



Moulton Parish Council

<https://moultonpc.org.uk>

Minutes

Present: Cllr Capstick (Chair), Cllr Harding (Vice Chair and Acting Clerk), Cllr Boyle, Cllr Bush, Cllr Jennings, Cllr Kershaw (joined the meeting at 7.48pm), Cllr LeBreuilly.

Also present: Clerk to the Council (Wendy Maddock) and one member of the public.

The meeting commenced at 7.32pm

A one minute silence was held at the beginning of the meeting as a mark of the Council's respect following the death of His Royal Highness The Prince Philip, Duke of Edinburgh. The Council offered their condolences to Her Majesty The Queen and all members of The Royal Family.

1	<p>Apologies 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></p> <p>Apologies: None received</p>
2	<p>Declarations of Interest None</p>
3	<p>Public Forum</p> <p><i>Mr. Dan Marr introduced himself as one of the two candidates standing for election to the Moulton Parish Council on 6th May and confirmed his interest in the Council's agenda, with particular reference to the development of Regent Street Backs. A meeting pack was forwarded to Mr. Marr for information, with correspondence removed as appropriate.</i></p>
4	<p>PCSO Report</p> <p>The report, if received, will be circulated in advance of the meeting <i>Report received from PCSO Lee Robertson. Since the last report they have responded to a number of Anti-social behaviour reports including:</i></p> <ul style="list-style-type: none"><i>Loud Music from Car Park up on Road – Car Registration has been taken and patrols looking for car or any more reports to advise about the Music</i><i>Off Road Bikes being driven dangerously – Reports taken and patrols looking for any off road bike activity</i><i>Bricks / padlocks being thrown into back-garden and peering into property, from youths climbing trees in Park. PCSO has requested if any CCTV images from Park, but none available. Patrols will be done around the area in the upcoming weeks when the schools restarts.</i><i>Numerous Covid breaches from properties, patrols sent out and dispersed where possible.</i><i>Covid breaches on MUGA, patrols sent out and dispersed where possible.</i> <p><i>No reports of theft, burglary, vehicle/bicycle theft, or parking/highway disruptions. Speed enforcement was carried out on Jack Lane, with 6 offences captured and processed.</i></p>
5	<p>Minutes</p> <p>Motion: To note the minutes and any supplementary documents of the Parish Meeting on 8th March 2021 (circulated to members) as a correct record.</p> <p>Proposed: Cllr Capstick. Seconded: Cllr Jennings. Resolved</p>
6	<p>Clerk's Report</p>

	<p>Cllr Harding to present Clerks' Report</p> <ul style="list-style-type: none"> • The approved minutes and policies are now published on the website and on the noticeboard. • The final tranche of FoodHub grant will need to be spent and the council is awaiting direction on this. • Dog Stickers have been installed by CWaC on the ginnel and NCR 5 between Niddries Lane and top of Main Road. • Wendy Maddock starts with the council and has some IT including a new laptop, which is encrypted and fully set up to use. Outstanding items are: the cabinet and documents at Harvest Close / a printer & scanner. • Complaint is still ongoing with Scottish Power (discussed under section 7). • Highways have refused permission for the reuse of the lamppost – a new CCTV post will need to be installed at the ginnel way to Summerfield Drive. • Municipal Wi-Fi has been investigated (discussed under item 10). • The Union Flag has been repaired and is currently at half-staff. • Finance Committee meeting is required to discuss the VAT Return and Asset Register changes • Outstanding items: Expenses Form / Investigation of Motion of General Competence / Close payroll year with HMRC <p>Correspondence:</p> <ul style="list-style-type: none"> • Brown Shipley requested an updated correspondence address • Resident at the rear of Meadow Lane has written regarding back of Regent Street and children playing
7	<p>Administrative Matters</p> <ul style="list-style-type: none"> • Quotation from Quadriga for cleaning the War Memorial was discussed. <p>Motion: To agree the quotation for Quadriga for cleaning the War Memorial Proposed: Cllr Capstick. Seconded: Cllr Boyle. Resolved</p> <p>(Further discussion was had about a centenary celebration for the War Memorial with the possible participation of Moulton School).</p> <ul style="list-style-type: none"> • Discuss the quotes and reports received for the new Playground Inspection contract <p>Motion: To agree to appoint a new playground inspector Motion deferred to May meeting following circulation of example reports received from other PCs.</p> <ul style="list-style-type: none"> • Notes on Scottish Power <p>Active complaint ongoing with Scottish Power regarding changing of D/D. Cllr Harding suggested looking at changing suppliers and Cllr LeBreuilly requested a green energy supplier should be considered. To be added to May agenda.</p>
8	<p>Planning</p> <ul style="list-style-type: none"> • No planning applications have been received <p>One application was received after the agenda was published (1A School Lane); no objections raised.</p>
9	<p>Financial Matters</p> <ul style="list-style-type: none"> • Consider the income and expenditure received to date • Notes on the Internal Audit (JDH Business Services) – additional information now required but this is being progressed by Cllr. Harding. • Notes on the VAT Report due on April 30th 2021 • Notes on the Payroll service to CLIC • Notes on the end of the Payroll period for 2020/21 • Cllrs Harding and Capstick to detail the payments to be made and income received <ul style="list-style-type: none"> ◦ It was noted that CG Services need to submit itemised invoices as per contract ◦ Cllr Boyle highlighted that some payment items are made via personal credit card but the Acting Clerk detailed how this was preferable to having a Council credit card and that all expenditure is supported with appropriate invoices. <p>Motion: To accept the financial report Proposed: Cllr Capstick. Seconded: Cllr Jennings. Resolved</p> <p>Cllr Bush wished to have it noted that the audit reflects the excellent financial processes and management put in place by Moulton Parish Council.</p>

