



Moulton Parish Council

<https://moultonpc.org.uk>

MINUTES

Present: Cllr Capstick (Chair), Cllr Harding (Vice Chair), Cllr Bush, Cllr Jennings, Cllr Kershaw, Cllr LeBreuilly, Cllr Smith

Also present: Clerk to the Council (Wendy Maddock), PCSO Lee Robertson and four members of the public.

The meeting commenced at 7.30pm

PART A1: Annual Meeting

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| 1 | Election of Chair 2021/2022 To elect the Chair for 2021/202 and for the elected Chair to sign the Declaration of Acceptance of Office <i>Cllr Capstick was elected as Chair for 2021/2022</i> Motion: To elect the Chair for 2021/22 Proposed: Cllr Jennings. Seconded: Cllr Kershaw. Resolved (four in favour and one abstention) |
| 2 | Election of Vice-Chair 2021/2022 To elect the Vice Chair for 2021/202 and for the elected Vice Chair to sign the Declaration of Acceptance of Office <i>Cllr Harding was elected as Vice Chair for 2021/2022</i> Motion: To elect the Vice-Chair for 2021/22 Proposed: Cllr Jennings. Seconded: Cllr Kershaw. Resolved (four in favour and one abstention) |
| 3 | Membership of Committees and Working Party Groups for 2021/2022 <ul style="list-style-type: none">To elect the members of Planning Committee, Finance Committee, Special Projects Committee, Environmental Working Group, HR Committee <i>Planning Committee: Cllr Capstick, Cllr Jennings, Cllr Harding, Cllr Smith</i> <i>Finance Committee: Clerk, Cllr Capstick, Cllr Jennings, Cllr Harding</i> <i>Special Projects Committee: Clerk, Cllr Capstick, Cllr Bush, Cllr Kershaw, Cllr Jennings, Cllr Smith</i> <i>Environmental Working Group: Cllr Bush, Cllr Kershaw</i> <i>HR Committee: Cllr Bush, Cllr Kershaw, Cllr LeBreuilly</i> Motion: To elect the members of the Committees and Working Party Groups for 2021/2022 Proposed: Cllr Capstick. Seconded: Cllr Harding. ResolvedTo appoint representatives to outside bodies. <i>It was agreed that Cllr Capstick would continue to be the MPC representative to the Veolia Liaison Group</i> Motion: To appoint the representatives to outside bodies ResolvedTo agree clerk expenditure <i>The Clerk's expenditure was set at £300</i> Motion: To agree the mandate for clerk expenditure Proposed: Cllr Capstick. Seconded: Cllr Harding. Resolved |

PART A2: Parish Council Meeting

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| 4 | Apologies: Cllr. Sophie Dillon and Cllr Mark Boyle Motion: The council accepts the apologies listed and approves the absences for the council members Proposed: Cllr Harding. Seconded: Cllr Bush. Resolved |
| 5 | Declarations of Interest <i>None</i> |
| 6 | Public Forum <ul style="list-style-type: none"><i>A member of the public raised concerns about how councillors use social media even when in a private</i> |

