



Moulton Parish Council

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MINUTES

Minutes of the Annual Meeting of Moulton Parish Council held on
Monday 9th May 2022

Present: Cllr Boyle, Cllr Capstick, Cllr Harding, Cllr Jennings, Cllr Kershaw, Cllr Marr, Cllr LeBreuilly

Also present: Mrs W Maddock (Clerk), Cllr Helen Weltman (CWaC) and two members of the public

The meeting started at 7.30pm

PART A1: Annual Meeting of Moulton Parish Council

1	<p>Election of Chair 2022/2023</p> <ul style="list-style-type: none"> To elect the Chair of Moulton Parish Council to serve until the Annual Meeting in May 2023 To receive the Declaration of Acceptance of Office for the Chair <p>Cllr Capstick was elected as the Chair and duly signed the Declaration of Acceptance of Office</p> <p>Motion: To elect the Chair for 2022/23 Proposed by: Cllr Kershaw. Seconded by Cllr LeBreuilly. Resolved</p>
2	<p>Election of Vice-Chair 2022/2023</p> <ul style="list-style-type: none"> To elect the Vice Chair of Moulton Parish Council to serve until the Annual Meeting in May 2023 To receive the Declaration of Acceptance of Office for the Vice Chair <p>Cllr Harding was elected as the Vice Chair and duly signed the Declaration of Acceptance of Office</p> <p>Motion: To elect the Vice-Chair for 2022/23 Proposed by: Cllr Capstick. Seconded by Cllr Kershaw. Resolved</p>
3	<p>Membership of Committees, Working Party Groups and Representatives to Outside Bodies for 2022/2023</p> <ul style="list-style-type: none"> The following members were elected to the sub-committees: <ul style="list-style-type: none"> Finance Committee – Cllrs Capstick, Harding, Jennings, Marr Special Projects Committee – Cllrs Capstick, Harding, Jennings, Kershaw, Marr HR Committee – Cllrs Kershaw, LeBreuilly To consider any other committees required and to elect members as appropriate. <ul style="list-style-type: none"> There were no other committees identified as being required. <p>Motion: To elect the members of the MPC Committees for 2022/2023 Proposed by: Cllr Capstick. Seconded by Cllr Harding. Resolved</p> <ul style="list-style-type: none"> The following members were elected to the working groups: <ul style="list-style-type: none"> Planning Working Group – Cllrs Capstick, Harding, Jennings, Marr Environmental Working Group – Cllrs Kershaw, Marr, LeBreuilly To consider any other working groups required and to elect members as appropriate. <ul style="list-style-type: none"> There were no other working groups identified as being required. <p>Motion: To elect the members of the MPC Working Groups for 2022/2023 Proposed by: Cllr Capstick. Seconded by Cllr Harding. Resolved</p> <ul style="list-style-type: none"> To appoint representatives to outside bodies. <ul style="list-style-type: none"> Cllr Jennings was appointed as the MPC representative to the Veolia Liaison Group <p>Motion: To appoint the representatives to outside bodies for 2022/2023 Proposed by: Cllr Capstick. Seconded by Cllr Harding. Resolved</p>

4	<p>Finance</p> <ul style="list-style-type: none"> • Subscriptions – to note the following annual subscriptions <ul style="list-style-type: none"> ▪ ChALC - £664.20 (approved for payment in April 2022) ▪ SLCC - £171 ▪ ICO - £35pa • Direct Debits – to note the following direct debits that will continue into 2022/2023 <ul style="list-style-type: none"> ▪ Scottish Power – variable depending on usage and price fluctuations • To receive a report from Brown Shipley on the Moulton Children's Playing Field Trust <p>The subscriptions and direct debits were noted and confirmed for 2022/2023. The report from Brown Shipley confirmed a trust income of £2876.52 for the previous financial year. It was agreed that a meeting would be arranged with MPFT's advisor to review the investment in more detail. It was also suggested that the potential for "greener" investments should be investigated. This would be discussed by the Finance Committee at their next meeting in July and recommendations presented to Full Council if any changes were required.</p>
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PART A2: Ordinary Meeting of Moulton Parish Council

