

MOULTON PARISH COUNCIL

ANNUAL REPORT YEAR ENDED 31ST MARCH 2024

Moulton Parish Council Parish Office Moulton Community Centre – Sandy Hill Reedings Moulton NN3 7AX 01604 642202 info@moultonparishcouncil.org.uk



Parish Councillors

Cllr David Aarons (Chairman) Cllr Geoff Paul (Vice Chairman) Cllr Neil Bennett Cllr David Conway Cllr Stephen Fehnert Cllr D Hickson Cllr Josh Marshall Cllr Tony Morrow Cllr Gary Moss Cllr Gary Moss Cllr Ian Ronnie Cllr Yvonne Swallow Cllr Martin Swannell Cllr Kevin White

Executive Officer Jane Austin CiLCA, CertHE: Community Governance

Mission

Moulton Parish Council's vision is for Moulton to be a successful, vibrant and attractive community where people want to live and work. Council represent the community and aim to protect and promote the heritage and identity of Moulton in order to preserve the parish for current residents and to provide a legacy for future generations.

Our values underpin our decisions and actions. We aspire to be:

Efficient and Effective: Delivering services, ensuring value for money and evaluating the impact of our actions.

Open and Democratic: Consulting with residents and organisations in appropriate decision making.

Proactive and Innovative: Finding solutions and acting in the best interests of local people.

Diligent: Complying fully with legislation associated with local government, equal opportunities, health and safety and approved governance procedures.

The Council is made up of 13 elected councillors (1 seat currently vacant) representing Moulton parish. They are responsible to the residents they represent and can be contacted directly on any matter. They receive no allowance but have a passion to be involved in the community. Councillors have four main areas of work:

- Decision-making through attending meetings
- Monitoring, making sure that decisions lead to efficient and effective services
- Getting involved with the local community
- Appointed as Lead Councillor on council projects and initiatives

Chairman's Report Cllr David Aarons

Moulton Parish Council has had another busy year. The Community Centre, as well as hosting our community library, is also the base for our Health & Wellbeing team. Throughout the year they support school students, parents with young children and senior residents alongside the many clubs and societies we regularly welcome. Added to this is the multitude of school holiday activities dreamed up by the team. The Centre is also the base for the team of Moulton Larder volunteers each Wednesday giving up their time to support families in and around Moulton.

"EAT at MCC", our Community Centre café, was taken in-house some time ago. Since then, we have extended the seating area and created a more relaxed and comfortable venue which has become an integral part of the Community Centre's day-to-day life.

Looking to the future, we have installed solar panels on the roof and are beginning to see the benefits as our electricity becomes less dependent on supply from grid. The next step is to consider whether investing in solar batteries could benefit us as we go forward. Also, as electric and hybrid vehicles become more common, we will evaluate the possible benefits of installing charging points at the Community Centre for visitors and residents.

Much of our work is involved in planning consultation and ensuring that developers are encouraged to deliver what they have promised! Although this works well most of the time both of these activities can prove challenging. As a Parish Council, we have no decision-making powers but strive to influence decision-making in the interest of Moulton residents as much as possible – most of the time, successfully.

Parish Council meeting take place on the first Tuesday of each month, usually preceded a few days earlier by Finance Committee meetings. Both of these are meetings where we welcome public participation. There is always an opportunity at the start of each meeting for residents to ask questions and inform us of their concerns.

Next year (2025) will see the final year of this council and elections will be held in May of that year. We know that many of you feel passionately about how we make decisions affecting Moulton residents. Typically, parish councils struggle to fill vacancies (in our case for 14 councillors) and I would welcome anybody who believes they can make a difference (unpaid of course!) to approach our Executive Officer for details.

Executive Officer Report Jane Austin

As with every year, I am pleased to report a busy and varied year for the parish council. We are always faced with many demands and pressures on council resources and finances and each new year brings different challenges.

Looking to the future, we carried out a staff structure during 2023 and appointed a Library, Health and Wellbeing Manager and Centre Operations Manager to provide a firm foundation to carry the Community Centre and Library, Health and Wellbeing elements of our business forward into the future.

