

**Moulton Parish Council**

**Minutes of Parish Council Meeting**

**Date:** 5th September 2023 **Time:** 7.15pm

**Location:** Moulton Community Centre

<b>Agenda Item:</b>		
<b>95/23</b>	<b>Conduct a Public Session (Duration and content at Chairman's discretion)</b>	
	Residents from the Mulberry Homes site attended the meeting to ask if council had any further information regarding the planning application to remove the soil heap. Cllr Aarons confirmed that the Mulberry Homes development was on the agenda and residents would be able to listen to and be included the debate.	

**Record Attendance, Absence and Apologies from councillors not in attendance. Resolution to accept:**

<b>96/23</b>	<b>Councillors (Parish):</b>	Cllr Aarons (DA), Cllr Paul (GP), Cllr Swallow (YS), Cllr Fehnert (SF) Cllr Conway (DC), Cllr Hinkson (DH), Cllr Bennett (NB), Cllr Swannell (MS), Cllr Curran (CC)
	<b>Councillors (West Northants):</b>	None
	<b>Executive Officer:</b>	Jane Austin
	<b>Other Attendees:</b>	7
	<b>Apologies:</b>	Cllr Marshall (JM) family commitments. Cllr Warren (WNC briefing), Cllr Moss (GM), Cllr Morrow (TM), Cllr White (KW), unwell
	<b>Absence:</b>	None

<b>Agenda Item:</b>	<b>Discussion Content:</b>	<b>Action:</b>
<b>97/23</b>	<b>Record any Declarations of Interest on subjects included on this agenda.</b> <b><i>Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate:</i></b>	<b>Action:</b>
	Cllr Aarons reminded councillors of their duty to declare an interest on agenda items if necessary. Cllr Swallow declared an interest in agenda item 103/23 (3) Cllr Conway declared an interest in agenda item 104/23 (5)	
<b>98/23</b>	<b>Dispensations: <i>To consider written requests for dispensation of DPI</i></b>	
	None	

<b>99/23</b>	<b>Accept Minutes of Council Meeting held on 4<sup>th</sup> July 2023. Resolution to accept and sign.</b>	Action:
	It was <b>resolved</b> to accept the minutes of the council meeting held on 4 <sup>th</sup> July 2023.	
<b>100/23</b>	<b>Report on Previous Agenda Items</b>	
	None	
<b>101/23</b>	<b>Councillors Monthly Update -Councillors to report back on actions during the previous month. Resolution to Approve Actions.</b>	
	<p>Cllr Swallow reported on the summer activities in the Library:</p> <ul style="list-style-type: none"> <li>• Over 12,000 visitors</li> <li>• All the activities broke even with no cost to the CIO</li> <li>• Autumn plans underway</li> <li>• So many different events and activities for all age groups on offer</li> </ul> <p>Cllr Swallow informed council that WNC were consulting on plans for the library service and it was vital to respond. Link to the consultation to be added to MPC website</p>	<b>EO</b>
<b>102/23</b>	<b>Executive Officer Update. Resolution to Approve Actions</b>	
	<p>The EO updated council on the following matters:</p> <ul style="list-style-type: none"> <li>• To allow the tractor and baler to access the Wildflower Meadow at Crowfields, a section of hedge needs to be removed and replaced with a larger gate. The Tree Officer and Conservation Area Officer has agreed with this course of action and has confirm that baling the Wildflower Meadow is still the best course of action at the end of the season. Cllr Swannell has been kept informed of this matter. A quote has been accepted for the works and application to remove part of a hedge submitted to WNC.</li> </ul>	
<b>103/23</b>	<b>Planning Related Matters:</b>	Action:
	1.Planning Applications -Planning Committee Responses previously submitted to Planning Authority and Responses to be determined at Full Council Appendix 2	
	Previously submitted responses noted.	
	2. Update on Mulberry Homes Planning Application	
	<p>With the full agreement of council, Cllr Aarons suspended Standing Orders and allowed residents of Mulberry Homes to take part in this agenda item. Cllr Aarons began with a history of the site and development which had been ongoing since 2011, long before the current council had formed. Decisions relating to the development and inclusion of football pitches had been made by the previous council.</p> <p>A full discussion took place with the residents and it was agreed that the EO would notify a nominated contact when the revised planning application from Mulberry Homes was submitted.</p> <p>6 residents left the meeting and Cllr Aarons reinstated Standing Orders</p>	<b>EO</b>
<b>104/23</b>	<b>Finance, Administration and Governance Related Matters</b>	Action:
	<b>Recommendations from Finance Committee Meeting 29<sup>th</sup> August 2023</b>	
	<b>1. Approve Payments as Listed in Appendix 1. Resolution to Approve</b>	
	It was <b>resolved</b> to approve and make the payments listed in Appendix 1	<b>EO</b>
	<b>Finance, Administration and Governance Related Matters Cont.</b>	
	<b>2. Approve and Accept External Audit Report. Resolution to Approve and Accept</b>	
	Cllr Paul reported that council had achieved a completely clear external audit result. It was <b>resolved</b> to approve and accept the External Audit Report.	<b>EO</b>
	<b>3. Discuss Valuation of Land and Buildings. Resolution to Accept Recommendation from Finance Committee</b>	
	It was <b>resolved</b> to accept the recommendation from Finance Committee and record any council owned land at a nominal value on the Asset Register.	<b>EO</b>
	<b>4. Discuss Quotes for Play Area Resurfacing. Resolution to Accept Recommendation from Finance Committee</b>	
	It was <b>resolved</b> to accept the recommendation from Finance Committee and accept	<b>EO</b>

