



Moulton Parish Council

<https://moultonpc.org.uk>

MINUTES

Meeting of **Moulton Parish Council** on **Monday 14th September 2020** via Zoom

Meeting commenced at 19:30

In attendance: Cllr A Capstick (Chair), Cllr J Harding (Vice Chair & Acting Clerk), Cllr N Jennings, Cllr J Kershaw (from 19:35), Cllr A Bush (from 19:35) and one member of the public

1	<p>Apologies</p> <ul style="list-style-type: none"> • Mrs Sharron Spruce • Cllr Liz le Breuilly • Cllr Mark Boyle • Cllr Sophie Dillon
2	<p>Declarations of Interest No declarations were received</p>
3	<p>Public Forum</p> <p>None – 1 member of the public attended and would contribute on agenda item Remembrance Day if required.</p>
4	<p>PCSO Report</p> <p>No reports of Anti Social Behaviour, two incidents of shoplifting and one incident of burglary (all under investigation) reported. Concerns have been raised regarding the parking on Regent Street and Whitlow Lane and this has improved after police involvement. Speed Enforcement on Jack Lane saw three offenders.</p>
5	<p>Minutes</p> <p>Motion: To note the updated minutes and supplementary document of the Parish Meeting on 13th July 2020 (circulated to members) as a correct record. Concerns were raised by one individual that the Part B minutes contained confidential information; this was not the case, but they were over verbose and have been amended. Resolved. Proposed: Cllr Harding Seconded: Cllr Jennings. Carried.</p> <p>Motion: To note the updated minutes of the Parish Meeting on 10th August 2020 (circulated to members) as a correct record. Resolved. Proposed: Cllr Capstick Seconded: Cllr Jennings. Carried.</p>
6	<p>Clerk's Report</p> <p>The approved minutes and policies are now published on the website. A draft accident register is now on the Vault. A draft key register is now on the Vault.</p> <p>CG Services</p> <ul style="list-style-type: none"> ◦ Invoice for £200 for the installation of the birdboxes has been received and is has been paid ◦ CG Services have been tasked with doing a hard prune (instead of a trim) in Weaver Road in September ◦ CG Services have been invited to collect a key from the parish council for the barrier <p>NTS are due to trim some trees that overhang properties in the south east corner the park. NTC are due to strim Regent Street Backs. United Utilities are due to work on the drains and require access to the car park through the barrier. They have been invited to borrow a key from the Clerk when they do this work, but no date as of yet. Elton Watson has asked that the play table is removed from the bottom of Beechfield, and I have written to Highways regarding this. Highways have notified us that they will not be painting give way markings on the road junction between Barnside Way and Summerfield Drive. This reverses the information CWaC Highways had previously given to MPC in December. Elton and Helen have been chased to get to the bottom of this. PIIMS have provided a report. Cllrs Jennings, Capstick and Harding have discussed the MUGA with Cllr Watson and the residents that border the playing field. The council are now in a Public Right to View period and PKF Littlejohn are undertaking the external audit. A local parishioner has been in touch to complain about the minutes of the previous meeting and wanted to stress that the village hall is owned by the church and that the church maintains this for the parish. However, this should be considered primarily a "church hall" and not a "village hall." Ten electors have written to the Returning Officer for CWaC to demand an election for the casual vacancy caused by the resignation of Cllr Adcocks. Currently, the earliest date this can be held is in May 2021. The parish council</p>

