



Moulton Parish Council

<https://moultonpc.org.uk>

MINUTES

Minutes of an ordinary meeting of Moulton Parish Council held on
Monday 11th October 2021

Present: Cllr Capstick (Chair), Cllr Boyle, Cllr Jennings, Cllr Kershaw, Cllr LeBreuilly, Cllr Marr

Also present: Clerk to the Council (Mrs W Maddock)

The meeting started at 7.37pm, following a training session for Councillors and the Clerk on GDPR.

1	Apologies	<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> To receive, with explanation, any apologies for absence
		Apologies were received from: Cllr Bush (due to illness) and Cllr Harding (who is self-isolating).
2	Declarations of Interest	Cllr Marr declared an interest in item 9 (Planning) as he is a resident on Regent Street.
3	Public Forum	No members of the public were present.
4	PCSO Report	The PCSO report was received prior to the meeting and was read out by Cllr LeBreuilly. The report is attached in full to the minutes.
5	Minutes	Motion: To note the minutes and any supplementary documents of the MPC meeting on 13th September 2021 (circulated to members) as a correct record.
		It was noted that agenda item 20 (Chair's Report) should be amended to read "private message" i.e. with quotations applied. Council voted to approve the minutes with this amendment. Proposed: Cllr Jennings. Seconded: Cllr LeBreuilly. Resolved with all in favour
6	Amendment of Agenda Item 1	To revise the wording for agenda item 1 to reflect best practice for Councils. Motion: To accept the proposal for the acceptance of apologies.
		Proposed: Cllr Capstick. Seconded: Cllr Kershaw. Resolved with all in favour
7	Moulton Parish Council Risk Assessment	To review the revised MPC risk assessment Motion: To accept the revised risk assessment
		The risk assessment was reviewed and two amendments were agreed: 1. The subject "Third Party Events/Hiring/Use of MPC Assets" should be changed to "Third Party Events/Hiring/Use of MPC Assets and Trustee Responsibilities" 2. The "Correct Hire/Use Procedure" should be listed as items 1-4 and not items 1-5. Council voted to approve the risk assessment with these amendments made. Resolved with all in favour
8	Financial Matters	a) To consider the income & expenditure received to date Motion: To accept the financial report as presented and approve payments Proposed: Cllr Capstick. Seconded: Cllr Jennings. Resolved with all in favour
		b) To consider the installation of Wi-Fi on Moulton Playing Field A budget of £500 was agreed to cover potential survey costs. Motion: To agree the expenditure to carry out a survey of Moulton Playing Field for the purpose of installing Wi-Fi. Resolved with all in favour
		c) To consider the quote for the hire of a traffic management company on Remembrance Sunday Traffic management quotes were discussed and QuantumTM confirmed. It was further agreed to organise LANTRA training to facilitate doing our own programme of traffic management next year.