Although in a much-reduced capacity, Covid is still with us and during the winter we experienced several booking cancellations at short notice. I am pleased to report that since Christmas bookings for the Community Centre remain at a very healthy level and are getting back to pre-pandemic levels. We've moved a few groups around to create more spaces to hire and i must thank Louise and Caroline who not only manage the bookings but keep the building open and well maintained! We have more than 40 service contacts linked to the community centre and Caroline interrogates each contract continually to ensure we are obtaining the best possible service and value from each one.

The past year has seen many advances on parish projects, and I must record my thanks to Ruth, our Parish Administrator who has relentlessly overseen tree works, new safety surfaces in play areas, installation of new bins and benches, refurb of the village sign and stocks etc. Ruth's tenacity with contractors means that we can keep our village looking super all year round. Our Health and Wellbeing Hub continues to grow and visitors to the library

number approx. 11,500 per month. Working closely with the café staff provides the best service for all users at the community centre. Such is the parish council's commitment to our Health and Wellbeing initiative and the ever-increasing need for support, we have increased our staffing levels and now employ 143 hrs per week in the Library/Health and Wellbeing Hub. Rachael and Dionne, our Library, Health and Wellbeing Managers carry out the mammoth task of managing the staff and enabling us to deliver so many events and provide more services to all ages of our population, as well as managing the library. Our Library Manager works very closely with the Centre Operations Manager to ensure we are supporting our community and providing a warm welcome to all visitors.

New housing developments in Moulton parish are coming to an end and at the present time, Mulberry Homes will be the last one to be completed. Although development in Overstone parish will continue over the next decade, the need for community infrastructure will be significant and Moulton will continue to feel the impact of this for some time to come. I must pay special tribute to the Chair and Vice Chair who appreciate the dedication and relentless hard work of my team and never fail to thank them. Their steadfast support enables us to continually strive to improve services and provide best value for residents. It's a great advantage that this council understands the difference between Governance and Management. Thank you, David and Geoff.

The Parish Team continues to grow and develop and comprises of very experienced individuals all with great strengths. Our staff team has grown to 26. We accept and rise to any challenge thrown at us. Huge thanks must go to Claire Watt, our Finance and HR Manager, who not only manages all our Finances (including securing a clear audit) and Human Resources but somehow manages to find time to produce two Moulton Scenes each year!

For some years, Moulton has held the reputation of being the best run council in the County. Notwithstanding the strong working relationship with council, I believe this to be down to the best group of people I could ever wish to work with, all of whom work many more hours than they are paid for and the many contractors who support our efforts in running the parish. This was confirmed to us last December when MPC was awarded the Local Council Award Quality Gold award – the first and only council to be awarded this level of LCAS Award in Northamptonshire.

Governance

The Parish Council recognises the importance of demonstrating both the impact of our services and the integrity in which it operates. The Parish Council is committed to meeting the highest standards of governance in all its activities and to ensuring that everyone who acts in the name of the Council - councillors, employees and volunteers meet the highest standards of conduct and probity. The Parish Council has adopted Standing Orders and a Code of Conduct and conducts an annual review to support continuous improvement.

2023/24 Council and Committee Meetings Calendar

All meetings of the Council and Committees are open to the public – see Calendar of meetings below. Each meeting agenda includes a period when the public can address the Council. For more information, please go to the meetings pages on our website <u>Agendas & Minutes | Moulton Parish Council (moultonnorthants-pc.gov.uk)</u>

Councillor	Full Council	Finance	Planning
	(Meetings Held 11)	(Meetings Held 8)	(Meetings Held 3)
Cllr D Aarons	10	8	1
Cllr G Paul	11	8	
Cllr N Bennett	6		3
Cllr C Curran	6		
Cllr S Fehnert	10	8	
Cllr D Hinkson	10		1
Cllr T Morrow	4		0
Cllr D Conway	11		
Cllr G Moss	6	1	3
Cllr Y Swallow	8	7	
Cllr I Ronnie	4 (Joined Oct 23)		
Cllr M Swannell	7		
Cllr J Marshall	6		2
Cllr K White	8		

Councillor Attendance at Council Meetings 2023-2024

Council Meetings

Council meetings are mostly held on the first Tuesday of the month at 7.15 p.m. in Moulton Community Centre. Meetings are held in accordance with the Local Government Act 1972 and other appropriate legislation.

