

**Minutes of the Ordinary Meeting of Exning Parish Council**

**held on Wednesday 28<sup>th</sup> February 2018 at 7.00pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors T Wood (Chairman), R Stubbs (acting Vice Chair), R Bye, S Cole (Parish & District Cllr for Exning), J Gowing, S McGuinness. Also in attendance; C Whitaker (Clerk to Exning Parish Council). There were two members of the public in attendance from 7.05pm.

**OPEN FORUM:** No members of the public were in attendance at the time of the Open Forum session.

**Item 1.2/18: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.00pm. Apologies for absence were received & approved by the Chairman from Parish Cllrs Burton, May & Hathaway & from SCC Cllr Hood.

**Item 2.2/18: Report by County Councillor, Rachel Hood:** County Cllr Hood did not attend the meeting & did not submit a report.

**Item 3.2/18: Report by District Councillor, Simon Cole:** District Cllr Cole attended the meeting & submitted a full report from the public area, which can be viewed online at the Parish Council website – [www.exning-pc.gov.uk](http://www.exning-pc.gov.uk). In addition he spoke about plans in the village to re-start Neighbourhood Watch, the start-up of 1<sup>st</sup> Exning Beaver Scouts & that the parish council website has details of the Neighbourhood Plan process.

**Item 4.2/18: Declarations of Interest & Requests for Dispensation:** There were no new declarations or requests made.

**Item 5.2/18: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 24<sup>th</sup> January 2017, as a true record:** The minutes were signed by Chairman, Cllr T Wood, with no amendments (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)

**FINANCE**

**Item 6.2/18: To receive the Current Financial Position from the Clerk:** The financial position as at 28/2/18 was reported as £91,941.66. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for January 2018 were provided for all councillors prior to the meeting.

**Item 7.2/18: To approve payments/receipts since last meeting, authorise cheques for signature & electronic payments for the current month & to confirm electronic payments for the previous month:** The February 2018 payments & receipts were scrutinised before the meeting & signed by two account signatories. (Proposed Cllr R Stubbs, seconded Cllr R Bye, agreed by all present) (Payment & Receipt Details for February listed under Appendix A). Cllr J Gowing confirmed the electronic payments for January 2018 as correct.

**ADMINISTRATION**

**Item 8.2/18: Cemetery Matters & to discuss issues arising:**

Cllr R May had provided a report of recommendations for the replacing of parts of the Old Cemetery pathways. Quotes will be sought for the removal of two large conifer trees. (Proposed Parish Cllr S Cole, seconded Cllr J Gowing, agreed by all present)

CLERK

**Item 9.2/18: To receive an update from the Neighbourhood Plan Working Group:** Parish Cllr S Cole reported that the application for the Neighbourhood Area is currently out to the village for consultation & that a response will be received from FHDC in April.

**Item 10.2/18: To consider War Memorial Matters**

a. **To discuss the previous investigative action regarding the location of Exning War Memorial:** It was agreed that the installation of the double roundabouts at the White Horse junction had worked better than had been originally envisaged. The parish council plans to re-locate the war memorial will be discontinued. (Proposed Cllr T Wood, seconded Cllr R Bye, agreed by all present)

b. **To receive & approve a quote for the expert cleaning of Exning War Memorial:** A quote by Ivett & Reed was accepted at a value of £3,458. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)

CLERK

c. **To consider a request for amendments to the wording on the Exning Village War Memorial:** STATEMENT BY EXNING PARISH COUNCIL. 28 February 2018 "Exning Parish Council is sympathetic to relatives regarding their request to the council to add to the wording on Exning War Memorial. However the remit of the Parish Council, as custodians of the memorial, is only to maintain it in its original state. The Parish Council is considering other options which may assist the family to commemorate their relative as part of this Armistice 2018 Centenary year." It is suggested that the parish council may consider inserting this statement into a policy or its standing orders in due course, for the avoidance of future doubt. Subject to SCC Highways permission, a memorial bench at a cost of around £400 will be installed at the war memorial location with commemorative plaques. Enquiries into a 2017 donation will be made to ascertain agreement for the funds to be used for the war memorial area. (Proposed Cllr T Wood, seconded Cllr S McGuinness, agreed by all present)

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- d. **To discuss participation in the 2018 Armistice Centenary Commemorative Project:** 1) *'There But Not There'* – two sitting silhouette figures will be purchased to be installed at the war memorial location. (Proposed Parish Cllr S Cole, seconded Cllr R Bye, agreed by all present) 2) *'Battles Over – Ringing Out For Peace'* & 3) *'Suffolk Remembers'* – contact will be made with the RBL, the church, the school, etc. to ensure a co-ordinated approach to these events. CLERK
- e. **To discuss arrangements for the 2018 Exning Remembrance Ceremony:** Plans to reorganise the positioning of the public & participants around the memorial will be investigated. SCC Highways will be consulted regarding temporary roadside signage. The existing traffic management consultants will be engaged, but with more advance communication. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present) CLERK