	the quote for safety surfacing at Carey Fields, Reedings and Sandy Hill play equipment areas.	
	<b>5. Discuss S106 Monies Moulton Football Club. Resolution to Accept Recommendation from Finance Committee</b>	
	<p>Cllr Conway declared an interest in this agenda item and withdrew from the discussion.</p> <p>It was <b>resolved</b> to accept the recommendation from Finance Committee and agree to accept the monies on behalf of Moulton Football Club and delegate powers to the Finance Committee to determine a robust process for draw down.</p>	EO
	<p><b>6. Resolution to Accept Recommendation from the Finance Committee and Approve and Adopt the following New Council Policies and Documents:</b></p> <ul style="list-style-type: none"> <li>• Accessibility Audit Template</li> <li>• Business Continuity Plan</li> <li>• Human Resources Policy</li> <li>• Internet Banking Policy</li> <li>• Investment Policy</li> <li>• Open and Green Spaces Audit</li> <li>• Pension Policy</li> <li>• Play Area Improvement Plan</li> <li>• Procurement Policy</li> </ul>	
	<p>It was <b>resolved</b> to accept recommendation from Finance Committee and approve and adopt the following new council policies and documents: Accessibility Audit Template, Business Continuity Plan, Human Resources Policy, Internet Banking Policy, Investment Policy, Open and Green Spaces Audit, Pension Policy, Play Area Improvement Plan, Procurement Policy</p>	EO
	<b>7. Review and Discuss Quote Received to improve accessibility to Crowfields Common. Resolution to approve actions.</b>	
	It was <b>resolved</b> to review accessibility throughout the parish.	
	<b>8. Amendments to Business Plan to include Capital Revenue three-year Forecast. Resolution to Accept Recommendation from Finance Committee</b>	
	It was <b>resolved</b> to accept recommendation from Finance Committee and approve the amendments to the Business Plan to include Capital Revenue three year Forecast.	EO
	<b>Finance, Administration and Governance Related Matters Continued:</b>	
	<p><b>9. Approve and Adopt the following Council Policies and Documents. Resolution to Approve and Adopt:</b></p> <ul style="list-style-type: none"> <li>• Asbestos Risk Register</li> <li>• Councillor Officer Protocol</li> <li>• Councillors Training Policy</li> <li>• Emergency Plan Major/Minor (updated only)</li> <li>• Health and Safety Policy (updated only)</li> <li>• Inclement Weather Risk Assessment</li> <li>• GDPR Controller Documentation Controller</li> <li>• Staff Training Policy</li> <li>• Website Management</li> </ul>	
	<p>It was <b>resolved</b> to approve and adopt the following council polices and documents: Asbestos Risk Register, Councillor Officer Protocol, Councillors Training Policy, Emergency Plan Major/Minor (updated only), Health and Safety Policy (updated only), Inclement Weather Risk Assessment, GDPR Controller Documentation Controller, Staff Training Policy, Website Management</p>	EO
	<b>10. Local Council Award Scheme Quality Gold Application. Resolution to Confirm that Council meets all requirements for the Foundation/Quality awards and that</b>	

