



Moulton Parish Council

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MINUTES

Meeting of **Moulton Parish Council** on **Monday 13th July 2020** via Zoom
Meeting commenced at 19:33

1	Apologies <ul style="list-style-type: none">Cllr Emma AdcocksMrs Sharron Spruce (Clerk)
2	Declarations of Interest <p><i>No declarations of interest were received for the matters on the agenda</i></p>
3	Public Forum <p><i>No members of the public were present</i></p>
4	PCSO Report <p><i>No PCSO report was received.</i> <i>Cllr Dillon raised concerns about the speed of vehicles on Regent Street.</i></p>
5	Minutes <p>Motion: To note the updated minutes of the Parish Meeting on 8th June 2020 (circulated to members) as a correct record. Proposed: Cllr J Kershaw Seconded: Cllr J Harding. Carried.</p>
6	Clerk's Report <p><i>A letter was received from a previous tenant of Regent Street Backs, regarding their refusal to clear their plot of land. A letter has been sent in response, as the council has evidence to refute his allegation.</i></p>
7	Administrative Matters <ul style="list-style-type: none">Review and agree Moulton Parish Council's Standing Orders Motion: To accept the standing orders <i>Cllr Capstick has compared MPC's standing orders to those of a Gold Award council, and will present in August a revised proposal.</i> Deferred until August 2020Review and agree Moulton Parish Council's Financial Regulations (as updated) Motion: To accept the Financial Regulations <i>Cllr Harding detailed the changes to the MPC Financial Regulations (mainly 5.4) to close a loophole in the regulations with BACS payments and add additional rigour to our procedures.</i> Proposed: Cllr E Le Breuille Seconded: Cllr N Jennings CarriedReview the code of conduct consultation <i>Cllr Harding to submit a response to the consultation from the council and all councillors have agreed to review further.</i>Discuss Moulton Playing Fields re-opening and any playground inspection report. <i>The two inspections were reviewed and discussed. Special Projects Committee have been tasked with replacing the bench.</i>Discuss dog excrement on the playing fields <i>Discussion on the dogs on the park. Moulton Playing Fields, in the covenant, has priority for use by the children but there was a general agreement not to seek to ban dogs from the playing fields at the current time. It was agreed that the council will revisit dogs off leads and off the path, if the current situation of dog excrement in the playing field continues.</i>

	<ul style="list-style-type: none"> Discuss noise complaints emanating from the MUGA <i>The councillors carefully studied the report from PIMS, and the clerk will respond to the complainants.</i> Cllr Adcocks to present the flying of a flag for Black History Month (1st October to 31st October) Motion: To agree an amendment to the Flag Schedule <i>Due to Cllr Adcocks's absence, this has been deferred until August 2020</i> Deferred to August 2020. Discuss drainage issues (Meadow Lane – e-mail from resident) <i>There have been a number of drainage issues around the village, and there is a belief that there could be widespread faults. Cllr J Harding to write to United Utilities to request that a full draining survey of the community.</i>
8	<p>Planning</p> <ul style="list-style-type: none"> No planning applications have been received <i>Two applications have been received after the agenda was published; no objections.</i>
9	<p>Financial Matters</p> <ul style="list-style-type: none"> Cllrs Harding and Capstick to detail the payments to be made and income received Motion: To accept the financial report <i>The councillors have asked the parish council to cancel the trade magazine. All other expenditure was approved.</i> Proposed: Cllr N Jennings Seconded: Cllr A Capstick. Carried. Cllrs Harding to present the Accounting Statement for 2019/20 Motion: To accept the accounting statements for 2019/20. <i>The AGS and AS for 2019/20 was accepted.</i> Proposed: Cllr A Capstick Seconded: Cllr J Kershaw. Carried. Cllr Harding to present the Asset Register Motion: To accept the Asset Register <i>This revised asset register considers depreciation.</i> Proposed: Cllr M Boyle Seconded: Cllr A Capstick. Carried. Agree internal auditor Motion: To agree the internal auditor appointment <i>Cllr J Harding proposed JDH Business Services</i> Proposed: Cllr J Harding Seconded: Cllr N Jennings Carried.
10	<p>Renovation and Maintenance of Moulton Green Spaces</p> <p><i>Councillors requested that the contractors detail to the council in advance of any maintenance and for the clerk to reconcile this against the contract. The councillors have also requested to consider what the contract should look like from April 2021. The council intend to issue RFIs in September. The Weaver Road mud kitchen is due to be installed on Wednesday and the CCTV to go into the following week. The park will then open shortly afterwards.</i></p>
11	<p>Subcommittee Reports</p> <ul style="list-style-type: none"> HR Committee chair to present report and recommendations <i>Cllr le Breuille to review the policies. The HR committee are also looking to create an induction pack, and dates on all policies. The Clerk will need to complete a DSE assessment and a lone working risk assessment. Cllr le Breuille will meet with the Clerk to discuss DSE, policies, the risk assessment, the home insurance and a couple of other points of discussion. New councillors will also get the offer of a mentor.</i> Finance Committee chair to present report and recommendations <i>All the finance committee recommendations have been covered.</i> Special Projects Committee chair to present report and recommendations <i>The Special Projects Committee will meet to discuss the bench replacement, and the CIL Path – quotes have been received but more could be required.</i> Environmental Working Group chair to present report and recommendations <i>The next meeting is July 17th to agree terms of reference. There is a desire to recruit non councillors to the council's working group. In a recent development, there is upto £5,000 available for energy efficiency improvements. The council can bulk buy the assessments and Cllr J Kershaw will investigate this.</i>

