



## Moulton Parish Council

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### MINUTES

Minutes of a meeting of Moulton Parish Council held on  
**Monday 13<sup>th</sup> June 2022**

The meeting started at 7.35pm

25	<b>Vacancies to Fill by Co-Option</b>	<p><i>Section 21 of the Representation of the People Act 1985 grants the Council the power of co-option to fill any vacancies.</i></p> <p><b>Motion: To consider applications for co-option and to co-opt councillors as appropriate.</b></p> <p>There was one application for co-option and following a unanimous vote by councillors, Cllr Michelle Simpson was co-opted onto the Council. Cllr Simpson duly signed the Declaration of Acceptance of Office and was thereby able to take part in the meeting as a full council member.</p>
26	<b>Apologies</b>	<p><b>To receive, with explanation, any apologies for absence</b></p> <p>Apologies were received from Cllr Jennings (due to ill health)</p>
27	<b>Declarations of Interest</b>	<p>The Clerk declared an interest in agenda item 35.1</p>
28	<b>Public Forum</b>	<p>No members of public were present</p>
29	<b>PCSO Report</b>	<p>No report had been received from the PCSO.</p>
30	<b>Minutes</b>	<p><b>Motion: To note the minutes and any supplementary documents of the MPC meeting held on 9<sup>th</sup> May 2022 (circulated to members) as a correct record.</b></p> <p><b>Proposed by: Cllr Marr. Seconded by: Cllr Capstick. Resolved</b></p>
31	<b>Financial Matters</b>	<p>31.1 To consider the payments to be made in the period 01.06.22 to 30.06.22</p> <p><b>Motion: To approve payments to be made in June 2022</b></p> <p><b>Proposed by: Cllr Harding. Seconded by: Cllr Capstick. Resolved</b></p> <p>31.2 To consider the financial reports for YTD</p> <p>The following reports were provided to Council for review:</p> <ul style="list-style-type: none"> <li>• Revised List of Payments May 2022 (to correct the omission of Clerk's "Working from Home" Payment)</li> <li>• Bank Reconciliation</li> <li>• Bank Statement 01.06.22</li> <li>• Trial Balance</li> <li>• VAT Reclaim Submission Report</li> <li>• Journal Detail – transfer between nominal codes</li> <li>•</li> </ul> <p><b>Motion: To accept the financial reports as presented</b></p> <p><b>Proposed by: Cllr Capstick. Seconded by: Cllr LeBreuilly. Resolved</b></p> <p>31.3 Report of the Internal Auditor for Financial Year 2021/22</p> <p>To discuss the report of the internal auditor and any proposed changes to comply with the guidance received</p> <p>The internal auditors report was discussed and it was agreed that it would be further reviewed at the next Finance Committee meeting for actions to be completed.</p> <p>31.4 Annual Governance and Accountability Return 2021/22 Part 3</p> <p>To review the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2022, Part 3 Section 1 and 2 by:</p> <ol style="list-style-type: none"> <li>a) Considering and responding to the nine statements in Section 1 – The Annual Governance Statement 2021/22</li> <li>The Council responded to the Annual Governance Statements 2021/22 as part of the AGAR return.</li> <li>b) Considering and confirming the figures entered in Section 2 — The Accounting Statements 2021/22</li> <li>The Council confirmed the Accounting Statements 2021/22 as part of the AGAR return.</li> <li>c) To note the arrangements to be made for the Public Right to View of the unaudited accounts.</li> <li>It was noted that the PRTV would run from 15<sup>th</sup> June 2022 to 26<sup>th</sup> July 2022.</li> </ol>