	<b>all documentation and information is in place for the Quality Gold award and if applicable, is published.</b>	
	It was <b>resolved</b> to confirm that Council meets all requirements for the Foundation/Quality awards and that all documentation and information is in place for the Quality Gold award and if applicable, is published.	<b>EO</b>
	<b>11. Employee Contracts. Resolution to Confirm that all council staff are employed under an appropriate contract.</b>	
	It was <b>resolved</b> to confirm that all council staff are employed under an appropriate contract.	<b>EO</b>
	<b>12. Community Governance Review Update</b>	
	Cllr Aarons reported that MPC's request to change parish boundaries in the upcoming Community Governance Review had been submitted to Electoral Services at WNC. MPC have suggested that Cottingham Drive estate and Moulton Leys be included within Moulton parish boundary to mirror the proposed ward boundary change.	
	<b>13. Discuss Advertising Banners at Barlow Lane. Resolution to Approve Actions</b>	
	It was noted that several advertising banners had been attached to the railings at the bottom of Barlow Lane without MPC permission or Advertising Consent. It was <b>resolved</b> to contact the businesses and request the removal with immediate effect.	<b>EO</b>
	<b>14. Councillor to be Nominated to become Police Liaison Representative. Resolution to Appoint</b>	
	It was <b>resolved</b> to appoint Cllr Hinkson as the Police Liaison Representative.	<b>DH</b>
	15. Appoint Representative to attend the NCALC AGM on Saturday 7 <sup>th</sup> October. Resolution to Appoint.	
	It was <b>resolved</b> to appoint Cllr Aarons to represent MPC at the NCALC AGM on Saturday 7 <sup>th</sup> October.	<b>DA</b>
	<b>16. Feedback on Gig In The Gardens and Use of Public Gardens for Events. Resolution to approve actions as required.</b>	
	It was agreed that GITG had been a very successful event and enjoyed by everyone who had attended despite the issues surrounding ticketing. The EO reported that the Event Safety Partnership at WNC had required many additional layers of security, training and documentation including insisting that all stewards, staff and volunteers had undertaken Counter Terrorism training before allowing the event to proceed. The additional requirements form part of the Government response to the Manchester Arena bombing incident and made event planning more difficult and costly. It was <b>resolved</b> to discuss GITG in more detail at a later date. Any organisation using the Public Gardens or any land belonging to MPC for an event will have to complete the documentation required by the Event Safety Partnership at WNC and lodge a copy of the documentation and approval for the event with MPC before the event can take place. Failure to obtain permission invalidates any insurance and renders MPC jointly liable. It was <b>resolved</b> to write to any local organisations who use the Public Gardens and alert them to the increased requirements for Event planning and assist in providing with the appropriate contacts.	<b>EO</b>
<b>105/23</b>	<b>Discuss D Day -80<sup>th</sup> Anniversary Plans Thursday 6<sup>th</sup> June 2024</b>	
	It was <b>resolved</b> for Cllr Marshall to review the documentation available for the D Day 80th Anniversary and report back to council. EO to send documentation to all councillors	<b>JM EO</b>
	<b><u>EXCLUSION OF PRESS AND PUBLIC</u></b> <i>It is recommended that in view of the confidential nature of the following items, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.</i>	
<b>106/23</b>	<b>a. Discuss Current and Proposed Staffing Structure</b>	
	A discussion took place with regards the current and proposed staffing structure.	

	It was <b>resolved</b> to accept the recommendations from the Finance Committee	
	<b>b. Discuss Vespaccino Lease Agreement</b>	
	It was <b>resolved</b> to accept the recommendations from the Finance Committee	
<b>107/23</b>	Next Meeting Date – <b>Tuesday 3<sup>rd</sup> October 2023</b> <b>Dates of Scheduled Full Council Meetings 2024:</b> Tuesday January 9 <sup>th</sup> , Tuesday February 6 <sup>th</sup> , Tuesday March 5 <sup>th</sup> Tuesday April 2 <sup>nd</sup> , Tuesday May 21 <sup>st</sup> Annual Council Meeting and Annual Parish Meeting, Tuesday June 4 <sup>th</sup> , Tuesday July 2 <sup>nd</sup> , Tuesday September 3 <sup>rd</sup> Tuesday October 1 <sup>st</sup> , Tuesday November 5 <sup>th</sup> , Tuesday December 3 <sup>rd</sup> August – no meeting unless required	