10	<p>Maintenance of Moulton Green Spaces</p> <ul style="list-style-type: none"> To discuss the possibility of public WiFi <i>Further consideration to be deferred pending progress on the CAT</i> To receive the consultation report, discuss the current MUGA lighting situation and when the timer will be reactivated. <p>60 responses received to the consultation regarding the floodlight timings. Responses were reviewed in two categories; all responses and those most impacted by the decision. It was agreed that the lights should be set to go off at 10pm in the winter and at 11pm in the summer. A sign is to be purchased (budget agreed at £250). Motion: To agree the timings and purchase of a sign. Proposed: Cllr Harding. Seconded: Cllr LeBreuilly. Resolved.</p> <p>Cllr Bush thanked Cllr Harding for his work in providing the consultation and commented on how wonderful it had been that so many people had responded. Additional lighting to be reviewed for the new path, using the CCTV pole.</p>
11	<p>Subcommittee Reports</p> <ul style="list-style-type: none"> No reports
12	<p>Regent Street Backs</p> <ul style="list-style-type: none"> Discussion on the current progress of the Regent Street Backs regeneration Waiting on legal documents from the providers legal team, but these are expected mid-late April. The planning application is ready to be submitted once these have been received, reviewed and signed. Residents impacted by the development (Regent St, Whitlow Lane, Main Rd and Meadow Lane) to be kept updated.
13	<p>Chairman Report</p> <ul style="list-style-type: none"> Cllr Capstick <p>The lifting of lockdown restrictions has begun and many businesses in the village are now re-opening. The Chair, on behalf of the Council, wished them every success in the future but also commented on the need to heed Government advice i.e. Hands, Face, Space. It is hoped that other services can also start to return including litter picking, councillor surgeries, the Youth Council and environmental groups. The CCTV project is scheduled, with the commencement of works w/c 20th April and completion due by the end of April. Thanks to Cllr Jennings and Cllr Hardy for sourcing providers. Following a meeting with CWaC Education Dept. it now seems very likely that MPC will be offered the canteen building. Interest has been expressed by the school in using the downstairs floor as a classroom but this is still to be confirmed. There will be a contested election on 6 May for the Council vacancy. The Chair welcomed the Clerk to her new role and confirmed that she will work a core hour each day, with the remainder of the hours made up at her discretion and as business needs require. Thanks were expressed to Cllr Harding for taking on the role of Acting Clerk and the immense work done in streamlining processes and providing support to the Council.</p>
14	<p>Councillor Reports (three minutes each)</p> <ul style="list-style-type: none"> Cllr Boyle <ul style="list-style-type: none"> Suggested a second Union Flag should be purchased. Cllr Bush <ul style="list-style-type: none"> Fantastic activity being undertaken around Weaver Road, which is being regularly used. Peter Lowndes has done some bush trimming and carried out some repairs but some weeding is also needed. Unable to get a response from CWaC re licensing of the planned Circus event in Summer. Cllr Harding <ul style="list-style-type: none"> Adjudication provided on two ACVs under the Localism Act; Verdin Club has been approved but the Methodist church was denied. Should the village run a "Best Garden" competition? To discuss in May. Chair and Vice-Chair tenures end in May Cllr Jennings <ul style="list-style-type: none"> Complaint re condition of kissing gate in the fields. This is responsibility of CWaC and needs reporting to PROW team. CCTV schedule is up and running. CCTV images were reviewed at the request of Andrew Perkin following an incident on Regent Street but there was nothing relevant. The gardening contract is signed.

	<ul style="list-style-type: none"> • Cllr Kershaw <ul style="list-style-type: none"> ◦ The wildflower verge in the playing field (where the dog bin and lamp post are situated) is being walked on. Requested that CG Services do not mow this area and Cllr Bush suggested that a map should be marked up to define it properly. Cllr Capstick to source wooden signs from Dave Woodcocks. ◦ The Council notice board needs to be updated. • Cllr LeBreuilly <ul style="list-style-type: none"> ◦ Welcomed the new Clerk to the Council. 										
15	Data Protection										
	<ul style="list-style-type: none"> • Cllr Harding to update the council to the FoIA and GDPR requests received No requests received.										
16	AOB No AOB.										
17	Summary of Actions <i>Time Allocated: 5 minutes</i>										
18	Note the currently scheduled dates of the next meetings										
	<table border="1"> <tr> <td>Moulton Parish Council</td> <td><i>Monday 17th May 2021 at 19:30 at The Church Hall, Main Road Moulton</i></td> </tr> <tr> <td>Finance Committee</td> <td><i>None scheduled</i></td> </tr> <tr> <td>Special Projects Committee</td> <td><i>None scheduled</i></td> </tr> <tr> <td>Moulton Playing Fields Trust</td> <td><i>TBC</i></td> </tr> <tr> <td>HR Subcommittee</td> <td><i>None scheduled</i></td> </tr> </table>	Moulton Parish Council	<i>Monday 17th May 2021 at 19:30 at The Church Hall, Main Road Moulton</i>	Finance Committee	<i>None scheduled</i>	Special Projects Committee	<i>None scheduled</i>	Moulton Playing Fields Trust	<i>TBC</i>	HR Subcommittee	<i>None scheduled</i>
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The meeting was closed at 8.38pm.

Part B

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

B1	Update on Clerking Situation <i>Time Allocated: 15 minutes</i>
B2	Update on Regent Street Backs <i>Time Allocated: 15 minutes</i>