5	<p>Apologies</p> <p>All councillors were present</p>
6	<p>Declarations of Interest</p> <p>Cllr Marr declared an interest in agenda item 14(b)</p>
7	<p>Public Forum</p> <p>Cllr Weltman confirmed that the planning officer dealing with the Regent Street Backs development planning application is currently absent from work due to illness, but that the application cannot be reallocated to another officer due to staffing issues.</p>
8	<p>PCSO Report</p> <p>The PCSO was not in attendance at the meeting, but the following report was provided:</p> <p>ASB</p> <ul style="list-style-type: none"> • Report of 2 youths knocking on a door and asking for money – No money was given to the youths and no access gained to the property. Youths were given food instead. There have been no other reports of this. Intel logged. PCSO completed a reassurance visit. • Report of a large group of males leaving The Lion after the football had finished, shouting and disturbing residents. A patrol was sent out, a search made, but no trace • Report of youths kicking a parked car and flattening a newly erected tree. Issue with CCTV, unsure if it has been sent on email as can't find it. Awaiting for it to be sent or placed on USB <p>THEFT – None Reported BURGLARY – None Reported VEHICLE / BICYCLE THEFT – None Reported PARKING / HIGHWAY DISRUPTION – None Reported SPEEDING – To be restarted in the next couple of weeks, due to speeding being main issue from Resident Voice – Speeding on Main Road, Jack Lane FRAUD – We ask people NOT to pay for jobs ahead of them being completed. There has been an issue with one resident paying for work and its hasn't been done and can't get in touch with the worker. RESIDENTS VOICE ISSUE – Speeding and Parking. The PCSO will be focusing on this over the next couple of months as seen on DAVENHAM / MOULTON FACEBOOK GROUP POLICE SURGERY – May 30th Crows Nest at 11.00am GOING FORWARD – Coffee Mornings in schools to alert parents of social media age restrictions, as getting reports from schools that children as young as Year 2 are posting pictures and videos on social media sites</p>
9	<p>Minutes</p> <p>Motion: To note the minutes and any supplementary documents of the MPC meeting held on 11th April 2022 (circulated to members) as a correct record. Proposed by: Cllr Jennings. Seconded by Cllr Capstick. Resolved</p>
10	<p>Financial Matters</p> <p>a) To consider the payments to be made in the period 01.05.22 to 31.05.22 Motion: To approve payments to be made in May 2022 Proposed by Cllr Capstick. Seconded by Cllr Jennings. Resolved.</p>

	<p>The Chair moved a motion without notice to use £35 from the Chair's Allowance; to provide a gift as thanks for the work done free of charge to instal the Jubilee bench. Proposed by: Cllr Capstick. Seconded by Cllr Boyle. Resolved.</p> <p>b) To consider the financial reports for YTD The following reports for the period to 31.04.2022 were provided for review – Cashbook summary, Bank Statement, Summary Receipts and Payments, Preview of VAT Submission. It was noted that the precept of £45,500 had been received on 8th April. Motion: To accept the financial reports as presented Proposed by: Cllr Marr. Seconded by Cllr Harding. Resolved</p> <p>c) To consider a salary increase for the handy-person in line with the recent NJC pay award (this was carried over from the 2022-04 meeting pending a review of time sheets) After reviewing the time sheets provided, it was discussed whether the handy-person's contract should be annualised. It was further agreed that any wage increases agreed through the NJC pay award should not be used as a comparator. Cllr Capstick proposed an amendment to the motion. Motion: To approve a new rate of pay applicable from 1st April 2022 – this motion was not voted on, but was amended as follows: Motion: To approve a review of the handy-person's contract by the HR committee Proposed by: Cllr Capstick. Seconded by Cllr Marr. Resolved.</p> <p>d) Motion: To approve JDH as the internal auditor Proposed by: Cllr Harding. Seconded by Cllr Jennings. Resolved</p> <p>e) To review the draft AGAR accounting statement for 2021-2022 for submission to the internal auditor It was noted that the AGAR accounting statements should be marked as draft in the meeting pack. Motion: To approve the draft AGAR accounting statement Proposed by: Cllr Capstick. Seconded by: Cllr Harding. Resolved</p>
11	<p>Council Policy Review</p> <p>To review and amend as necessary the following Council policies:</p> <ul style="list-style-type: none"> • Standing Orders – MPC to consider adopting the NALC Model Standing Orders <ul style="list-style-type: none"> ◦ The NALC Model Standing Orders will be reviewed by the Chair & Vice Chair and presented back to Council in June. • Financial Regulations – this was deferred from the April meeting <ul style="list-style-type: none"> ◦ The MPC Financial Regulations will be reviewed by the Chair & Vice Chair and presented back to Council in June. • Risk Management Register – updated following the Finance Committee meeting on 7th April. <ul style="list-style-type: none"> ◦ The amendment to the Risk Register to include “supplier fraud” was approved
12	<p>CWaC Code of Conduct</p> <p>To consider adopting the CWaC Code of Conduct</p> <ul style="list-style-type: none"> • The CWaC Code of Conduct will be reviewed, and amended for MPC use, by the Chair and Vice Chair and presented back to Council in June.
13	<p>Planning</p> <p>To note planning applications received since 11th April 2022</p> <ul style="list-style-type: none"> • Winsford Rock salt Mine – notification of review at planning committee <ul style="list-style-type: none"> ◦ The review by planning committee was noted and it was discussed that there would be no substantive effect from the changes proposed in the application.
14	<p>Maintenance of Moulton Green Spaces</p> <p>a) To provide an update on the gardening contract It was discussed that the gardening contract was being managed to an excellent standard; that work was being carried out on schedule and with clear evidence being provided afterwards of all completed works. It was also confirmed that NorthHort had provided (free of charge) a replacement Jubilee tree (a Prunus “Royal Burgundy”), that they planted on Sunday 8th May. The Clerk was asked to write to NorthHort on behalf of the Council thanking them for this gesture.</p> <p>b) To consider the quotes received for the removal of trees at Regent Street Backs and to agree whether to carry out the works. It was discussed that one of the tree contractors believed there to be a bird nest in the leylandii under review. It was therefore agreed that the removal of the trees would be deferred until September. The Clerk should write to the resident explaining the Council's policy. Motion: To approve the expenditure for tree removal at RSB This motion was deferred until September.</p> <p>c) To consider naming the path from School Lane to Honeyvale Gardens in celebration of the Queen's Platinum Jubilee and to approve the purchase of up to two signs</p>

