



Moulton Parish Council

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MINUTES

Minutes of an ordinary meeting of Moulton Parish Council held on
Monday 14th June 2021

Present: Cllr Capstick (Chair), Cllr Harding (Vice Chair), Cllr Boyle, Cllr Bush, Cllr Dillon, Cllr Jennings, Cllr Kershaw

Also present: Clerk to the Council (Mrs W Maddock) and 6 members of the public

The meeting commenced at 7.30pm

1	Apologies: Cllr LeBreuilly (due to a temporary disability) and Cllr Smith (who was self-isolating) Motion: The council accepts the apologies listed and approves the absences for the council members <i>The council recognises approval for this agenda item as appropriate to meet the requirement in Section 85(1) of the Local Government Act 1972.</i>
2	Declarations of Interest The Clerk declared a personal interest as she is related to the owner of LBFit – agenda item 16(c).
3	Public Forum <ul style="list-style-type: none">• <i>It was asked if the grassed area at Regent Street Backs would be tidied up and it was confirmed that this was scheduled to be done w/c 14th June.</i>• <i>A member of public asked if the council would like to hear a history of The Moulton Crows and if it could be added to the Council's FB page. A summary was discussed after the meeting closed.</i>• <i>The situation regarding the Moulton Nursery and After School Club (see also Correspondence – agenda item 16a) was discussed with the owner and representatives of the nursery. All points and actions are minuted under Correspondence.</i>
4	PCSO Report <ul style="list-style-type: none">• The report, if received, will be circulated in advance of the meeting The PCSO report was received after the meeting and was circulated to the Council members. It is appended to these minutes.
5	Minutes Motion: To note the minutes and any supplementary documents of the MPC Meeting on 17th May 2021 (circulated to members) as a correct record. It was noted that Cllr Dillon should be added to Environmental Working Group. Motion: To note the minutes and any supplementary documents of the Extraordinary MPC Meeting on 1st June 2021 (circulated to members) as a correct record. Received without amendment. Proposed: Cllr Bush. Seconded: Cllr Kershaw. Resolved
6	Members Interests Forms To confirm that Notification of Members Interests Forms are up to date. Members Interests Forms were reviewed prior to the meeting and Council members confirmed that no amendments were required.
7	Standing Orders and Code of Conduct Motion: To confirm that the Standing Orders and Code of Conduct have been reviewed and remain current. The Standing Orders will be reviewed again in September to incorporate any Government update on the use of virtual meetings.

	The Code of Conduct was approved without needing any amendments.
8	Communications and Social Media Policy
	<p>Motion: To receive the briefing note on Personal Social Media Accounts and amend the Communications and Social Media Policy to add the paragraphs in the Additional Considerations section of the document.</p> <p>The proposed additional paragraphs were agreed, although Cllr Boyle asked for a definition of "social media" to also be included in the policy. The policy will be updated and presented for formal approval at the July meeting.</p>
9	Financial Matters
	<p>a) Consider the income and expenditure received to date Motion: To accept the financial report and approve payments Proposed: Cllr Capstick. Seconded: Cllr Harding. Resolved with all in favour</p> <p>b) To approve the external audit submission</p> <p>c) To appoint the period for the "NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN to start from Monday 28th June. Motion: To accept the audit submission and PRTV period Proposed: Cllr Capstick. Seconded: Cllr Boyle. Resolved with all in favour</p> <p>d) Community Asset Transfer Motion: To agree expenditure for planning application. Motion discussed and voted on under item 10(a).</p> <p>e) CG Services - To review correspondence received and consider ongoing contract. It was agreed that the contract does not need to be re-tendered at this stage. However, CG Services would again be informed of the requirement for notification to be given to the Clerk prior to work being done and that evidence of completed work is required. The contract will continue to be monitored. Motion: To resolve if the contract needs to be re-tendered Motion was not voted on.</p> <p>f) Rialtas Business Solutions A demonstration of the software package will be arranged and expenditure on this item will be discussed in July. Motion: To agree expenditure on accounting software package Motion deferred for decision to the July meeting.</p>
10	Planning
	<p>a) Community Asset Transfer Motion: To approve the expenditure of up to £2,000 and delegate to the Special Projects Committee to appoint an architect and draw up the plans for the planning application. The motion was amended, by agreement of the Council members, as follows: Motion: To approve the expenditure of up to £3,000 and delegate to the Special Projects Committee to appoint an architect to draw up the plans for the planning application and implement any required surveys. It was agreed to wait for the third architects quote before a decision is made about who to appoint and this will be delegated to the Special Projects Committee. An instruction will be made for an Ecology Survey, to ensure this is completed within the necessary calendar period. Proposed: Cllr Capstick. Seconded: Cllr Bush. Resolved with all in favour</p> <p>b) To consider planning applications received before the meeting None received.</p> <p>c) Regent Street Backs Draft Planning Application The planning application had not been received at the time of the meeting and will be delegated to the Planning Working Group for approval. Motion: To approve the draft planning application from the developers (if received by Monday) or delegate to the Planning Working Group to respond on the Council's behalf. Proposed: Cllr Capstick. Seconded: Cllr Harding. Resolved with all in favour.</p>