Committee Structure

Throughout the year the work of the Parish Council was supported by the Finance Committee. The Planning Committee meet on occasion to discuss large or sensitive planning applications in order to advise council of an appropriate response. Each Committee has Terms of Reference approved by Full Council and are reviewed annually. Committees generally meet in advance of Council meetings with minutes of meetings provided to the Council together with any recommendations.

Delegated Authority

Within its Standing Orders the Council has a formal schedule of matters specifically reserved for its approval which cannot be delegated to its Committees and these are defined within the relevant terms of reference. Day to day management of the Council is delegated to the Executive Officer and her team and the Council reviews its scheme of delegated authority on an annual basis. Notwithstanding any delegation the Council remains collectively accountable for the work of the Council.

Risk Management

The Parish Council has overall responsibility for ensuring that there is an appropriate system of controls, financial and otherwise across the Council to provide reasonable assurance that relevant laws and regulations are complied with, that assets are safeguarded against unauthorised use or disposal and that proper records are maintained, and information is reliable.

Financial Review

The Parish Council receives income through the Precept which is an annual sum of money collected with the Council Tax by West Northamptonshire Council. In addition, income is received from Cemetery fees, hall hire and developer contributions. Details of the income and expenditure for 2023-2024 can be found on our website using the following link: <u>Finance | Moulton Parish Council (moultonnorthants-pc.gov.uk)</u>

Finance Committee

The Finance Committee, consisting of five councillors meets most months. Its functions include the consideration of new policies, developing strategy, monitoring of the actions in support of the Business Plan, oversight of the Council's budgets, accounts, property, resources, investments and internal controls. Moulton Parish Council is open and transparent in the way it manages its finances. Information on the way the Council mitigates financial risk and what it has spent money on can be found on the Council website <u>Finance |</u> <u>Moulton Parish Council (moultonnorthants-pc.gov.uk)</u>

The Council's finances are monitored on a day-to-day basis by the Responsible Financial Officer and the Finance Committee. The Council appoints an internal auditor who assesses the Council's compliance with relevant legislation and a further audit is carried out by an external auditor appointed by the Audit Commission.

Finance Committee Chairmans Report Cllr Geoff Paul

Good evening, everybody. I am pleased to present my Report of the Finance Committee for 2023-4. The Committee has met regularly and provided a very professional approach to looking after the Parish Council's financial health.

We started the year with the completion of our big capital project, to extend the size of the Community Centre Café. This was a big undertaking, but the finished article has been a great asset to the Community Centre, and the service we can offer to our residents. For the first few months of the new facility, expenditure exceeded income, but as trade has continued to grow, we are currently in a break-even situation, and expect to show a positive contribution to our finances in the 2024-5 financial year. We have benefited from the wonderful work of our Community Connectors (and volunteers) who have continued to offer more and more activities for our residents, The footfall this has generated within the Centre has been a big contributor to the growth of the café income. The completion of this major project has enabled the reorganisation of the staff structure within the Parish, and early indications are that this is proving successful.

Another major project this year was the installation of Solar Panels on the roof of the Community Centre. A major capital expense, but one which will reduce our electricity bills, and make a modest contribution to our efforts to mitigate the effects of climate change. Other improvements to the Community Centre include extending the air-conditioning to give hirers and staff more pleasant conditions when in the Centre, fixing acoustic panels in the Main Hall, and equipping Wantage Room with audio-visual equipment. Apart from these major activities, the Finance Committee has continued to deal with more mundane matters, making judgements whether to spend money to improve the look of the village, and to replace/repair infrastructure which has seen better days – the village sign has been repaired and repainted, and we are currently assessing the need to replace the wooden posts on Stocks Hill. We have also had to authorise necessary expenditure on repairs to street furniture, and some of our drystone walls, as well as completing improvements to the Cemetery.

All in all, another busy and successful year! My thanks to fellow members of the Committee who have worked very hard and conscientiously – David, Stephen, Yvonne, and Gary.