	<p>Several options were discussed for the naming of the path and all councillors were asked to send the Chair two suggestions from which a final decision would be made. It was agreed to set a budget of £200 for the signs. Motion: To approve the naming of the path and to agree the expenditure for signs Proposed by: Cllr Harding. Seconded by Cllr Boyle. Resolved.</p> <p>d) To receive any other updates There were no other updates received.</p>
15	<p>Queen's Platinum Jubilee</p> <p>a) To provide an update on actions completed and/or outstanding Actions outstanding – an application needs to be made for a Temporary Events Notice (to be done by Cllr Capstick) and volunteers are needed for the set-up and break-down on the day. The working group is to meet on 12th May. DJFC need to be informed that the field is not available on 4th June.</p> <p>b) To consider a "Jubilee Best Dressed Home Competition" and to agree a first prize to the value of £70 "Dressed homes" are to be photographed and competition entries should be submitted to a designated email box – this will be confirmed by the QPJ working group. A prize to the value of £70 was approved. Motion: To approve the competition and awarding of a prize. Proposed by: Cllr Capstick. Seconded by Cllr Boyle. Resolved.</p>
16	<p>Updating the Flag Policy</p> <p>To consider a residents request to fly the Ukrainian flag as a show of Moulton's support for those suffering in the Ukraine conflict It was agreed that the Ukraine flag would be flown on the Ukraine Day of Independence (24th August) whilst the country is at war. Motion: To agree if the flag policy should be updated to include flying the Ukraine flag Proposed by: Cllr Marr. Seconded by: Cllr Capstick. Resolved by a majority of council.</p> <p>Cllr Jennings wished to have noted his objection to the motion and for the following statement to be recorded: <i>"The invasion of Ukraine is abhorrent and the loss of life is a dreadful thing; that said however, why did we not fly the flag for Syria where tens of thousands were killed by the Russians? Or, when Russia invaded Ukraine in 2014 annexing the Crimea? Where was the care and support then? Now that it is getting closer to home and there is an economic dimension affecting us, we fly their flag. It is rank hypocrisy to do so in my opinion"</i></p>
17	<p>Request for Fireworks on MPF</p> <p>To consider a request to stage a fireworks show from MPF (using the MUGA) on the evening of Crow Fair (9th July 2022) Concern was expressed about having fireworks on the field during the busy Crow Fair event and the risk to members of the public attending. It was agreed that a suitable risk assessment and procedure was needed from the organiser, who would also be asked to present a plan at the next Council meeting in June. Motion: To agree the use of MPF for fireworks on 9th July. This motion was deferred to the June meeting pending a meeting with the organiser of the fireworks</p>
18	<p>Clerk's Report & Correspondence</p> <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>Monthly Items:</p> <ul style="list-style-type: none"> • NorthHort Ltd Update • Handy-person Update • Updated and published members attendance record – Civic Year 17th May 2021 to 11th April 2022 • Correspondence Received/Sent: see \Nextcloud\SharedForAll\Meeting Pack 2022-05 (saved as separate files in the folder) <p>April/May:</p> <ul style="list-style-type: none"> • Vacancy Update • Finance <ul style="list-style-type: none"> ◦ Electricity – change of supplier ◦ Rialtas Year End Close-down completed on Friday 6th May ◦ New Bank Account for Moulton Drama Group Assets • Communications with CWaC <ul style="list-style-type: none"> ◦ Planning Enforcement Officer re email to Bovis Homes regarding repairs to paths on Barnside Way ◦ Traffic Calming Scheme ◦ Report to Service Liaison Team re damage by CWaC recycling lorry • Play Equipment / Play Area Advice <ul style="list-style-type: none"> ◦ Wet-pour repairs completed ◦ Play & Leisure Services chased up about the repair of the cantilever swing