11	Community Grants Policy
	<ul style="list-style-type: none"> To appoint a panel to review applications under the Community Grants Policy Grant approval group to consist of 5 members including Chair, Vice Chair, Parish Councillors and 1 member of the community. Cllrs Capstick, Harding, Boyle, Bush and invited to the group Mr David Wakefield.
12	Best Kept Village Garden
	<ul style="list-style-type: none"> To discuss and agree running a Best Kept Garden competition <p>It was agreed that the Environmental Working Group would agree a format for a Best Kept Garden competition, which would now be deferred until 2022. A proposal will be reviewed in March 2022.</p>
13	Use of MUGA by Other Bodies
	<ul style="list-style-type: none"> To discuss the use of the MUGA by bodies such as Moulton School and to agree if this needs to be managed by a formal process. <p>It was agreed that organisations consisting of children of <15-years of age should as a matter of principle be allowed to use the MUGA. No formal process of approval would be required, but the Clerk will maintain a diary to record when the MUGA is in use.</p>
14	Village Games Tables
	<ul style="list-style-type: none"> To discuss re-use of village games table boxes (for seed picks, dog-poo bags) <p>Any in-situ boxes in the village will be used for dog-poo bags and where boxes are missing, an alternative receptacle will be provided e.g. plastic bottles. It was asked who would replenish the boxes and it was agreed that this would be done by the village handyman.</p>
15	Clerk's Report
	<p>Mrs Wendy Maddock to present the Clerk's Report (summarised from full report)</p> <ul style="list-style-type: none"> It had been a busy month with the follow up to the Annual General Meeting and four additional meetings to organise. Two training courses were attended. Request for information and quotes from 3x architects, including site visit with G&S Design. Communications with gardening contractor re suitable invoicing and compliance with contract requirements. Request for information and costs from Rialtas Business Solutions for finance management software – following up on recommendation of internal auditor. Letter of contract for Morral Play Services and implementation of contract Collected information regarding community speed programmes. Liaison with village handyman re Regent Street Backs (fencing and strimming), tidying up of village sign and strimming of wildflower area. Also instructions given following receipt of Play Inspection report. MPF Event Form and Conditions of Hire form completed. James Richards Circus contacted re completion of Event Form and provision of Public Liability insurance and suitable risk assessments. Replacement of lock on defibrillator cabinet on Weaver Road. Second letter sent re outstanding cheque for garage deposit – money now refunded. Anomalous sign on Brick Kiln Lane reported again to CWaC. Communication with Renew Land re land at back of Eaton View. Liaison with Moulton Nursery and After School Club (and MAG) following communication regarding the termination of their contract in the MAG building Website queries <p>A community speed watch programme was discussed, during which time the meeting was temporarily suspended to allow opinions to be accepted from members of the public.</p> <p>Meeting suspended at 8.56pm Meeting started again at 9.00pm</p> <p>The council agreed not to implement a speed watch programme but to chase up with CWaC the implementation of speed management measures.</p>
16	Correspondence
	<p>a) Moulton Nursery School & After-School Club</p> <p>Correspondence had been received about the notice of termination of lease for the Nursery in the building managed by Moulton Adventure Group and further information was provided on the background to this. As trustees of Moulton Adventure Group, the Council will seek a meeting to discuss a number of issues raised. It was suggested that the Methodist Chapel might be a suitable alternative building and the Clerk will seek further information about when it is to be formally put on sale. It was also suggested that the Unitary councillors might be able to provide help and contact details will be provided to Mrs Louise Hood.</p>