**Meeting Closed at 8.55pm Copies to:** Parish Councillors (13), West Northants Councillors (3),

**Chairman’s Acceptance Signature.....Date.....**

### Appendix 1 September Payments

Maynard Memorials	Cemetery works	£8,210.00
Royal Mail	Moulton Scene Aut/Wint 23 delivery charge	£570.56
Grants Online	12-month subscription to Grants Online	£125.00
Ashby Computer Services	Microsoft 365 charges and new laptop (x 3 invoices)	£947.81
Waterdene	Café stock (x 11 invoices x 1 credit)	£741.29
Jurang	Milk system cleaning items	£67.06
In-site Loos	Portable toilet hire - PG's 02.07.23 & 30.07.23	£200.00
Yellow Bourbon Coffee Roasters	Café coffee (x 2 invoices)	£338.80
Redrup Electrical Services Ltd	Lighting upgrade to Main Hall	£614.20
Complete Bus Solutions	Toners and stationery (x 3 invoices / x 1 credit)	£21.22
MG Signs	Sign brackets	£219.15
Miracle Design & Play	Play equipment parts	£383.33
Little Bakery of Happiness	Café cakes	£144.45
Prestige Landscapes	Greenworks and village maintenance monthly charge (Aug 2023) and new chain and lock to Ashley Lane gated entrance to Crowfields	£5,432.57
Codner Creative	Public Gardens lock/unlock - Aug 2023	£155.00
K Lawson	MCC caretaking duties	£91.36
Initial Washroom Hygiene	Toilet hygiene bins, nappy bins and air freshener	£64.61
		<b>£18,326.41</b>

### Appendix 2 Planning Applications

<b>Application Details</b>	<b>Planning Committee Response</b>
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<a href="#">2023/5736/TCA</a> Proposal Location	Works to Trees (Conservation Area) West House 33 West Street Moulton West Northamptonshire NN3 7SB	Michael Venton 19/07/23 Recommend Approval
<a href="#">2023/5740/TCA</a> Proposal Location	Works to Trees (Conservation Area) 2 Church Hill Moulton West Northamptonshire NN3 7SW	Michael Venton 19/07/23 Recommend Approval
<a href="#">2023/5452/FULL</a> Proposal Location	Detached open front car port with pitched roof Cataraqui House 19 Cross Street Moulton West Northamptonshire NN3 7BX	Oliver Billing 21/07/23 We could recommend approval providing the height of the Car port is reduced to 3m not sure why it needs to be 4m, so that there is a reduced effect on the loss of light and overshadowing as well as loss of visual amenity.
<a href="#">2023/5438/LBC</a> Proposal Location	Proposed alterations to existing outbuilding. Baytree Cottage 26 Cross Street Moulton West Northamptonshire NN3 7RZ	Rachel Booth 24/07/23 Recommend approval as long as it is approved by the Conservation Officer.
<a href="#">2023/5436/FULL</a> Proposal Location	Proposed alterations to existing outbuilding. Baytree Cottage 26 Cross Street Moulton West Northamptonshire NN3 7RZ	Tim Cantwell 24/07/23 Recommend approval as long as it is approved by the Conservation Officer.
<a href="#">2023/5879/FULL</a> Proposal Location	Garage conversion and first floor extension Rosebank 26 Overstone Road Moulton West Northamptonshire NN3 7UL	Tim Cantwell 03/08/23 Recommend approval.
WK/202302404 – Gallone’s Ice Cream Location:	Layby near Harlestone Firs Forest Walk, Harlestone Road, Lower Harlestone	Benita Stroud 01/08/23 Sent to planning 19/07/23 No comments FIO
Application No. <a href="#">2023/6045/TPO</a> NOTIFICATION OF TREE WORK AT 4 STEWART CLOSE MOULTON NN3 7WU APPLICATION_TYPE INTENDED TREE WORK INCLUDES: T1-T3 SILVER BIRCH; DEAD. SECTION FELL TO GROUND LEVEL AND PLANT REPLACEMENT TREES. T4 BIRCH; IN HEAVY DECLINE. SECTION FELL TO GROUND LEVEL AND PLANT REPLACEMENT TREE.		Michael Venton 10/08/23 Sent to planning 24/07/23 No comments - Defer to the views of the WNC Tree Preservation Officer