	will need to allow around £2,000 for this activity in the budget for next year as we are liable for the costs.
7	<p>Administrative Matters</p> <ul style="list-style-type: none"> Discuss plan to address the noise complaints emanating from the MUGA and accept the written proposal <i>There is some money in the ward councillors budgets, but probably not enough to accommodate the cost of an acoustic fence. Engineering firms have been engaged to put some bars across the goals to limit noise. The proposal to reduce the times the floodlights are on, has been accepted in line with the consultation paper.</i> Cllr Kershaw 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>There is no official BHM or BLM flag; Cllr Kershaw stated there were educational events for schools but nothing Moulton Parish Council could do at this current time. Cllr Kershaw asked it to be noted that the council recognises the importance of Black History Month and this was agreed. The motion to amend the flag schedule was withdrawn.</i> Cllr Harding to present briefing paper. Motion: To accept the designation of village assets and make the appropriate recommendation to CWaC in accordance with the briefing paper circulated <i>Request to add the Travellers Rest to the list of village assets and then submit to CwaC.</i> Resolved. Proposed: Cllr Harding. Seconded: Cllr Jennings. Carried. Cllr Harding to present FoIA policy and Publication Scheme Motion: To accept the FoIA Policy and Publication Scheme as parish council policy <i>Cllr Harding presented FoIA policy and publication scheme. This would be a requirement for a Gold Council. Cllr Kershaw found three grammatical errors and these were corrected.</i> Resolved. Proposed: Cllr Capstick. Seconded: Cllr Bush. Carried Cllr Harding to present correspondence regarding the bench at Beechfield <i>Cllr Watson has asked for the games table to be moved from Beechfield and Cllrs Capstick and Harding have had preliminary discussions about a new site. This will be advanced in the coming month.</i> Cllr Bush to present circus 2021 dates <i>The circus would like to attend for a week between 13-28 June 2021; there may be some discussion with CoVID requiring more socially distanced performances. The council has stated that it would prefer 14-21 June to allow time for the grass to repair before Crow Fair 2021.</i> Cllr Capstick to lead discussion on Remembrance Day events <i>Cllr Capstick has been in discussion with Rev Mark Green, Tony Denton and Cllr Mark Boyle regarding Remembrance Day. The council will not be applying for a road closure due to the likelihood of a CoVID-impacted ceremony and if a full service can be accommodated a different route of the parade will need to be considered. The expectation is that there will be a service on the park, and this will be agreed before the end of the week. Moulton Parish Council and St Stephens Church will issue a joint statement detailing the plans. The joint group will also agree on any expenditure, to the budget already allocated, and if the council can assist the Legion (who rely on the sale of poppies) to do fundraising.</i>
8	<p>Planning</p> <p>None</p>
9	<p>Financial Matters</p> <ul style="list-style-type: none"> Consider the income and expenditure received to date <i>Income and Expenditure discussed. The budget monitoring spreadsheet requires updates of cost centre allocations and a Finance Committee will be convened in the coming month.</i> VAT Update <i>The council has been electronically registered for VAT and are awaiting the next VAT period before HMRC will permit a VAT claim.</i> To agree the expenditure for the parish council insurance renewal Motion: To accept the renewal for the parish council renewal Resolved. Proposed: Cllr Harding Seconded: Cllr Jennings. Carried. Cllrs Harding and Capstick to detail the payments to be made and income received Motion: To accept the financial report

	<p>Resolved. Proposed: Cllr Harding. Seconded: Cllr Capstick. Carried</p> <ul style="list-style-type: none"> Cllr Capstick to present Handyman proposal <p>Motion: To accept the Handyman proposal <i>Amend title to "Handyperson", hours and review period. Issue with an expected start date of November 1st 2020.</i></p> <p>Resolved. Proposed: Cllr Capstick. Seconded: Cllr Bush. Carried.</p>
10	<p>Renovation and Maintenance of Moulton Green Spaces</p> <ul style="list-style-type: none"> To discuss and appoint a contractor to complete the pathway from School Lane to Honeyvale Gardens <p>Motion: To appoint a contractor and agree a budget <i>Two contractors shortlisted. Both bids reviewed by civil engineers and budget agreed for Greg Strange to complete the work. The Head of Special Projects Committee has been assigned to liaise and agree any staged payments.</i></p> <p>Resolved. Proposed: Cllr Jennings. Seconded: Cllr Harding. Carried.</p> <ul style="list-style-type: none"> To accept the PIMS report and agree any remediation steps <i>Cllr Harding will get some signage made or bought and erected. The Special Projects Committee will look to renew the benches near the MUGA and £2,000 has been broadly allocated in the budget for this.</i>
11	<p>Subcommittee Reports</p> <p>None</p>
12	<p>Regent Street Backs</p> <p><i>CWac caused a delay in the pre-application process but this has been completed now and the parish council have the report. The road to the rear of Regent Street may need to be a two-way highway and Jigsaw will be commencing site investigations shortly. Paperwork has gone to the solicitors and there should be significant progress before the next meeting. The council will issue communications once dates have been arranged for site investigation.</i></p>
13	<p>Chairman Report</p> <ul style="list-style-type: none"> Update on the Parish Meeting of 11th September 2020 <i>No motions or questions submitted. Draft minutes and report to go on the website</i> Cllr Capstick <i>United Utilities have responded to the council's request for an investigation across the village and we have a reference number which shall be publicised Two screws have been removed from the pirate ship and will be replaced. The transfers have been completed and the ships are ready to be named with replaced cannons The park CCTV has a quote and this has been given to the Special Projects Committee for consideration The litter picking has not yet restarted at CWac StreetScene and Cllr Capstick is pressing them for a restart. There are a couple of courses for new starters at ChALC, and funding for environmental groups that may be of use to the Environmental WG</i>
14	<p>Councillor Reports (three minutes each)</p> <ul style="list-style-type: none"> Cllr Bush <i>There have been positive comments on the use of the Mud Kitchen on FaceBook. Cllr Bush notes that CG Services cut the grass but left the cuttings, but these has been used by the children. Pots and pans have been donated, as well as Plastic Cups and a Hedgehog Hotel. Cllr Bush asked about the shubbery prune, but this is due in September and the council have not been advised of a date. The village foodhub is still active, and notes the comments from a resident about a Memory Book of Moulton. Cllr Bush also comments that a new company, Rainer and Rainer, have won the gardening contract in Davenham and might be interested in future tenders for services within Moulton.</i> Cllr Harding <i>Cllr Harding noted the prevalence of well-crafted phishing emails and warns councillors that they are convincing and that they should remain vigilant. He will be convening an MPFT meeting to address the outstanding costs. He also suggests that Cllr Bush looks to gather the quotes for the items required for the FoodHub as the council are still holding the grant for them.</i> Cllr Jennings <i>Cllr Jennings attended CWac to verify the parishioners details on the letter requesting a vote for the vacancy on the council, and has the names of the signatories for council records.</i>