		<p>Motion: To agree the expenditure for traffic management from Quantum TM. Proposed: Cllr Capstick. Seconded: Cllr Boyle. Resolved with all in favour</p> <p>d) To consider the expenditure for replacement of the electric sockets for the Christmas lighting. A budget of £200 was agreed for the installation of ingress rated 65 (minimum) sockets. Additional quotes to be confirmed before instructions issued for the work. Motion: To consider available quotes and agree a budget for this work. Proposed: Cllr Capstick. Seconded: Cllr LeBreuilly. Resolved with all in favour</p> <p>e) To consider a donation to Moulton School for the use of its facilities for MPC meetings Council agreed it was happy to make a donation to the school. Moulton School will be asked if there is something they wish to purchase and MPC will contribute towards it. It was agreed that this donation should cover a period of a school year. Motion: To agree if a donation will be made to Moulton School Proposed: Cllr Capstick. Seconded: Cllr Boyle. Resolved with all in favour</p> <p>f) To receive the 2020-21 CIL report The 2020-21 CIL report was received and will be published on the website.</p>
9	Planning	<p>a) To be aware of planning applications received since 13th September – see planning tracker (full planning documents also placed in the Meeting Pack folder)</p> <p>b) To consider the formal response to the planning application for 21/03337/FUL “Garages at Rear of Regent Street” prepared by the Planning Working Group. The PWG presented their responses for 21/03337/FUL “Garages at Rear of Regent Street” and also 21/03479/OUT “Land off Niddries Lane”. These are appended to the minutes.</p> <p>c) To consider the information provided by CWaC regarding s106 monies for the Miller Homes developments (currently submitted for OUTLINE planning permission) and to confirm a response. The Clerk was asked to contact CWaC to confirm the time frame for a response in order that the Special Projects Committee could meet to consider the request more fully. It was suggested that monies could be used to upgrade the MUGA.</p>
10	NALC Code of Conduct	<p>Cllr LeBreuilly commented about recent email exchanges between some councillors and the lack of respect they showed. It was important in her view that the animosity these demonstrate ends and that all councillors remember that they are here to serve the community. All councillors would be asked to sign up to the MPC Code of Conduct after it is reviewed.</p> <p>Motion: To review and consider the NALC new Code of Conduct This motion was deferred until the November meeting when adopting the new Code of Conduct would be considered.</p>
11	Queen’s Platinum Jubilee	<p>To consider how this event will be marked and to agree a nominated councillor to project manage the event planning</p> <p>Contact needs to be made with relevant village groups and Cllr Capstick will provide the Clerk with relevant details. The village groups will be invited to the November meeting (at 7pm) to discuss possible ideas and ways of working together. Cllr Marr suggested that street parties (similar to what happened for VE Day celebrations in 2020) might be a good idea.</p>
12	UK’s Best Neighbour	<p>The search is on for the UK’s Best Neighbour – circulated by CWaC To consider if the Council wishes to nominate a person or an organisation for this award. Note that nominations need to be submitted by 26th October.</p> <p>It was suggested that The Lion should be nominated (for varied reasons) and also Cllr Bush for her work with the Food Hub. The link for making a nomination is: coop.co.uk/noty The email will be circulated again to all councillors.</p>
13	Remembrance Sunday	<p>To provide an update regarding planning for Remembrance Sunday</p> <p>QuantumTM has been appointed for the traffic management programme. The traffic plan and proof of insurance has been submitted to CWaC for approval. Cllr Capstick confirmed that she had attended a meeting with Rev Mark Green and RBL; it has been agreed that an outdoor service only will be held as it will be necessary to limit numbers within the church. MPC will publicise the event.</p>
14	Request to use MPF for	<p>To provide an update regarding the use of MPF for the RBL fireworks event All the paperwork has now been received for this event, i.e. MPF Application Form, Risk Assessment</p>