		<p><b>Motion: To approve the AGAR Return 2021/22 Part 3 and note the PRTV period</b>  <b>Proposed by: Cllr Capstick. Seconded by: Cllr Boyle. Resolved</b></p>
32	<b>Council Policy Review</b>	<p>To review and adopt the following revised Council policies:</p> <ul style="list-style-type: none"> <li>a) Standing Orders</li> <li>b) Financial Regulations</li> <li>c) Code of Conduct</li> </ul> <p>The Council policies were circulated prior to the meeting for approval. It was noted that the Financial Regulations should be updated to include a procedure for withdrawing cash.</p> <p><b>Motion: To approve the updated Moulton Parish Council Policies</b>  <b>Proposed by: Cllr Marr. Seconded by: Cllr Harding. Resolved</b></p>
33	<b>Maintenance of Moulton Green Spaces</b>	<p>33.1 To note the report received regarding the main path on Moulton Playing Field and the recommendations made for remedial work. To approve the carrying out of remedial works if quotes have been received.</p> <p>The Council reviewed the report and noted the recommendations regarding the removal of a number of trees adjacent to the path by the school, along with the work required to reinstate a level path. It was agreed that quotes would be sought for the removal of the trees (to be done as soon as possible) as it has been identified that some are rotten. The trees would be replaced with something more suitable for their position. Suitable costs would be presented at the next Council meeting. It was also agreed that signs should be erected notifying park users of the trip hazard.</p> <p><b>Motion: To approve a course of remedial work and budget costs</b>  <b>The motion was deferred to July pending additional quotes.</b></p> <p>33.2 To note the work carried out by Caddis Ltd on a tree at Weaver Road play area.</p> <p>It was noted that work had been carried out to a tree in Weaver Road which was overhanging a garden in Lawrence Avenue. The work was authorised by the Chair and Clerk at a cost of £250, as Caddis was able to do the work at short notice and at a reduced fee. It was asked that the Clerk confirm that the tree will be included in the gardening contract in future years.</p> <p>33.3 To receive any other updates  There were no other updates to discuss.</p>
34	<b>Community Citizen Award</b>	<p>To provide an update on the nominations received and the voting process to be followed. To also agree the wording for the prizes (shield and commemorative glassware) to be given.</p> <p>The nomination period for the Community Citizen Award ended on 4<sup>th</sup> June. It was confirmed that the voting panel would consist of the MPC Chair and Vice-Chair, Debbie Bennett (who had originally proposed the idea) and two community members. The panel would meet on 16<sup>th</sup> June; shortlisting the nominees down to 5, and this shortlist would then be voted on. A presentation would be made to the winner of the award at Crow Fair and the five short listed nominees confirmed. The wording for the award prizes was agreed and it was asked that a letter of thanks be sent to all nominees for their contributions to the village.</p> <p><b>Motion: To approve the wording to be engraved on the Community Citizen awards</b>  <b>Proposed by: Cllr Capstick. Seconded by: Cllr Harding. Resolved</b></p>
35	<b>Queen's Platinum Jubilee</b>	<p>35.1 To consider the entrants for the "Jubilee Best Dressed Home Competition" and to agree a winner. Five entries were received for the competition. After taking a vote, the Council agreed to award the £70 gift voucher to 122 Main Road.</p> <p><b>Motion: To confirm the competition winner</b>  <b>Proposed by: Cllr Capstick. Seconded by Cllr Harding. Resolved</b></p> <p>35.2 To discuss the purchase of a plaque to mark the Jubilee tree planted in MPF. A budget of £50 was agreed for a plaque for the Jubilee tree.</p> <p><b>Motion: To approve a budget and style of plaque for the Jubilee tree</b>  <b>Proposed by: Cllr Kershaw. Seconded by Cllr Boyle. Resolved.</b></p> <p>35.3 To discuss any further actions to mark the Platinum Jubilee (e.g. a commemoration book of events). It was agreed that a digital photo book would be compiled as a commemoration of the Jubilee events. This would be organised by Cllr Harding</p>