	<p>b) Davenham Juniors FC DJFC has requested the use of MPF for training and match use on Tuesday evenings and Saturday mornings. A discussion was held during which time the meeting was temporarily suspended to allow members of the public to speak. Meeting suspended at 9.15pm Meeting started again at 9.18pm It was highlighted that the car parking at MPF is limited and that it is to be used by residents of Regents Street during the development of RSB. This could be problematic if lots of additional cars associated with DJFC are trying to use the area. Also, the field is currently not marked out with a football pitch and if to be used this might need addressing. It was agreed that approval would be given for use of the field on Tuesday evenings pending receipt of a specific RA for MPF, evidence of PL insurance and proof of appropriate DBS checks.</p> <p>c) Use of Moulton Playing Fields for Boot-camp activities It was agreed to accept LBFit's request to reserve the use of MPF for Weds evenings. Communication had been sent to another boot-camp trainer who seemed to be promoting (via FB) a new class on MPF on Thurs evenings. It was pointed out that Council approval would be needed for this to occur, but no formal request has been received.</p>
17	Subcommittee Reports
	<ul style="list-style-type: none"> To receive reports from sub-committees or working groups <p>No meetings to report</p>
18	Chairs Report
	<ul style="list-style-type: none"> Cllr Capstick (reported in full) <p>This month's statement will be a short one. I am happy to confirm that the contract for the development of the Regent Street Backs land has now been signed by this council. We are awaiting an exchange date; expected to be this week and have our detailed information leaflet ready to go out to all residents bordering the site (as we promised) as well as posting on our usual communication sites. Yesterday around 18 members of the community took part in our village litter pick. 4 members of the Parish Council joined in and we collected around 10 bags of rubbish. My thanks to everyone who attended and helped keep our community litter free. Our next one will be 2nd Sunday in July i.e. 11th July. I would also like to especially give my thanks to Dave Wakefield and his Crow's Nest café for his continued support of the Parish Councils efforts by providing free drinks to all who attend. Like many I was saddened to see the damage done to areas around the village: the quiet play area on Weaver Road by a group of young people. The event was caught on our CCTV and the footage was passed to the Police. Members of the group have already been identified. Damage was also done to the post at the end of the path joining School Lane. This damage was done by a group of adults – which I find very sad. Councillors acted quickly to get a quote for the replacement post and this will be installed this week. Councillors identified areas of wet pour on the playing field play area in need of repair, one area was quickly repaired with yellow wet pour and the second area (in the infant area) will be done very soon in blue.</p> <ul style="list-style-type: none"> Benches (2 x remembrance, 1 x thank you NHS) have arrived and are awaiting installation date. Existing benches identified as Buddy/Chat benches, signs will be fitted. Remembrance Tommy – to be installed. CCTV – update will be given by Cllr Jennings Our handyman will be cutting the grass at the rear of Regent Street this week. <p>June is Pride Month, a constant reminder of the discrimination faced by the gay community and the need to raise voice against it. I am delighted that the majority of Moulton community back our decision to fly the rainbow flag for this month. Councillors, I thank you for your continued support to this Parish, for your innovation, for your input and willingness to work together to get things done to improve our community.</p>
19	Councillor Reports (three minutes each)
	<ul style="list-style-type: none"> Cllr Boyle <p>Identified maintenance required on Smokehall Lane. Photographs to be sent to the Clerk who will then report it to the PROW Officer.</p> <ul style="list-style-type: none"> Cllr Bush <p>The handyman has started strimming and cutting back overhanging trees on Weaver Road. A seed pod is to be mounted in Weaver Road play area as a pilot. No feedback has been received from the PCSO regarding possible funding/support for a Hallowe'en event. Still waiting feedback from the PTA regarding a teddy bears picnic.</p>