Planning Committee

The Planning Committee of the Parish Council currently consists of five councillors. The Committee acts on behalf of the Parish Council and considers planning applications and infrastructure matters. All planning applications are considered by the Committee with input from site visits, neighbours and other stakeholders when making recommendations to West Northamptonshire Council who are the local planning authority. Moulton Parish Council continues to work closely with both our West Northamptonshire Councillors and their respective officers to ensure that the views of the residents of Moulton are taken into account when determining planning-related matters.

The Parish Council engages with West Northamptonshire Highways in respect of infrastructure. Issues such as problem parking and speeding are regularly raised by residents and the Parish Council contributes to the resolution of such matters.

Community Engagement

In addition to the Parish Council website, which holds a huge amount of information including Agendas and Minutes, there are now six Council noticeboards in the village. They are updated regularly and are located at Barlow Lane, Boughton Road, Fuller Road, Moulton Community Centre, Overstone Road and the Public Gardens.

The Moulton Scene, our parish magazine is delivered twice yearly to all households in March and September. A Summer newsletter is delivered in July and a Christmas newsletter in late November. Newsletters are also delivered when needed throughout the year.

Centre Operations Manger Report

With the completion of the cafe extension, it has been hard to believe how we ran without it. It is the ideal space for the groups that regularly use it, has the perfect corner to relax in a comfy chair with a book, workstations and meeting of friends. The space has allowed for bigger tables to accommodate the mums and tots, the cyclists, men's breakfast, meet greet. Earlier in the year an afternoon tea event of 30 utilised the space and loved their experience.

Thank you to Rachael, Dionne and their team for all their hard work. We are always trying to work as closely alongside one another to collaborate and bring the best ideas for both organisations. It is always fun trying to link in their themes with the cupcakes we offer or biscuit decorating kits.

Trying to work alongside to accommodate Eat's own ideas and to fulfil all visitors arriving to the building. We started selling snack bags at bounce, party events during the school holidays. We introduced a kid's lunch bag which became very popular very quickly, biscuit decorating, pizza making and recently a children's afternoon tea with an Easter theme. We have on offer various event, children and corporate menus for bookings.

An amazing Christmas lunch was served to 90 people, and everyone pulled together and helped each other to produce a memorable event. Community lunch became weekly in the

new year and although this was thought would cause a reduction in numbers it is proving to be ever popular.

Along with an increase in our customers at Eat our cafe staff also provide Meet, Greet and Move Your Feet with a homemade soup, Warm Hub meals, Men's Breakfast receive a full English breakfast and a recent introduction of Women's Breakfast. They also regularly prepare refreshments trollies for our corporate groups and buffets.

We currently have 10 members of staff who work in the cafe with 3 of our weekend staff leaving to go off to university soon, however we will be looking to replace them shortly. All the cafe staff work really hard and are versatile and can sometimes be seen running the bars at parties.

We have one chef currently taking a level three child nutrition diploma with the view to roll this out to our other two chef's. Looking forward we are looking into pizza making parties, children afternoon teas, a revised menu and a children's cookery class. We are also trying to keep a daily posting on social media and with the arrival of the new crockery it has made a great difference to the appearance of the food.

Being able to see what has been popular with the Square accounts system we use in the café and comparing last year to this year is great to see which items are popular. Cakes always are our biggest sellers, and our in-house cake maker does a fantastic job. We have just introduced a cake rota so our customers have the stability of knowing we will be stocking their favourites. We have trialled a soup and special rota and this has helped our chefs prepare for the week ahead and meet greet move your feet know what soup they have coming up for the weeks ahead.

A massive thank you to our assistant centre operations manager, Louise who not only sorts out all the booking enquiries but is my IT guru. Together we help with the day to day running of the building with many room set ups, phone enquiries, dealing with contractors and even the occasional blocked toilet.

The community centre continues to accommodate lots of various groups. Ranging from the cute Little Kickers to the adorable guide dog for the blind puppy classes, to the essential blood donors and the NHS regular meetings. Moulton community centre is an amazing space, and we are very lucky to be able to have this and offer it out for hire. There are some days we could fill the building three times over and enquiries for parties are ever increasing. We get a lot of enquiries from people who have attended previous events, and everyone is always so complimentary of this amazing building and staff.