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| | <p>capacity. The council agreed to review its Communications and Social Media Policy at its meeting in June.</p> <ul style="list-style-type: none"> A member of the public raised concerns about the amount of dog-poo around the village. Cllrs Capstick and Kershaw discussed starting the pink-poo campaign again, although this requires volunteers. PCSO Robertson to be informed of areas where there are particular problems. |
| 7 | <p>PCSO Report</p> <ul style="list-style-type: none"> Update delivered by PCSO Lee Robertson <p><i>Anti-social behaviour: Member of Public being drunk and throwing a knife in public – patrols sent and offence processed, Eggs and items being thrown at an address along with antagonising behaviour – victims address attended by PCSO and spoken to and reassured, situation monitored. No reports received for theft (including shoplifting), burglary or vehicle/bicycle theft. Parking/Highway disruption: Van parked on footpath – causing an obstruction to people using wheelchairs and pushchairs – PCSO attended and spoke to owner and the van was moved within 30mins. Speed Enforcement on Jack Lane (30MPH) – 1 offence and processed. Patrols have been requested by Moulton School. A number of issues have been dealt with regarding the Playing Field, including youths climbing trees, a gap in the hedging being used by youths, which might need to be closed, and a noise issue being raised associated with the play benches.</i></p> <p><i>Cllr. Harding asked if there had been incidents involving the MUGA and PCSO Robertson confirmed there had been no anti-social behaviour issues or complaints..</i></p> |
| 8 | <p>Minutes</p> <p>Motion: To note the minutes and any supplementary documents of the Parish Meeting on 12th April 2021 (circulated to members) as a correct record. Proposed: Cllr Capstick. Seconded: Cllr Bush. Resolved</p> |
| 9 | <p>Clerk's Report</p> <p>Mrs Wendy Maddock to present Clerk's Report (summarised from full report)</p> <ul style="list-style-type: none"> Complaint re lighting change on the MUGA. Attended CWaC Planning Update Followed up re information provided by Cllr Jennings about Public Rights of Way in the village. Attended CWaC Traffic Calming in Moulton meeting Responded to resident query regarding refund of garage deposit (uncashed cheques from 2019/2020). Follow up actions taken to resolve all o/s actions. Changed correspondence details with ICO Confirmed meeting date for Annual Parish Meeting and prepared draft agenda. Attended Brown Shipley meeting (with Cllrs Capstick and Harding). Updated correspondence address for all MPFT matters. Updated public notices regarding election results. Provided new Councillor Information Pack to Cllr Robin Smith. Reviewed "General Conditions of Hire for Open Spaces" form provided to Cllr Bush by Kelsall Council for use with the Circus event in July. Updated the form for use by MPC. Updated additional "Application Form". Confirmed acceptance of quote and works with Quadriga for the cleaning of the War Memorial. |
| 10 | <p>Administrative Matters</p> <p>a) Discuss the quotes and reports received for the new Playground Inspection contract It was agreed that Morral Play Services would be appointed as the new Playground Inspector Motion: To agree to appoint a new playground inspector Proposed: Cllr Capstick. Seconded: Cllr Kershaw. Resolved</p> <p>b) To discuss training requirements for Councillors and the Clerk (see ChALC training schedule) The Clerk's proposed training was discussed and agreed, although Cllr Harding recommended that "Introduction to VAT" should also be added. Training required by Councillors should be managed via the Clerk. The Clerk will circulate the Training matrix for information. Motion: To agree suitable training and expenditure Proposed: Cllr Harding. Seconded: Cllr Capstick. Resolved</p> |
| 11 | <p>Community Grants</p> <ul style="list-style-type: none"> Cllr Capstick to present reintroduction of community grants for non capital community projects. <p>It was agreed that a sum of £4000 would be set aside to fund Community Grants of up to £300 for organisations within the village. Cllr Smith suggested that children and youth groups should be the targeted recipients for these grants. The Finance Committee would be responsible for managing the grants. Motion: To agree a sum of money to be set aside for community grants.</p> |