	<ul style="list-style-type: none"> ○ Instructions issued to NorthHort for moss removal works • Moulton Playing Field <ul style="list-style-type: none"> ○ Crow Fair ○ DJFC • Queen's Platinum Jubilee Update <ul style="list-style-type: none"> ○ Jubilee bench delivered ○ The oak sapling was vandalised during the Easter weekend and was reported to Cheshire Police by Cllr Harding. CCTV footage (showing a group of 3 men in the park) has been put on file. • LANTRA TMCE Training • Miscellaneous <ul style="list-style-type: none"> ○ Instruction given to Andy Wood Electrical Services for replacement of halogen bulbs at cenotaph
19	Chair's Report
	After election this evening, the Chair presented a shortened report. Cllr Capstick commented on the community litter pick on Sunday 8 th May and thanked those who attended and collected seven bags of rubbish.
20	Subcommittee Reports
	There were no reports to receive from sub-committees or working groups
21	Councillor Reports
	<ul style="list-style-type: none"> • Cllr Boyle <p>Cllr Boyle added his thanks to those who helped on the litter pick. Cllr Boyle asked that DJFC should be informed about the Jubilee event on 4th June and that this would affect their use of the field.</p> <ul style="list-style-type: none"> • Cllr Harding <p>A decision should be made about the possible disposal of an old clerk's printer that is being stored in Cllr Harding's garage – this would be reviewed at the next Finance Committee meeting and the asset register updated accordingly. Cllr Harding expressed regret that the Moulton Nursery and After School Club has confirmed it is to close. It was noted that McColl's has gone into administration and it was confirmed that the building has an ACV on it. It was also confirmed that the renewal of the ACV on The Lion is still being chased up and the Clerk was asked to write to CWaC to complain about the way this has been managed. The handy-person was asked to undertake a number of jobs at Weaver Road play area.</p> <ul style="list-style-type: none"> • Cllr Jennings <p>Cllr Jennings asked the Environmental Working Group to investigate putting solar panels on MPF.</p> <ul style="list-style-type: none"> • Cllr Kershaw <p>Cllr Kershaw confirmed that plants have been bought (at a cost of £91.54) for the new planters on MPF using the Veolia community grant. The preparation of the wildflower meadow is to be completed by the handy-person as seeds need to be sown asap. The seed sowing is to be done in conjunction with Moulton school and other children in the village. Fencing for the wildflower area (at a cost of £287.94) is being bought using a grant from Coveris.</p> <ul style="list-style-type: none"> • Cllr LeBreuilly <p>Cllr LeBreuilly asked if anybody is still keeping an eye on Weaver Road, now that Cllr Bush has resigned. The gardening contractor will be asked to note any issues; it was also confirmed that the handy-person's weekly checklist already includes equipment checks. Cllr LeBreuilly also commented on the incident at Dynasty and its impact on the community.</p> <ul style="list-style-type: none"> • Cllr Marr <p>Cllr Marr noted that it is now 1-year since he first stood for election and commented how good it was to see new people looking to join the council. It was confirmed there has been no update on the Miller Homes planning application. Cllr Marr also noted that he is following the government's plans to criminalise parking on pavements.</p>
22	Data Protection
	No FoI or GDPR requests have been received since the meeting on 11 th April 2022.
23	AOB
	<p>Items to be placed on the agenda of the next meeting.</p> <ul style="list-style-type: none"> • Overgrown hedgerows • Council policies (as per agenda item 11)
24	Next Meetings
	Moulton Parish Council
	Monday 13 th June 2022 at 7.30pm in Moulton School

The meeting closed at 9.28pm