	<p>He notes that there appears to be a large oil deposit on Main Road, near The Lion, and says it looks like a delivery wagon has emptied their sump.</p> <p>He also notes that he wrote to the Reverend Green in a private capacity regarding the Village Hall.</p> <ul style="list-style-type: none"> • Cllr Kershaw <p>Has asked for a budget of £50 to improve the garden for Remembrance Day; this was agreed.</p> <p>Cllr Kershaw is also concerned that the infant swings are in a poor cosmetic state and suggests that they need to be replaced. This is something for the Special Projects Committee.</p> <p>Cllr Kershaw has raised the poor state of hedges in the village and is concerned about NCR5. Other councillors mentioned other hedges that had encroached on paths and public rights of way, and this was the subject of social media posts.</p> <p>Cllr Harding requested that councillors provide photographic evidence and the addresses of properties with unkempt bushes blocking or hindering public rights of way by Sunday 20th September. The council will collate and submit this information onto CWaC for consideration and remedial discussions with the house owners (which is the proper process). He also urged caution when photographing paths near one particular property when mentioned, as the resident has issued threats of private prosecution, against certain councillors, for using a camera near their residence. Any councillor photographing the path near their house, however justified and legitimate, would likely add fuel to their indignation.</p>										
15	Data Protection										
	<p>All FoIA requests answered and no new requests received</p> <p>No GDPR requests received</p>										
16	AOB										
	None										
17	Summary of Actions										
	Provided.										
18	Note the currently scheduled dates of the next meetings										
	<table border="1"> <tr> <td>Moulton Parish Council</td> <td>Monday 12th October 2020 at 19:30 at Moulton School, Moulton</td> </tr> <tr> <td>Finance Committee</td> <td>TBC</td> </tr> <tr> <td>Special Projects Committee</td> <td>TBC</td> </tr> <tr> <td>Moulton Playing Fields Trust</td> <td>TBC</td> </tr> <tr> <td>HR Subcommittee</td> <td>None scheduled</td> </tr> </table>	Moulton Parish Council	Monday 12 th October 2020 at 19:30 at Moulton School, Moulton	Finance Committee	TBC	Special Projects Committee	TBC	Moulton Playing Fields Trust	TBC	HR Subcommittee	None scheduled
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Meeting concluded at 21:28

Part B

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

B1	Update on Clerking Situation
	Update given. This is held in a supplementary document.
B2	Update on Regent Street Backs
	None
B3	Update on IT security and presentation of report
	A penetration test was performed and the report will be kept on file and issued to all councillors.