	Fireworks	and proof of insurance, and the Council has confirmed that the field can be used for the fireworks event. A CWaC Events License has been applied for and this is expected to be confirmed w/c 18 th October.
15	Clerk's Report and Correspondence	<p>Data breach follow up</p> <ul style="list-style-type: none"> • Liaison with an election petitioner regarding the issuing of the petition letter as part of an FOI request, as concerns were expressed about names and addresses being made public. • Spoke with PCSO Lee Robertson to provide the background to the situation, as a complaint had also been made to him about possible harassment occurring if the information was made public. • Spoke at length with ChALC about the handling of the request and possible ramifications • Arranged and attended a meeting with Cllr Harding, PCSO Lee Robertson and the election petitioner • Confirmed post meeting that names and addresses would be redacted from the FOI response <p>Communications with ChALC</p> <ul style="list-style-type: none"> • Discussed how Council might be able to mediate between councillors and Jackie Weaver has agreed to provide this support if necessary • This has been offered to a number of councillors and a response is awaited • ChALC also provided guidance about requesting a payment plan for election costs <p>Remembrance Sunday planning</p> <ul style="list-style-type: none"> • Investigation re LANTRA training for future events in the village • Identified an available traffic management company and issued instructions to QuantumTM • Confirmed with Came & Co. re Public Liability insurance cover • Submitted final traffic management plan and insurance cover to CWaC <p>Rialtas Business Software</p> <ul style="list-style-type: none"> • Initial training session undertaken and further training to be scheduled for w/c 18th October • Data input being carried out for the last 6-months payments and receipts • Reconciliation of bank statements and authorised expenditure reports <ul style="list-style-type: none"> ◦ Identified an anomaly of reported expenditure to Peter Lownds and actual payments made, along with an over payment made in July ◦ These will be resolved at the next Full Council Meeting <p>Instruction for work on trees on MPF and Whitlow Lane</p> <ul style="list-style-type: none"> • Clerk identified that the information previously provided re Northwich Tree Surgery was incorrect and requested a further decision from Council • Three responses were received and on this basis, an instruction was issued to Northwich Tree Surgery. • NTS have also been asked to provide costs for cutting back a tree on Regent Street that is overhanging Whitlow Lane – cost confirmed at £100. • Work to be completed on 12th November • Emailed resident to confirm that the work has been authorised • Confirmed with the other companies that tendered that they had not been successful in winning the work on this occasion <p>DJFC</p> <ul style="list-style-type: none"> • Confirmed with DJFC that Council had approved their use of MPF on Saturday mornings • First matches would be played at Moulton on Sat 9th October (three weeks of matches had to be cancelled due to COVID) • Mowing and marking of the pitch area was agreed for Thursday 7th and Friday 8th October • Confirmed with Nick Lewis that using the MPF car park was acceptable until any work at Regent Street makes it unviable. DJFC have also re-confirmed with RBL about the use of their car park. <p>Instructions to Peter Lownds</p> <ul style="list-style-type: none"> • A poisonous plant was identified growing on the cut-through between Whitlow Lane and Weaver Road – this has now been cut-back • The work identified by the play inspection reports continues to be addressed. The work completed to date includes: <ul style="list-style-type: none"> ◦ Missing corners repaired on tables with gaffer tape as a temporary solution ◦ Handles re-tightened on the gym equipment ◦ Hedges trimmed adjacent to the gym equipment ◦ Exposed steel cord taped up on the pirate ship. <p>Electoral Office</p> <ul style="list-style-type: none"> • Carried out the statutory posting of notices following the election • Received a communication regarding possible breaking of election rules and advised Councillors of the need to observe election purdah • Received a formal complaint about Councillor activity on Facebook and advised that a report to the monitoring officer should be made

		<ul style="list-style-type: none"> Confirmed with the electoral office that a payment plan for the election costs could be an option if Council wishes to apply for this. This would likely allow Council to roll the costs across into the next financial year. <p>Liaison with Planning Enforcement Officer</p> <ul style="list-style-type: none"> Responded to an enquiry from the planning enforcement officer who had received an enquiry about the erection of fencing around the Regent Street Backs site. Confirmed a suitable response with Cllr Capstick and responded to the PEO. The fencing is above permitted heights but no action is to be taken pending the conclusion of the planning application <p>Fireworks Display on MPF</p> <ul style="list-style-type: none"> Communications with Aron Speed and RBL regarding the proposal for fireworks on MPF. Ensured that the risk assessment and insurance documents were received and satisfactory. Circulated all documents for review by Council and followed up to answer all queries raised Obtained the completed Events Application form from RBL Met with Aron Speed at MPF to walk through the proposals <p>Communications re Land off Niddries Lane</p> <ul style="list-style-type: none"> Discussion with CWaC Green Infrastructures Officer about possible s106 monies should the developments at Jack Lane and Niddries Lane be approved <p>Complaint re Beehive Lane Vehicle Use</p> <ul style="list-style-type: none"> A further email was received about this issue, which outlined that there had been only a temporary improvement since my original complaint was raised with Bovis Homes Correspondence sent again to Bovis Homes but a full response has not yet been received <p>Moulton Traffic Calming Scheme</p> <ul style="list-style-type: none"> Confirmed with Jerry Gibbs that Council would like the proposed traffic calming scheme to be put to public consultation, but asked that the reservations expressed at the last meeting be noted Waiting further feedback regarding the time scales for the consultation
16	Chair's Report	<p>Since we last met an election was held for the councillor vacancy and I would again like to welcome Cllr Dan Marr. I would like to state for the record that the other candidate Dave Wakefield, would, in my opinion, also have made an excellent councillor with his previous experience on the parish council and I hope that when we have another vacancy, Dave would apply for co-option onto the council.</p> <p>Yesterday was our last community litter picking for the year. The numbers are dwindling and the weather will be getting poor, so we will restart in March 2022. My thanks to those who attended; especially a number of members of the Adventure Group.</p> <p>We will all be aware that the planning application for Regent Street backs has finally been uploaded onto CWaC's portal. Dates on end of consultation appear to be confusing; the end date of a consultation is 21 days from the date the notice goes up around the proposed site. CWaC's website date assumes that this has happened once they email out the notice to the applicant – in most cases the applicant is not local and needs some time to print, laminate and fix the signage around the site. The deadline for comments is 24th October.</p> <p>Outline Planning application from Miller Homes has also been submitted. A community action group has been formed but you are all encouraged to view the plans and comment as members of the public.</p> <p>At the end of the month I will be meeting again with Veolia regarding the salt mine storage. There are no significant issues to discuss, if anyone know differently please let me know; my meeting is 28th October.</p> <p>Finally, Wendy our clerk has completed her probation period with MPC and I am sure you will agree with me that she has been great at getting things done and organised and I am happy to report that Wendy is now our official parish clerk – my thanks to her for making my role a lot easier.</p>
17	Subcommittee Reports	<p>To receive reports from sub-committees or working groups</p> <ul style="list-style-type: none"> Environmental Working Group – meeting of 29th September 2021 <p>It was agreed that the objectives of the revised Environmental Policy should be used to support an argument against the CWaC proposed traffic calming scheme, which relies heavily on traffic cushions.</p> <p>Motion: To consider and approve the revised MPC Environmental Policy Proposed: Cllr Kershaw. Seconded: Cllr Marr. Resolved with all in favour</p>
18	Councillor Reports	<p>To receive reports from each Councillor (max 3-minutes each)</p> <ul style="list-style-type: none"> Cllr Harding <p>A welcome was extended to Cllr Marr at his first meeting. The new MPC website is available for review – comments have only been received to date from Cllr Capstick. If there are any issues, these should be made known before 19th Oct, after which the website will be made live. The external audit was completed by PKF Littlejohn, who then had to retract it due to mistakes made. A formal complaint will be</p>