Moving forward we are trying to up our social media game and we have been looking through the diary to see free availability of rooms to advertise and get the amazing spaces booked. We have allocated space for the library staff to use up until Easter 2025 so we can accommodate children's activities for the school holidays which will also help Eat to plan what to put on.

We have a team of three caretakers who are working very hard to keep our building running efficiently. From meeting and greeting, party set ups and general maintenance we have a great team.

We would also like to thank Jane and the council team for always offering guidance and supporting our plans.

Moulton Library, Health and Wellbeing Hub - Rachael Warr - Library, Health & Wellbeing Manager

See end of the report.

2023/24 Activities

Moulton Community Centre

Month	Actions/Activities		
May	Café build handover		
June	Café build and Storage Shed Complete		
Aug	Approved air conditioning to Community Centre office		
Sept	Acoustic panels for Community Centre agreed		
Sept	Staging quote approved		
Nov	Solar panels installed		
Nov	Staff restructure took place		
Jan	Stock Check completed and Asset Register updated		
March	Building work started on the Library Office		
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Parish

Month	Actions/Activities		
April	50 th Anniversary Funday in Public Gardens		
June	Planning application for football club extension approved		
July	Moulton Football Club will become the home of Picnics Afterschool Club		
July	from Sept		
July	New parish signage completed		
Aug	Approved new notice board for Public Gardens		
Aug	Community Transport Scheme approved		
Sept	GIG in the Gardens took place		
Sept	New gate agreed to be installed at Crowfields to allow bailer access		
Sept	Play Area resurfacing at Carey Fields, Reeding and Sandy Hill approved		
Sept	Local Council Award Scheme Gold requirements met		
Oct	New Cemetery signage completed		
Oct	Village sign refurbished		
Oct	Stocks refurbished		
Oct	Planning permission confirmed for Moulton Football Club		
Oct	Barlow Lane advertising banners removed		
Nov	Annual playground inspections conducted, and remedial work started		
Nov	Medium review of NDP agreed		
Nov	Standard Councillor email signatures adopted		
Dec	Awarded Local Council Award Scheme Gold		
Dec	Nature boards installed at Busby Medows and Crowfields		
Dec	Moulton Scene came 23 rd out of 450 for the National Parish Magazine		
200	Awards		
Dec	Play area resurfacing at Forester Road approved		
Jan	All existing policies where updated and adopted		
Jan	Biodiversity policy adopted		
Jan	Forester Road resurfacing completed.		
Feb	Lamppost lanterns replaced in Prince of Wales Row		
March	Trees replaced in Spinney Close		
March	New tree Survey completed		
March	Annual SUDS report conducted		
Annually	113,397 Moulton Parish Council website page views and amended 650		
,	pages		
Annually	Dealt with over 120 email/website enquiries from residents.		

MOULTON LIBRARY HEALTH & WELLBEING HUB 2023-2024





137k

Between April 2023 and March 2024 over 137 thousand visits were recorded to the hub. An incredible increase from last year

Members of staff

Rachael & Dionne our Health & Wellbeing managers lead the team arranging a programme of activities to cater for all ages. Claire, Hannah, Susy & Zaynab man the library 6 days a week, hosting and organising a range of activities and initiatives.

Our Community Managed Library

New members continue to join and support the library, with 538 new members joining this year - up 38%!

16,994 loans were issued throughout the year - a 17% increase on 22/23

KINDNESS RAIL Free warm clothes are available, including jackets, jumpers, scarves, hats and gloves.

SNACK BASKET Fresh fruit is available at all times. Giving visitors access to healthy food.

SANITARY CARE BOXES Towels, liners and tampons can be found in all seven toilets throughout the building.

BABY & CHILDREN SUPPLIES Nappies, wipes and spare clothes are available all of the baby changing facilities.



Opportunities Galore: A staggering 14,550 spaces booked throughout the year! Each space represents an opportunity seized, a moment of learning, connection, and growth within our vibrant community.

Following the success of last years warm welcome campaign, our library has developed into an ongoing Welcoming Space. Self care boxes have been created by the team - including sanitary care and personal health for those in need to discreetly help themselves to. Refreshment trolleys are available each day, with warm drinks and snacks available.



