matters</b></p> <p>Discussion on VE Day celebrations</p> <ul style="list-style-type: none"> <li>• The RBL do not have a committee, but Cllr Capstick has been liaising with Davenham RBL, as well as WI, Guides, Brownies and Pubs.</li> <li>• There is a "Raise A Glass" theme and Cllr Capstick will thrash out a proposal.</li> <li>• This will not need a road closure, as there is a desire to do an evening dance.</li> <li>• Proposal for March meeting.</li> </ul> <p>Councillors to present their requests for training courses in 2020.</p> <p><b>Motion: To accept the proposed training course schedule</b></p> <ul style="list-style-type: none"> <li>• Deferred until March when Cllr Kershaw returns</li> </ul> <p>Cllr Adcocks to present the proposal that all future policies must be gender-neutral</p> <p><b>Motion: To accept the proposed gender-neutral policy</b></p> <ul style="list-style-type: none"> <li>• Cllr Adcocks proposed that all policies should use gender-neutral language.</li> <li>• Cllr Harding stated that some legislation which governs parish council activities is not written in gender-neutral terms and therefore suggested an amendment to the motion.</li> <li>• <b>Motion: For all future policies to adopt gender-neutral language, where possible, and when policies are reviewed and/or amended, gendered language is replaced.</b></li> </ul> <p>Proposed: Cllr E Adcocks. Seconded: Cllr J Harding Unopposed <b>Resolved to approve the policy as amended.</b></p> <p>Cllrs Capstick and Bush to update on the Circus event in 2020.</p> <ul style="list-style-type: none"> <li>• Cllr A Bush to chase update for circus documents.</li> <li>• There will be no alcohol sales, it will be a ticketed event in a closed arena.</li> </ul> <p>Cllr Capstick to update on allotments</p> <ul style="list-style-type: none"> <li>• The allotments are under water, but the landowner is making progress and discussions will continue.</li> <li>• This will be removed from the agenda next month.</li> </ul> <p>Cllr Harding to update on Quality Council status progress</p> <ul style="list-style-type: none"> <li>• Cllr Harding updated on Quality Control status and will produce an action plan before the start of the financial year.</li> <li>• He noted the obligations on the Clerk's CPD were something the council could control.</li> </ul> <p>Councillors to make suggestions for the Parish Council's climate emergency policy, for consideration in March 2020.</p> <ul style="list-style-type: none"> <li>• Cllr N Jennings would collate all responses to a policy</li> </ul> |
| <b>9</b>  | <p><b>Planning</b></p> <p>67 Main Road</p> <ul style="list-style-type: none"> <li>• No objections received.</li> </ul>  |
| <b>10</b> | <p><b>Financial Matters</b></p> <p>Council to note the precept request was submitted.</p> <ul style="list-style-type: none"> <li>• Noted by the council</li> </ul> <p>Cllrs Harding and Boyle to detail the payments to be made and income received</p> <ul style="list-style-type: none"> <li>• Cllr Harding discussed that the figure for HMRC was an estimated figure, and that the correct figure would be paid and if different from the figure shown, an update would be provided in March 2020.</li> </ul> <p><b>Motion: To accept the financial report</b></p> <p>Proposed: Cllr N Jennings. Seconded: Cllr A Capstick. Unopposed. <b>Resolved.</b></p>   |
| <b>11</b> | <p><b>Renovation and Maintenance of Moulton Green Spaces</b></p> <p>Cllr Harding to discuss Weaver Road CCTV</p> <ul style="list-style-type: none"> <li>• One quote received so far, at a cost of over £2,000. More quotes have been requested and are being chased.</li> </ul> <p>Cllr Harding to update on the work with Central Drains</p> <ul style="list-style-type: none"> <li>• This was discussed earlier in the meeting</li> </ul> <p>Cllr Capstick to update on Moulton Playing Fields Height Barrier</p> <ul style="list-style-type: none"> <li>• The best quote, which was also one of the cheapest, used 120mm box section and Cllr Capstick would instruct them to commence survey and installation.</li> </ul> <p>Cllr Harding to present the PIMS Inspection</p> <ul style="list-style-type: none"> <li>• Cllr J Harding to get a quote for the suggested items in the PIMS Report.</li> </ul>  |