Application No. <a href="#">2023/6054/FULL</a> Proposal Variation of condition 2 (plans) DA/2019/0883 Change of use of building from educational use to a single dwelling for alterations to approved plans and elevations to include a sun room and two dormer windows Location Land of Boughton Fair Lane, Moulton, NN3 7RT	Oliver Billing 11/08/23 Sent to planning 24/07/23 Recommend Approval
Application No. <a href="#">2023/6071/FULL</a> Proposal Proposed two storey front extension and single storey rear extension to existing Football Clubhouse, to form additional facilities for Moulton Football Club and Moulton Parish Council. Location Moulton Football Club Brunting Road Moulton West Northamptonshire NN3 7QF	Aadil Essa 11/08/23 Sent to planning 24/07/23 Joint applicants - no comment
Application No. <a href="#">2023/5667/FULL</a> Proposal Variation of condition 2 (plans) WND/2022/0467 Construction of 3 no. detached bungalows, garages and associated works including means of access Amend condition to include attached phasing plan ref ASM-22-F10-Phasing-075 so the plots will be on a self build basis Location 38 Thorpeville Moulton West Northamptonshire NN3 7TR	Erica Buchanan 18/08/23 Sent to planning 28/07/23 Recommend Approval
Application No. <a href="#">2023/5862/TPO</a> NOTIFICATION OF TREE WORK AT WHITE OAKS, 41 PARK VIEW, MOULTON, NN3 7UZ APPLICATION_TYPE INTENDED TREE WORK INCLUDES: PRUNING OF TREE AS IT OVERHANGS ON DRIVE	Michael Venton 22/08/23 Sent to planning 02/08/23 No comment, defer to the views of the WNC Tree Preservation Officer
Application No. <a href="#">2023/6058/TPO</a> NOTIFICATION OF TREE WORK AT 6 STEWART CLOSE, MOULTON, NN3 7WU APPLICATION_TYPE INTENDED TREE WORK INCLUDES: T1 & T2 SILVER BIRCH; BOTH DEAD/DYING. SECTION FELL TO GROUND LEVEL.	Michael Venton 22/08/23 Sent to planning 02/08/23 No comment, defer to the views of the WNC Tree Preservation Officer
Application No. <a href="#">2023/6266/TPO</a> NOTIFICATION OF TREE WORK AT 7 ASHBY COURT MOULTON NN3 7AH APPLICATION_TYPE INTENDED TREE WORK INCLUDES: WORK TO TREE SUBJECT OF A TREE PRESERVATION ORDER.	Michael Venton 23/08/23 Sent to planning 02/08/23 No comment, defer to the views of the WNC Tree Preservation Officer

Application No. <a href="#">2023/6316/FULL</a>		Oliver Billing
Proposal	3.4m rear extension with flat roof, two storey side extension, garage conversion and detached double garage	24/08/23 Sent to planning 04/08/23 Recommend Approval - Providing it stays within the current footprint and there are no windows overlooking neighbours.
Location	Holmewood 10 The Avenue Moulton NN3 7TL	
Application No. <a href="#">2023/6335/FULL</a>		Oliver Billing
Proposal	Installation of front and rear dormers to allow rooms in roof space (amendment of scheme approved under WND/2023/0186: front dormer window from one 1800 x 1200 window to two no. 1200 x 1200 windows)	25/08/23 Sent to planning 04/08/23 Recommend Approval
Location	Lagden 3 Oakley Drive Moulton NN3 7UH	
Application No. <a href="#">2023/6253/FULL</a>		Oliver Billing
Proposal	Proposed domestic annexe in rebuilt outbuilding	01/09/23 Sent to planning 11/08/23 Recommend Approval
Location	The Old Hall 3 Pitsford Road Moulton NN3 7SS	
Application No. <a href="#">2023/6255/LBC</a>		Rachel Booth
Proposal	Listed building consent for proposed domestic annexe in rebuilt outbuilding	11/09/23
Location	The Old Hall 3 Pitsford Road Moulton NN3 7SS	
Application No. <a href="#">2023/6529/FULL</a>		Erica Buchanan
Proposal	Proposed 2 bedroom bungalow with carport and detached double garage	19/09/23
Location	Sandy Hill Farm 69 Park View Moulton West Northamptonshire NN3 7UZ	