FAMILY & CHILDRENS TIMETABLE

Activities for children and families have grown, with something for all age groups available on a daily basis. Following the success of introducing one off story times Themed Storytime's are now held twice a week and are well attended.

Who have we connected with.

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Dementia UK Just Karen Sarah Martindale Entertainment Everyone Active Music Bugs Animal Encounters University of Northampton Warm Welcome UK Overstone House Care Home Musical Memories Breathing Space Northants Health Watch NDAS Dinosaurs & Dragons Professor Diamond West Northants Customer Service Team Mega Bus Age UK Squires Mews Care Home Little Acorns Lily Pots Pottery Fitness without Boundaries

- CONSTRUCTION CLUB(X2) Throughout each school holiday a full programme of CONSTRUCTION CLUB(X2 STAY & PLAY(X2) BABY PLAY RHYME TIME BOUNCE & RHYME BABY WEIGHING LIBRARY LEARNERS TINY HANDS, BIG SIGNS MARVELLOUS MAKERS
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- STORYTIMES (X2) GAME ON FAMILY FILM CLUB •
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still wanting to visit us but avoid the crowds.

activities was arranged with accessible and affordable activities being our priority. Additional SEND sessions are now being added to each holiday. A quiet sensory zone has

been introduced along with dedicated quiet times for those

SILVER LIVING PROJECT Embracing Silver Living: Enriching Lives, Building

Community

Recognizing the vibrant spirit of our older community members, we proudly introduced the Silver Living Project, curating a treasure trove of activities and services tailored to their interests and needs.

Breakfast Clubs: Fuelling connections over a hearty meal! Our twice-monthly Men's and Women's Breakfast Clubs provide a warm, welcoming space for lively conversation and camaraderie.

Community Lunch Club: A cornerstone of togetherness! Due to overwhelming demand, we upgraded our Community Lunch Club to a weekly affair, bringing joy and nourishment to even more members of our community.

Volunteer Assistance: Going the extra mile! Our dedicated volunteers now offer weekly support with bus pass applications, ensuring smooth and hassle-free travel for our seniors.

Exploring Heritage: Delving into the past with the Northants Family History Society. Our monthly drop-in essions provide an invaluable opportunity to connect with incestry and community roots.

Community Transport Scheme

For many years, a successful Volunteer Car Scheme has operated in Moulton transporting residents to and from GP appointments. As our population has grown in recent years, we have not been able to keep up with demand for transport to and from medical appointments.

DECEMBER DELIGHTS: A FESTIVE EXTRAVAGANZA!

December was ablaze with joy and togetherness, marking yet another year of heartwarming festivities at your community library!

CHRISTMAS CRACKER

Kicking off the merry season with a bang! Our Christmas Fair was a hit, boasting 40+ stalls of homemade delights, kids' fun galore, and melodic performances by the local Moulton church choir and brass band.



PANTOMINE MAGIC

Double the laughter, double the cheer! We debuted not one, but two pantomimes, making sure everyone could enjoy the magic of the season with affordable ticket prices.

COMMUNITY FEAST

Breaking bread and spreading joy! Our Christmas edition of the Community Lunch Club welcomed a whopping 90 attendees, creating cherished memories and strengthening community bonds.

ELF SCHOOL EXTRAVANGANZA

Unleashing our inner elves! Young and old alike joined in the festive fun at Elf School, where laughter and holiday spirit filled the air as everyone embraced their inner elf.

CRAFTING Connections: A year Of creative Exploration!

From delicate blooms to aromatic oils, our workshop lineup has been a canvas of creativity! Throughout the year, our community has ndulged in the art of flo arranging, discovered the magic of essential oils, ed into the intricate vorld of batik, and crafted festive wreaths to adorn their homes. But it doesn't stop there! We've also launched "Made by Me," a monthly gathering here crafting beco joyful social affair. This usive space welcomes all skill levels, making arts and crafts not just a hobby, but a cherished opportunity for connection and self-

We are excited that we can now extend that service and provide transport to all sorts of activities thanks to developer funds being secured by MPC. We have developed a new Community

Transport to best utilise these funds and ensure that the scheme remains sustainable for the future.

expression.