		<p><b>Motion: To agree a budget for any additional Jubilee expenditure.</b>  <b>This motion was not voted on as the digital photo book would be zero cost.</b></p>
36	<b>Use of Moulton Playing Field</b>	<p>To receive the application for the “Pie and Peas” event on Weds 3<sup>rd</sup> August.  The application form, insurance policy and risk assessment received were noted by the Council and agreement for the event to be held was given.</p> <p><b>Motion: To formally approve the use of MPF</b>  <b>Proposed by: Cllr Capstick. Seconded by Cllr Kershaw. Resolved.</b></p>
37	<b>Footpath PR9</b>	<p>To discuss the actions required to progress the application made to CWaC to have PR9 moved from its current route to better ground.  Cllr Capstick confirmed that she had followed up again with CWaC regarding the application to move FP9 but there had been no response. Cllr Weltman has also tried to progress this and reported that CWaC PROW Office is currently facing a backlog. Cllr Harding will contact the Ramblers Association for support.  The Clerk was asked to write to the local MP to raise concerns about the response from CWaC.</p>
38	<b>Moulton Hallowe'en Event</b>	<p>To agree a Hallowe'en event to be run in conjunction with Cheshire Police and agree a suitable budget.  The Council agreed to hold a similar event to that done previously, i.e. a Hallowe'en treasure hunt in the park with pizza provided afterwards. This would be run in conjunction with the police who would bring PC Panda to the event.</p> <p><b>Motion: To approve a budget of £200 for a Hallowe'en event</b>  <b>Proposed by: Cllr Capstick. Seconded by: Cllr Kershaw. Resolved.</b></p>
39	<b>Clerk's Report &amp; Correspondence</b>	<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> <ul style="list-style-type: none"> <li>• <b>NorthHort Ltd Update</b></li> <li>• <b>Handy-person Update</b></li> <li>• <b>Updated and published members attendance record</b> – new civic year started</li> <li>• <b>Correspondence Received/Sent: see \Nextcloud\SharedForAll\Meeting Pack 2022-06</b> (saved as separate files in the folder)</li> </ul> <p><b>May/June:</b></p> <ul style="list-style-type: none"> <li>• <b>Vacancy Update</b> <ul style="list-style-type: none"> <li>◦ Two vacancy applications received and circulated to all councillors</li> <li>◦ Meetings arranged between applicants and the Chair/Vice Chair</li> </ul> </li> <li>• <b>Finance</b> <ul style="list-style-type: none"> <li>◦ Internal audit submitted and follow up queries managed. PRTV ready to be posted.</li> <li>◦ Electricity – change of supplier</li> <li>◦ New Bank Account for Moulton Drama Group Assets</li> <li>◦ Organising meeting with Brown Shipley – confirmed for 24<sup>th</sup> June at 10am</li> <li>◦ Several invoices outstanding from Morral Play Services, which are being chased</li> </ul> </li> <li>• <b>Communications with CWaC</b> <ul style="list-style-type: none"> <li>◦ Electoral Office re latest copy of electoral roll</li> <li>◦ Sent updated Notification of Members' Interests form to Electoral Office for Cllr Jennings</li> <li>◦ Followed up re ACV on The Lion (26<sup>th</sup> May) but no response received.</li> </ul> </li> <li>• <b>Play Equipment / Play Area Advice</b> <ul style="list-style-type: none"> <li>◦ The repair of the cantilever swing was completed on 10<sup>th</sup> May</li> <li>◦ Minor works identified in the latest inspection report – handy-person to repair</li> <li>◦ Query from the resident at Rose Cottage about re-positioning one of the picnic tables</li> </ul> </li> <li>• <b>Moulton Playing Field</b> <ul style="list-style-type: none"> <li>◦ Ordered and arranged pick up of the picket fencing for the wildflower area</li> <li>◦ Path Maintenance – survey work completed and report received</li> <li>◦ Crow Fair (9<sup>th</sup> July)</li> <li>◦ Pie &amp; Peas Event – application and supporting documentation received.</li> <li>◦ Project Swish – 2x free basketball nets received and need to be fitted.</li> <li>◦ DJFC – Confirmed that the club will stop using the field for competitive games as of end of May, but may still use some Saturdays for training during the summer.</li> </ul> </li> <li>• <b>Queen's Platinum Jubilee Update</b> <ul style="list-style-type: none"> <li>◦ Liaised with PCSO regarding bunting incident and sent CCTV footage</li> <li>◦ Moulton Jubilee event posted on GOV.uk and CWaC websites</li> <li>◦ Cash transfer organised for Cllr Capstick to pay bands and generator on the day</li> <li>◦ 5x entries received for Best Dressed House Competition – all acknowledged</li> </ul> </li> <li>• <b>LANTRA TMCE Training</b> – DECISION NEEDED</li> <li>• <b>SLCC Event</b> – Attended branch meeting on 8<sup>th</sup> June</li> <li>• <b>Miscellaneous</b> – Bulbs replaced at cenotaph – circuit board needs updating</li> </ul>