	<ul style="list-style-type: none"> • Cllr Dillon <p>A confirmed venue is required for the Youth Council and leaflets are to be produced (a budget of £300 has been set for printing). Cllr Capstick will provide contact details for the printing. Cllr Dillon will ensure that her DBS check is up to date.</p> <ul style="list-style-type: none"> • Cllr Harding <p>Commented on how good the War Memorial looks after its clean on 5th June and that new photos would be taken for the website. FP8 was reported to the PROW Officer and action is to be taken. CCTV footage was provided to the PCSO regarding the criminal damage done at Weaver Road Play Area. The England flag will be flown if England reach the semi-final of the Euros. Under proposed electoral boundary changes (out for consultation), Moulton would come under the Northwich constituency and not Eddisbury. Invoicing is required from Morral Play Services.</p> <ul style="list-style-type: none"> • Cllr Jennings <p>The CCTV installation on MPF has been delayed due to supply issues, but a meeting is being held on 16th June to confirm the location and work should be completed by the end of June.</p> <p>Cllr Bush thanked Cllrs Jennings and Harding for the work done to make safe the broken gate on School Lane.</p> <ul style="list-style-type: none"> • Cllr Kershaw <p>A meeting of the Environmental Working Group is to be held on 16th June to discuss CWaC's consultation on play spaces and wildflower management, the CWaC proposal for changes in recycling and refuse collections, options for creating planters in the village (including the use of tyres) and an application for Veolia Grant money. It was commented on how the play table in Lawrence Avenue is being frequently used by young people. A wildflower seminar was attended, which will support the work of the Env. WG.</p>										
20	Data Protection										
	<ul style="list-style-type: none"> • Clerk to update the council to the FoIA and GDPR requests received <p>None received.</p>										
21	AOB None										
22	Summary of Actions										
24	Note the currently scheduled dates of the next meetings										
	<table border="1"> <tr> <td>Moulton Parish Council</td> <td>12th July 2021 at 7.30pm in The Church Hall, Main Road</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>TBC</td> </tr> </table>	Moulton Parish Council	12 th July 2021 at 7.30pm in The Church Hall, Main Road	Finance Committee	TBC	Special Projects Committee	TBC	Moulton Playing Fields Trust	TBC	HR Subcommittee	TBC
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Finance Committee	TBC										
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The meeting closed at 9.49pm.

Signed by Chair	
Name	Cllr Capstick
Date	



Moulton Parish Council - 14th June 2021

PCSO ROBERTSON REPORT

ASB

Neighbour shouting abuse at family – PC's attended both victim and offenders residence

Reports of Electric Bikes and Scooters in Road – PC's attended property – PCSO alerted for Patrols

Shouting abused out of window – PC's attended the property of offender

Drunk Behaviour in street and throwing beer cans – PCSO alerted

Drunk behaviour on streets and threatening people – PC attended incident and dealt with offender

Neighbour Dispute – threatening language – PCs and PCSO alerted

THEFT

None Reported

BURGULARY

None Reported

VEHICLE / BICYCLE THEFT

None Reported

PARKING / HIGHWAY DISRUPTION

None Reported

OTHER

Speed Enforcement on Jack Lane