



Moulton Parish Council

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MINUTES

Minutes of an ordinary meeting of Moulton Parish Council held on
Monday 11th April 2022 at 19:30

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

In the absence of the Clerk, minutes were taken by Cllr Harding and also recorded

The meeting started at 7.33pm

1	Apologies	Cllr LeBreuilly (due to work commitments), Cllr Marr (due to illness) Clerk – Mrs W Maddock (attending a family funeral)
2	Declarations of Interest	Cllr Kershaw declared an interest regarding Regent Street
3	Public Forum	No members of the public were present at the meeting.
4	PCSO Report	<p>The PCSO was unable to attend the meeting, but a report was provided afterwards and has been included here for information.</p> <p>ASB</p> <ul style="list-style-type: none"> • Report of dangerous dogs not on leash <ul style="list-style-type: none"> ◦ <i>PCSO to call round and look into this and advise if necessary</i> • Report of Males banging on door, trying to gain access into a property. Males had left but caller thought they were still in area. <ul style="list-style-type: none"> ◦ <i>Patrol sent out and search made no trace of males, PCSO to call round for reassurance</i> • Couple of incidents at one address in regards to threats, attacks. <ul style="list-style-type: none"> ◦ <i>Patrols sent out and male arrested</i> <p>THEFT – None Reported BURGLARY - None Reported VEHICLE / BICYCLE THEFT – None Reported PARKING / HIGHWAY DISRUPTION – None Reported SPEEDING – To be restarted in next couple of weeks FRAUD – None Reported RESIDENTS VOICE ISSUE</p> <ul style="list-style-type: none"> • Speeding and Parking <ul style="list-style-type: none"> ◦ <i>PCSO will be focusing on this over the next couple of months as seen on DAVENHAM / MOULTON FACEBOOK GROUP</i> <p>POLICE SURGERY – 27th April @ Church Hall (Crows Nest) 11am GOING FORWARD</p> <ul style="list-style-type: none"> • Bike Marking event will be held at KINGSMEAD PRIMARY on 21st April @ 2pm for all residents in the DAVENHAM MOULTON on area, please can communicate to residents and more info will be on social media channels soon
5	Minutes	<p>Motion: To note the minutes and any supplementary documents of the MPC meeting held on 14th March 2022 (circulated to members) as a correct record.</p> <p>Proposed by Cllr Jennings. Seconded by Cllr Harding. Resolved.</p>
6	Financial Matters	<p>a) To consider the payments to be made in the period between 01.04.22 to 30.04.22 A query was raised by Cllr Harding regarding an invoice for “Home Brew and Wine Making”, It was confirmed that this was to purchase rubber bungs to be used as a possible repair solution for play equipment.</p> <p>Motion: To approve payments to be made in April 2022 Proposed by Cllr Capstick. Seconded by Cllr Boyle. Resolved.</p>