40	Chair's Report	I welcome our newest councillor to Moulton Parish Council and look forward to working with Michelle Simpson. The community litter picking yesterday saw very low numbers but we still managed to remove 4 bags of rubbish. Our next one will be Sunday 3rd July which will be a week earlier than usual. This will allow the community to get the park and surrounding area looking good for the Crow Fair the following Saturday. The weekend before last was the Queens Jubilee and with the weather being good saw lots of villagers attend for the music and picnic in the park followed by more music at the RBL and a small but loud firework display – thank you to the Jubilee committee. The nominations for Moulton's Community Champion have now closed. The winner will be announced at the end of Crow Fair.	
41	Subcommittee Reports	There have been no sub-committee or working group meetings.	
42	Councillor Reports	<ul style="list-style-type: none"> <li>• <b>Cllr Boyle</b> Cllr Boyle commented on the positive feedback that had been received about the Jubilee weekend, which was good to note and he was sorry he had been unable to attend any of the events. He also commented that the signs for Platinum Path looked very good, and he thanked everybody for their efforts.</li> <li>• <b>Cllr Harding</b> Cllr Harding asked the Clerk to follow up with the resident on Main Road whose front wall was damaged by a CWaC recycling lorry and also with the CWaC Highways Eng. Team regarding the revised traffic calming scheme. He confirmed that the new website is now live and that all items on the website automatically update to FB and Twitter. Information is also included on the website about the Council's CCTV. Platinum Path is now visible on "Open Street" maps. It was confirmed that the Armed Forces Day Flag will be flown on 25<sup>th</sup> June. The handy-person was asked to clean all picnic tables and a suggestion was made about having a permanent stage in the park (this would be followed up by Cllr Harding regarding initial costs, etc.). Cllr Harding also asked about donating the garden games purchased for the Jubilee weekend to the nursery and this was agreed.</li> <li>• <b>Cllr Kershaw</b> Cllr Kershaw confirmed that the planters have now been completed and are fully planted up. The trees near to the MUGA are showing signs of damage and it was asked if NorthHort could advise what's happening. The wildflower willow fence is OK and does not need additional fencing rolls to be purchased to close it off.</li> <li>• <b>Cllr Marr</b> Cllr Marr commented that it was good to see Moulton now receiving its new recycling bins and noted that it is the residents' responsibility to dispose of the old recycling boxes. The local MP, Edward Timpson has been approached regarding help about the closure of the Moulton Nursery and Pre-School. He continues to keep an eye on any developments regarding the planning applications for Regent Street Backs and Miller Homes. He is also putting pressure on CWaC about the level of service they are currently providing.</li> </ul>	
43	Data Protection	No FoI or GDPR requests have been received.	
44	AOB	Items to be placed on the agenda of the next meeting. 1. Remembrance Sunday planning	
45	Next Meetings	Finance Committee	Thursday 7 <sup>th</sup> July 2022 at 7.30pm in Moulton School
		Moulton Parish Council	Monday 11 <sup>th</sup> July 2022 at 7.30pm in Moulton School
46	Exclusion of Press & Public	<p>It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of the following items, on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.</p> <p><b>Motion: To exclude press and public for the remainder of the meeting</b> <b>Proposed by: Cllr Capstick. Seconded by: Cllr Simpson. Resolved</b></p>	
47	Community Citizen Award	To note the nominations received for the Community Citizen award	
48	Personnel Matters	48.1 To note the latest time sheet received from the handy-person, to discuss the current contract in place and to agree next steps in its management	
		48.2 To note that the Clerk will be tendering formal resignation at the end of the month and to agree next steps	

The meeting closed at 9.50pm.