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| | Proposed: Cllr Capstick. Seconded: Cllr LeBreuilly. Resolved |
| 12 | <p>Planning</p> <ul style="list-style-type: none"> • Planning Consultation 21/01675/FUL - 21 Lodge Drive <ul style="list-style-type: none"> ◦ No comments or objections • Planning Consultation 21/01688/FUL - 8 Chapel Lane (planning docs attached as notification received after Meeting Pack circulated) <ul style="list-style-type: none"> ◦ No comments or objections |
| 13 | <p>Financial Matters</p> <p>a) Consider the income and expenditure received to date b) Accept the 2020/21 AGAR statement Finance Committee meeting to be confirmed to review expenditure to date. Cllr Capstick expressed thanks for the hard work done by Cllr Harding in preparing the audit. The conclusions of the AGAR report were read out. Motion: To accept the financial report Proposed: Cllr Kershaw. Seconded: Cllr Capstick. Resolved</p> <p>c) Cllr Capstick to provide an update on the Community Asset Transfer of Moulton School Canteen A quote for preparation of drawings has been obtained from Moulton-based architects Cameron Wilson Projects Services. Additional quotes are to be obtained to ensure value for money and this item will be discussed again at the next meeting. Motion: To approve the expenditure of the planning application Motion not voted on pending additional quotes.</p> <p>d) To discuss and approve proposed purchases The Environmental WG will consider an appropriate specification of planter and whether to purchase or have constructed by MPC's handy-person. A budget of £300 was agreed. Alternative bins and costs are to be looked at: 2 are required on MPF and 1 at Weaver Road. The bins should be bigger than the current ones in place and possibly have the MPC emblem. A budget of £570 was agreed. Motion: To agree purchases Proposed: Cllr Capstick. Seconded: Cllr Harding. Resolved</p> <p>e) To discuss and agree replacement of play equipment The quote provided by Massey & Harris was accepted. Motion: To agree purchases Proposed: Cllr Capstick. Seconded: Cllr LeBreuilly. Resolved</p> <p>f) Cllr Harding to comment on the Scottish Power complaint An ex-gratia payment of £100 has been received in full settlement of the complaint.</p> <p>g) Cllrs Harding and Capstick to comment on the MPFT Investment Fund The fund has increased by 8% between the period of Jan 2020 to May 2021. It was discussed whether MPFT should be cross-charged for the supply of the bins and planter.</p> <p>h) Cllrs Harding and Capstick to comment on the Traffic Calming Measures proposed to Moulton Discussions are ongoing with CWaC re the S106 money earmarked for traffic calming. Cllr LeBreuilly asked that some control is applied around the use of speed bumps, which can be intrusive to residents. PCSO Robertson suggested implementing a voluntary community speed enforcement programme and this will be discussed in the June meeting.</p> |
| 14 | <p>Maintenance of Moulton Green Spaces</p> <ul style="list-style-type: none"> • To provide an update on C G Services Invoicing It was agreed that the April invoice would be paid but CG Services would again be requested to provide invoices as per work carried out and also for monitoring to be introduced as per the contract. Proposed: Cllr Capstick. Seconded: Cllr Jennings. Resolved • To provide an update on allotments Land still needs to be identified that can be used for allotments. Ownership of the land next to Niddries Lane will be investigated. |
| 15 | <p>Best Kept Village Garden</p> <ul style="list-style-type: none"> • To discuss and agree running a Best Kept Garden competition |