		<p>b) To receive an updated expenditure report for March 2022, to include the payment made to CWaC for election costs.</p> <p>Motion: To approve the revised payment report for March 2022. Proposed by Cllr Capstick. Seconded by Cllr Jennings. Resolved.</p> <p>c) To consider the financial reports for YTD The following reports were presented for approval:</p> <ul style="list-style-type: none"> • Direct Plus Receipts & Payments Summary • Direct Plus Bank Statement No. 354 (31.03.22) • Direct Plus Cashbook Receipts & Payments (all payments and receipts for financial year 2021-22) • Instant Access Receipts & Payments Summary • Instant Access Bank Statement No. 100 (04.04.22) <p>Motion: To accept the financial reports as presented Proposed by Cllr Harding. Seconded by Cllr Capstick. Resolved.</p> <p>d) To consider a salary increase for the handy-person in line with the recent NJC pay award. After a discussion, it was agreed to defer this motion until the next meeting at which, the Clerk would provide a summary of the monthly time sheets submitted by the handy-person for review.</p> <p>Motion: To approve a new rate of pay applicable from 1st April 2022 Motion deferred until May.</p> <p>e) To note the further increase in monthly payments to Scottish Power as per latest bills. The new direct debits from May were noted (£78/month for the MUGA and £31/month for the cenotaph). It was confirmed that an instruction has been given for the replacement of the bulbs at the cenotaph with LED bulbs and also that alternative suppliers are being researched.</p>
7	Council Policy Review	<p>To review and amend as necessary the following Council policies:</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations <p>It was proposed by Cllr Harding that MPC should consider adopting the NALC model Standing Orders. This will be reviewed as a motion in the next meeting. Both policies would be reviewed with regard to the use of on-line meetings (as previously this had been allowed during the pandemic) but it was confirmed that only working group meetings would be able to meet in this way currently.</p>
8	Planning	<p>To note planning applications received since 14th March 2022</p> <p>a) Garages at Rear of Regent Street It was confirmed that the latest application (Rev S) meets all recent CWaC stipulations and that the date for comments to be returned was 30th March.</p> <p>b) 35 Niddries Lane No comment to be submitted by MPC.</p>
9	Maintenance of Moulton Green Spaces	<p>a) To consider quotes for the removal of moss from the Moulton Playing Field play areas and around the cenotaph. Quotes were requested from NorthHort Ltd, Countrywide and Northwich Town Council, although NTC did not provide a quote despite being chased up. The NorthHort quote was slightly cheaper and the Council also agreed that they were very pleased with the performance demonstrated by them with the gardening contract. It was therefore agreed to accept the quote from NorthHort Ltd at a cost of £1093 (plus VAT).</p> <p>Motion: To approve a contractor and the expenditure for carrying out moss removal. Proposed by Cllr Capstick. Seconded by Cllr Harding. Resolved</p> <p>b) To consider the offer from a Moulton resident to donate an apple tree to the Parish Council and to consider where it might be planted. It was agreed that the tree could be planted in a verge close to the cenotaph. The Clerk will write to accept the donation of the tree.</p> <p>c) To discuss possible remedial works for the uneven path at MPF and to consider an action plan.</p>

		It was agreed that further investigations would be carried out to confirm the best course of action. A sample quote has been received from Countrywide to carry out a root survey and this would be undertaken as an initial step.
10	Queen's Platinum Jubilee	<p>a) To provide an update on actions completed and/or outstanding The Jubilee Celebration will consist of a "Party in the Park", which will include 2x local bands, a bar provided by The Verdin, a possible Prosecco/Gin bar, a fish & chip van and a grilled sandwich van. People will be asked to dress in red, white and blue and to bring their own picnics. It will take place on 4th June from mid-day until 19:00. There will also be a village treasure hunt and the cenotaph will be lit up in red, white and blue.</p> <p>b) To consider the purchase of a suitable plaque for the Jubilee tree – see RBLI example. A suitable plaque will be sourced, although it was agreed that it should be mounted on a post so as not to be a trip hazard.</p> <p>Motion: To agree the purchase of a plaque The motion was deferred pending the sourcing of a suitable sign</p>
11	ChALC Annual Meetings Motion	To receive the guidance from ChALC regarding the submission of motions for its annual meeting and to consider if MPC wishes to submit a motion. It was noted that MPC does not have any motions at this time to be submitted to ChALC.
12	NALC Letter to Smaller Councils	To note the "Letter to Smaller Councils" and consider any response.
13	Clerk's Report & Correspondence	<p>The Clerk's Report and correspondence was circulated to all Councillors as part of the meeting pack. The full report can be obtained by contacting the Clerk as follows: clerk@moultonpc.org.uk or by tel. (07908 031367).</p> <p>The discussions/actions (not noted elsewhere in the minutes) were:</p> <ul style="list-style-type: none"> • It was noted that the new gardening contractor (NorthHort Ltd) has provided a full schedule of visit dates and supplies photographs of completed work. It was therefore agreed that routine monitoring (as previously carried out) would be continued for the first 3-months of the contract, but will be discontinued if no issues are identified. The councillors also noted they were very pleased with the performance of the new contractor. • Attendance records for meetings will continue as an ongoing measure of transparency • The correspondence received was noted and briefly discussed.
14	Chair's Report	<p>Thanks to those members of the community who attended our litter pick yesterday and collected about 10 bags of litter. The next litter pick will be on Sunday 8th May. My thanks also to The Crow's Nest for supporting our hard work with a free drink.</p> <p>You may be aware that our neighbouring council, Bostock, has asked CWaC for a review. We will watch this closely as the outcome of this review will need to be thought about as it's results may have implications for Moulton Parish Council.</p> <p>The councillor vacancies we currently have are now open for co-option as no election has been called. I would urge anyone in the community who is community spirited, and can contribute to ensuring that our community remains a nice place to live, to come forward; either by contacting the Clerk, with an expression of interest or speaking to a council member if they wish to get further information.</p> <p>This is my last Parish Council meeting as Chair for 2021/2022 and I would like to thank you all for your hard work and support. It is a shame that so many projects I would have liked to have seen completed are still marching on but I stay positive that these will come to a successful conclusion.</p> <p>As an addendum to the report, the Chair further raised the issue of the tall trees on Regent Street Backs and confirmed that discussions are being held with Jigsaw for their possible removal. A quote has been sought from NorthHort for approval.</p>
15	Subcommittee Reports	<p>To receive reports from sub-committees or working groups</p> <p>a) Special Projects Committee – 30th March 2022 The Special Projects Committee has formalised the process for the Community Citizen Award and a summary briefing was provided. The costs for the awards were confirmed (£100 for a shield and £20 for a memento).</p> <p>Motion: To accept the recommendations of the SPC for the implementation of a Community Citizen Award</p>