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| <b>12</b>                    | <b>Community Infrastructure Levy</b>   |                        |   |                   |                |                            |                |                              |                |                 |                |
|                              | <p><i>Cllr Harding to present eVoting Proposal</i></p> <ul style="list-style-type: none"> <li><i>Cllr Harding showed the eVoting proposal for the CIL. The leaflet that would be distributed to every house, populated with a unique code and a document detailing all nominated schemes.</i></li> <li><i>Cllr Harding would use the electoral register if CWaC gave permission, or one vote per property would be given instead.</i></li> <li><b>Motion: To accept the eVoting Proposal</b><br/><i>Proposed: Cllr Jennings. Seconded: Cllr Boyle. Unopposed. Resolved to approve the proposal</i></li> </ul>  |                        |   |                   |                |                            |                |                              |                |                 |                |
| <b>13</b>                    | <b>Regent Street Backs</b>   |                        |   |                   |                |                            |                |                              |                |                 |                |
|                              | <p><i>Cllr Boyle to update on the progress for the regeneration of Regent Street Backs</i></p> <ul style="list-style-type: none"> <li><i>Cllr Boyle discussed the progress made, and wanted to further progress with a conference call</i></li> </ul>  |                        |   |                   |                |                            |                |                              |                |                 |                |
| <b>14</b>                    | <b>Chairman Report</b>   |                        |   |                   |                |                            |                |                              |                |                 |                |
|                              | <ul style="list-style-type: none"> <li><i>Nothing further</i></li> </ul>   |                        |   |                   |                |                            |                |                              |                |                 |                |
| <b>15</b>                    | <b>Councillor Report</b>   |                        |   |                   |                |                            |                |                              |                |                 |                |
|                              | <p><i>Weaver Road</i></p> <ul style="list-style-type: none"> <li><i>Cllr Bush wants to arrange a volunteer day at Weaver Road but this is waiting on the space opening</i></li> </ul> <p><i>Wilson Drive</i></p> <ul style="list-style-type: none"> <li><i>A resident is complaining on the lack of car parking spaces on Wilson Drive and wanted to know why Moulton Parish Council can provide car parking for the residents of Regent Street but not Wilson Drive. WVHT have garages in Wilson Drive, and there is no MPC land.</i></li> </ul> <p><i>Donation to the School</i></p> <ul style="list-style-type: none"> <li><i>Moulton School have requested £300 for a mini iPad and have requested that the school receive this money via cheque. There was no objection to this.</i></li> </ul> <p><i>Surgeries</i></p> <ul style="list-style-type: none"> <li><i>Cllr Harding and Cllr Jennings to do Lion on 18 February</i></li> <li><i>Cllr Capstick and Cllr Kershaw to attend Coffee and Chat on 27 February</i></li> <li><i>Cllr Adcocks, Jennings and Boyle to attend Travellers Rest on 6 March</i></li> <li><i>There is a plan to run 1-2 surgeries a month</i></li> </ul> <p><i>Picnic Tables</i></p> <ul style="list-style-type: none"> <li><i>Request that picnic tables are moved from the trees, but this will be a problem in the summer</i></li> <li><i>CG Services have bird boxes for pieces and these should be installed</i></li> <li><i>Cllr Boyle still hasn't had the invoice for the bird boxes</i></li> </ul> <p><i>Infectious Diseases Policy</i></p> <ul style="list-style-type: none"> <li><i>Query on the council's infectious diseases policy. It was agreed that this should be part of the Risk Register</i></li> </ul> <p><i>Road conditions in Moulton</i></p> <ul style="list-style-type: none"> <li><i>Cllr Boyle raised some concerns that the road conditions on the main bus routes were in a poor state</i></li> <li><i>Cllr Harding asked for all road condition queries to be sent to him.</i></li> </ul> <p><i>Parish Meeting</i></p> <ul style="list-style-type: none"> <li><i>Cllr Harding proposed April 3<sup>rd</sup> and will book this date</i></li> </ul> <p><i>Abusive comments on Facebook</i></p> <ul style="list-style-type: none"> <li><i>As noted in previous meetings, the abuse towards the parish council from a specific individual has continued with a libellous, derogatory and opprobrious comment. This was challenged and later removed by the individual or Facebook.</i></li> </ul> |                        |   |                   |                |                            |                |                              |                |                 |                |
| <b>16</b>                    | <b>AOB</b>   |                        |   |                   |                |                            |                |                              |                |                 |                |
| <b>17</b>                    | <b>Summary of Actions</b>  |                        |   |                   |                |                            |                |                              |                |                 |                |
| <b>18</b>                    | <b>Note the currently scheduled dates of the next meetings</b>   |                        |   |                   |                |                            |                |                              |                |                 |                |
|                              | <table border="1"> <tr> <td>Moulton Parish Council</td> <td>Monday 9<sup>th</sup> March 2020 at 19:30 at Moulton School, Moulton</td> </tr> <tr> <td>Finance Committee</td> <td>None scheduled</td> </tr> <tr> <td>Special Projects Committee</td> <td>None scheduled</td> </tr> <tr> <td>Moulton Playing Fields Trust</td> <td>None scheduled</td> </tr> <tr> <td>HR Subcommittee</td> <td>None scheduled</td> </tr> </table>   | Moulton Parish Council | Monday 9 <sup>th</sup> March 2020 at 19:30 at Moulton School, Moulton | Finance Committee | None scheduled | Special Projects Committee | None scheduled | Moulton Playing Fields Trust | None scheduled | HR Subcommittee | None scheduled |
| Moulton Parish Council       | Monday 9 <sup>th</sup> March 2020 at 19:30 at Moulton School, Moulton  |                        |   |                   |                |                            |                |                              |                |                 |                |
| Finance Committee            | None scheduled   |                        |   |                   |                |                            |                |                              |                |                 |                |
| Special Projects Committee   | None scheduled   |                        |   |                   |                |                            |                |                              |                |                 |                |
| Moulton Playing Fields Trust | None scheduled   |                        |   |                   |                |                            |                |                              |                |                 |                |
| HR Subcommittee              | None scheduled   |                        |   |                   |                |                            |                |                              |                |                 |                |

Meeting closed at 21:24

**Part B**

*This part of the meeting is confidential and is without the press and public attendance*

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| <b>1</b> | <b>Clerking Situation</b>   |
|          | <i>Update on current situation with Moulton Parish Council administrative function</i> <ul style="list-style-type: none"><li>• <i>Cllr Boyle gave a broad overview of the current situation.</i></li><li>• <i>It was agreed that the council did need a temporary clerk and that Cllr Capstick would discuss this with the clerks of other neighbouring parishes to find a solution for the council.</i></li><li>• <i>Cllr Harding would source a new laptop for the new clerk.</i></li><li>• <i>Cllr Boyle would source the phone.</i></li></ul> |
| <b>2</b> | <b>Regent Street Backs</b>  |
|          | <i>Cllrs Capstick and Boyle to update on the discussions with CwaC and Jigsaw</i> <ul style="list-style-type: none"><li>• <i>Cllr Capstick is progressing with the Community Asset Transfer.</i></li></ul>  |

Signed

Clerk