	<ul style="list-style-type: none"> • Planning Committee chair to present report and recommendations <i>No meeting has been scheduled</i> • Communications Working Group chair to present report and recommendations <i>No meeting has been scheduled</i>
12	<p>Regent Street Backs</p> <ul style="list-style-type: none"> • Discussion on the clearance of the plots and garages of Regent Street Backs <i>Most of the garages are now empty although the units have not been taken down. All but one plot has been – or is being - cleared. There is some rubbish on the site, and the council will look at removing this. Cllr Bush raised concerns regarding the potential for fly-tipping</i> • Cllr Capstick to update on the progress for the regeneration of Regent Street Backs <i>Jigsaw Homes has sent a pre-planning application into Cheshire West and Chester Council and the chair has worked with the unitary authority to have this prioritised. The council have prepared communication for the community when Jigsaw move to the next stage. There have been reports of a particular individual within the village spreading malicious allegations regarding certain councillors, and legal advice will be taken as to how to address this.</i>
13	<p>Chairman Report</p> <ul style="list-style-type: none"> • Cllr Capstick <i>The height barrier is in place and the keys will be held by Clerk, Vice-Chair, Chair, CG Services and the School. A sign will need to be made with this information. Users will need to put any request in writing to have the barrier lifted via e-mail. The compass was laid incorrectly; Massey Harris have confirmed this. As burning it off would damage the Tarmac, they are looking at other options. The Parish Meeting will be arranged for August by the clerk. The clerk under 10.4.3 and 10.4.4 of their contract is entitled to sums of money but this is not defined, for defined working from home expenses. The chair has taken advice and wishes to set this at a sum used by a comparable council at £32/month. The chair has also instructed that the council will use a Payroll Services company for PAYE administration. This will further strengthen the financial oversight of the council. The chair is also reviewing the payments for MCPFT and this will be covered in Part B.</i>
14	<p>Councillor Reports (three minutes each)</p> <ul style="list-style-type: none"> • Cllr Boyle <i>Cllr Capstick has acquired two panels of Haras Fencing to replace the damaged fencing</i> • Cllr Bush <i>The Weaver Road soft closure on the gate is still missing. A neighbour has complained about the overhanging branches. There needs to be a sign for “No Dogs permitted” and CCTV in Weaver Road. The bird boxes are still missing. Cllr Bush is concerned that we have no key register and there are issues with strimming the grass close to the railings. Jamestown Circus are not coming in 2020 but want to come for 2021.</i> • Cllr Dillon <i>Keen to progress the Youth Council and are looking to do this with Cllr Capstick when the schools return in the new academic year.</i> • Cllr Harding <i>MCPFT insurance renewal is a little above our budgeted amount so will try and get this reduced or comparative quotes. The VAT Claim will be submitted before the new meeting.</i> • Cllr Jennings <i>None</i> • Cllr Kershaw <i>The snicket behind Lawrence Avenue is overgrown and is inhibiting access. Councillors request that the clerk writes to the properties involved, as well as the owner of an overgrown shrubbery on Main Road</i> • Cllr le Bruilly <i>Could we get the children to design “No Speeding” signs for the village?</i>

15	AOB <i>No e-mail regarding the Food Hub grant have been received The invoice for Sandersons had just arrived and will be paid in accordance with the contractual obligations</i>
16	Summary of Actions
17	Note the currently scheduled dates of the next meetings
	Moulton Parish Council <i>Monday 10th August 2020 at 19:30 at Zoom</i>
	Finance Committee <i>None scheduled</i>
	Special Projects Committee <i>Monday 20th July 2020 at 19:30 at Zoom</i>
	Moulton Playing Fields Trust <i>Monday 27th July 2020 at 19:30 at Zoom</i>
	HR Subcommittee <i>Monday 17th August 2020 at 19:30 at Zoom</i>

Meeting concluded: 21:42

Part B

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

- The Chair asked for everyone to confirm that they were alone
- Clerking Situation
 - The council agreed to review the current arrangement, from 2003, for the payment of clerking services to MCPFT due to governance concerns. The detail is held in a supplementary document.
- Land
 - The council are meeting a landowner, outside of the settlement boundary to discuss their intentions and a potential purchase in the future.