		<p>Proposed by Cllr Capstick. Seconded by Cllr Kershaw. Resolved.</p> <p>b) Finance Committee – 7th April 2022 Motion: To approve any recommendations from the Finance Committee There were no recommendations from the Finance Committee meeting that needed approval (Note: this item was only added to the Full Council agenda as a precaution, as the agenda needed to be published ahead of the Finance Committee meeting taking place).</p>	
16	Councillor Reports	<ul style="list-style-type: none"> • Cllr Boyle A complaint has been raised by a resident about the amount of litter between the houses on Regent Street and Church Street. The problem was discussed and it was agreed to write to CWaC to see if a solution can be found. Cllr Boyle also congratulated Alex Ehlen for completing her “7 in 7” marathon challenge and commented on the fantastic community support shown. A query was raised about the PC newsletter starting again and Cllr Harding agreed to publish something by the end of the month. • Cllr Harding There is work required to upgrade NextCloud, which will be communicated to all councillors prior to being done, in case it causes any issues. Cllr Harding was thanked for the work he does maintaining the Parish Council's IT systems. • Cllr Jennings Cllr Jennings confirmed that he had received a bottle of whiskey from NorthHort Ltd. It was also noted that a complaint had been received about too many dogs on MPF “doing their business”. There is a covenant that says dogs are allowed on MPF as long as they are on a lead and there is a sign in the park clearly indicating this requirement. This will be highlighted in the newsletter and also posted on the MPC website. • Cllr Kershaw The wildflower area is planned to be sown by the end of the month and a discussion was held about suitable fencing to be used to protect the area. It was also discussed that a grant could be applied for from Coveris and Cllr Capstick is to follow this up. 	
17	Meetings in 2022-2023	<p>a) To confirm the date of the Annual Meeting of the Parish Council Monday 9th May 2022 at 7.30pm (prior to the Full Council meeting)</p> <p>b) To confirm the date of the Annual Parish Meeting Monday 16th May 2022 at 7.30pm in the school hall</p> <p>c) To confirm meeting dates for 2022-2023 The second Monday of the month – to be confirmed after the Annual Meeting of the Parish Council</p>	
18	Data Protection	<p>Clerk to update the council regarding any FoI and GDPR requests received. No FoI requests have been received.</p>	
19	AOB	<p>Items to be placed on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Minutes of the EWG meeting • A motion for the purchase of fencing and signage for the wildflower area • The review of Standing Orders and Financial Regulations 	
20	Next Meetings	Annual Meeting of the Parish Council	Monday 9 th May 2022 at 7.30pm in Moulton School
		Ordinary Meeting of Moulton Parish Council	Monday 9 th May 2022 to follow after the Annual Meeting in Moulton School
		Annual Parish Meeting	Monday 16 th May 2022 at 7.30pm in Moulton School

The meeting closed at 8.55 pm