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| | This item was deferred to the June meeting. |
| 16 | <p>Jamestown Circus</p> <ul style="list-style-type: none"> • Cllr Bush to provide an update on the Circus event <p>The circus event has been confirmed for 29 July – 01 Aug. An event and conditions of hire form will be provided for Jamestown to comply with and a £250 donation is to be requested. CWaC has confirmed that no licence is required for the event.</p> |
| 17 | <p>Subcommittee Reports</p> <ul style="list-style-type: none"> • MPFT Update provided in Finance. • HR Committee – to discuss councillor induction and staff HR packs and to agree an HR sub-committee meeting if appropriate <p>Best practice to be investigated with other councils and feedback provided in June.</p> |
| 18 | <p>Chairman Report</p> <p>Chairman's report from Cllr Capstick:</p> <ul style="list-style-type: none"> • The contract for Regent Street Backs has been agreed. • Thanks were expressed to Cllr Bush for the work done in organising the circus event. • A community litter pick was carried out in May and the next one will be on 13th June, with subsequent ones to be on the 2nd Sunday of the month. • Attended a meeting with Veolia on 12th May – goodwill payments are now available for use within the community and it was suggested that this should be considered by the Environmental Committee. • The Youth Council is now being actively looked at again and will be progressed by Cllr Dillon • The re-routing of FP9 is being looked at and Ward Councillors are to be asked to make a contribution towards planning costs. |
| 19 | <p>Councillor Reports (three minutes each)</p> <ul style="list-style-type: none"> • Cllr Bush Weaver Road Play Area is being kept very tidy by the Council's Handyman and the gate closure is now working well. A bookstore would be a good addition in the village and this will be investigated. Running a Hallowe'en event for children should be considered and possible funding from the police will be investigated. Overgrown bushes near Weaver Road Play Area. Brick Kiln Lane is still incorrectly signposted and this needs flagging again with CWaC/Unitary Authority councillors. • Cllr Harding <i>Cllr Smith needs to arrange to meet Cllr Harding to set up his accounts. The Nextcloud server has been patched and updated to the a newer version after the v17 tree left maintenance support. There is a new feature called "Group Folders" and "Nextcloud Hub" which will be investigated. There is a long-term requirement to potentially rebuild the server after the base Operating System, CentOS, is being phased out by Red Hat. The new website will be ready for next month for review, and I will be bringing my camera to get new pictures of everyone.</i> • Cllr Jennings Concerns raised about land behind Eaton View – drugs paraphernalia and littering apparent. This will be forwarded to the PCSO and a letter sent to Renew Land for action. A sign reading "Danger Deep Water" has been put up by Bovis, but it also needs some safety fencing erected. • Cllr Kershaw To attend an on-line session on wildflower management on 27th May • Cllr Smith Thanked the Clerk for providing information following election to the Council and also for making sure that meeting information was provided. Cllr Smith is looking forward to working hard for MPC. |
| 20 | <p>Data Protection</p> <ul style="list-style-type: none"> • Clerk to update the council to the FoIA and GDPR requests received <p>None received</p> |
| 21 | <p>AOB</p> <ul style="list-style-type: none"> • A request has been received to park a caravan on the MPF car park for 1-hour in June for servicing – no objections raised. • Cllr Jennings asked Cllr Smith about a threat he (Cllr Smith) previously made regarding a private prosecution against him (Cllr Jennings). The reasons for this potential prosecution were never actually specified at any time and so in the interests of a working relationship going forward Cllr Jennings asked "is this intent to prosecute still live?" Cllr Smith replied "that as long as there was never any repeat, then no". Cllr Smith made no clarification as to what he meant by "never any repeat" of unspecified reasons to prosecute. Cllr Jennings considers the matter now closed. |

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| | <ul style="list-style-type: none"> • Cllr Smith raised a question about the number of times that Cllr Dillon has missed council meetings, stating that Cllr Dillon has failed to attend nine meetings. The Chair confirmed that appropriate apologies for absence had been received from Cllr Dillon and that these had been duly accepted by the Council. The Chair recognised the rule that "If you fail to attend any meetings for six months, you will automatically cease to be a councillor unless the council approved your reason for absence before the end of the six month period". As approval had been given, proper procedures have been followed and no action is required. | | | | | | | | | | | | |
| 22 | Summary of Actions A summary of actions was circulated to all Councillors on 20 th May. | | | | | | | | | | | | |
| 24 | Note the currently scheduled dates of the next meetings | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Moulton Parish Council</td> <td>14th June 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> <tr> <td>Planning Committee</td> <td>TBC</td> </tr> </table> | Moulton Parish Council | 14 th June 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 | Planning Committee | TBC |
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| Planning Committee | TBC | | | | | | | | | | | | |

Part B

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

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| B1 | Administrative issues and actions | <i>Time Allocated: 15 minutes</i> |
| B2 | AOB | <i>Time Allocated: 15 minutes</i> |

Part B was deferred.

The meeting was closed at 9.55pm.