		<p>made to SAAA</p> <ul style="list-style-type: none"> • Cllr Kershaw <p>The EWG met on 29th September and a revised Environmental Policy agreed. A ChALC training course was attended on "Meetings & Procedures".</p> <ul style="list-style-type: none"> • Cllr LeBreuilly <p>Comments had already been made regarding councillor conduct earlier in the meeting. Cllr LeBreuilly requested that an email be sent again by the Clerk regarding the Monitoring Officer.</p> <ul style="list-style-type: none"> • Cllr Marr <p>Cllr Marr thanked people for welcoming him to the Council and he looked forward to working with everybody. He was pleased to see people engaging with the community led campaign against the Miller Homes development, of which there was to be a meeting on 12th Oct. The campaign is also organising its own traffic survey, to take place on Friday 15th Oct at 7.30-9.30am and 3.30-6.30pm. This information would be used in comparison against that collected by Miller Homes, which was undertaken during a COVID lockdown in Nov 2020.</p>														
19	Data Protection	<p>Clerk to update the council regarding the FoI & GDPR requests received.</p> <p>1 new FoI request has been received in relation to housing development in the village. All previous FoI requests have been answered.</p> <p>Cllr Harding to present a report regarding a possible data breach of MPC data.</p> <p>In line with ICO guidance, an investigation was conducted about a potential breach of MPC data. A councillor has been referred to the ICO but the source of the data they claimed they had and would distribute was not MPC. Therefore, there are no further implications for MPC.</p>														
20	AOB	None														
21	Summary of Actions	It was agreed that this agenda item is no longer required.														
22	Next Meetings	<table border="1"> <tr> <td>Moulton Parish Council</td> <td>8th November 2021 at 7.30pm in Moulton School</td> </tr> <tr> <td>Finance Committee</td> <td>4th November 2021 at 7.30pm in Moulton School</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> <tr> <td>Planning Working Group</td> <td>TBC</td> </tr> <tr> <td>Env Working Group</td> <td>TBC</td> </tr> </table>	Moulton Parish Council	8 th November 2021 at 7.30pm in Moulton School	Finance Committee	4 th November 2021 at 7.30pm in Moulton School	Special Projects Committee	TBC	Moulton Playing Fields Trust	TBC	HR Subcommittee	TBC	Planning Working Group	TBC	Env Working Group	TBC
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The meeting ended at 9.22pm

Signed by Chair	
Name	Cllr Capstick
Date	