**Item 11.2/18: Other Administrative Matters**

- a. **Chairman's report:** No report given. Items will be discussed throughout the agenda.
- b. **Clerk's report (including Correspondence):** Recent project update: Ducks Lane fencing is completed. A storm damaged tree on the recreation ground has been felled. Attendance at SALC's 'New Audit Regime Briefing'. **Correspondence: Chancery Park update:** Emails from Persimmon Homes/Charles Church Suffolk giving regular updates on the four outstanding highway areas of the S278 Enabling Works. **West Suffolk Electoral Review:** Email acknowledgement of the parish council's request regarding the naming of Exning within the future re-warding program. **Rural Parishes Alliance:** Email suggestion for a joint complaint to SCC Highways regarding the poor performance & workmanship of its contractors.
- c. **Section 137 requests:** No requests received.
- d. **To discuss an 'Exning In Bloom' proposal:** Local businesses, organisations & individuals will be invited to take part for a small administration fee. The aim is to involve the community whilst improving the presentation of the village. This will be promoted in the newsletter to assess levels of interest. CLERK
- e. **To review the Standing Orders for Exning Parish Council:** The document was reviewed & approved by council. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)
- f. **To review the Financial Regulations for Exning Parish Council:** The document was reviewed & approved by council. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)
- g. **To review the Financial Risk Assessment for Exning Parish Council:** The document was reviewed & approved by council. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)
- h. **To review the effectiveness of Exning Parish Council's system of internal controls:** The document was reviewed & approved by council. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)
- i. **To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2017/2018:** LCPAS (Local Council Public Advisory Services) will be engaged for the Internal Audit for 2017/2018. (Proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present)
- j. **To approve the Direct Debit agreements for the financial year 2018/2019:** Direct Debit authorisation for 2018/2019 was approved for Flagship Homes, E.ON, Wave Business (formerly Anglian Water Business), Automated Systems Ltd, Standard Life, Trade UK. (Proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present)
- k. **To agree to reschedule the March 2018 Parish Council meeting to 21<sup>st</sup> March:** Agreed. (Proposed Parish Cllr S Cole, seconded Cllr R Stubbs, agreed by all present)

**PLANNING**

**Item 12.2/18: Report from Planning Group – & to discuss issues arising:** A report was made as follows by Cllr R Stubbs:-

- a. **Review of Responses to Planning Applications by Exning Parish Council** CLERK
- i. **161 Burwell Road, Exning:** DC/18/0092/HH – rear conservatory. No objections by EPC.
- ii. **135 Burwell Road, Exning:** DC/18/0202/HH – rear extension. No objections by EPC.
- iii. **Garden Cottage, Church Lane, Exning:** DC/18/0181/HH – extension/conversion. No objections by EPC.
- iv. **16 Beechwood Close, Exning:** DC/18/0264/HH – single storey rear extension. No objections by EPC.
- There were no comments from any village residents on any of the above applications.
- b. **Update of Planning Decisions by Forest Heath District Council Planning Office**
- i. **Chancery Park, Burwell Road, Exning:** DC/16/0597/VAR – variance to condition 17 of planning application F/2012/0552/OUT regarding highway improvements timescale relating specifically to the White Horse junction – decision pending.
- ii. **Little Chef, The 1000 Guineas Services, A14 Exning East Bound from County Boundary, Exning:** DC/17/2391/FUL – external alterations – Approved by FHDC.
- iii. **Site Saxon Close, Exning:** DC/17/2287/FUL – new development (1 dwelling & access) – Decision Pending by FHDC.
- iv. **Driftend, The Drift, Exning:** DC/17/2555/FUL – new development (1 dwelling & access) resubmission of DC/17/1251/FUL – Refused by FHDC.

- v. **The Bungalow, Burnt Farm, Mill Close, Exning:** DC/18/011/TCA – tree work in a conservation area – No objections received by FHDC.

Exning Parish Council will request further information pertaining to the refusal from FHDC. (Proposed Parish Cllr S Cole, seconded Cllr T Wood, agreed by all present)

CLERK

#### HIGHWAYS

**Item 13.2/18: Report from Highways Group – & to discuss issues arising:** *Junction A142/Windmill Hill* – response from SCC Highways was deemed unsatisfactory & a letter of complaint from the parish council will be issued. There are no white lines on Cotton End following resurfacing some time ago.

CLERK

**Item 14.2/18: To consider a response to the Suffolk Highways' Community Self Help survey:** There will be no response to the survey. A letter will be sent detailing that the parish council is not prepared to complete the survey because the suggested activities are paid for via the council tax system. (Proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present)

CLERK

#### RECREATION & ENVIRONMENT

**Item 15.2/18: Report from the Recreation & Environment Group – & to discuss issues arising:** FHDC Section 106 grant for the replacement of the outstanding seven areas of play area safer surfacing has been confirmed at a total of £36,462.42. A request for further update on the plans to upgrade the new Stepping Stones Pre-school access path will be sent.

CLERK

**Item 16.2/18: To receive an update regarding the New River watercourse:** The Exning River Riparians residents group has been working with the SCC Floods Team: the watercourse is much improved.

**Item 17.2/18: Village Keeper Update – & to discuss issues arising:** Nothing to report.

**Item 18.2/18: To resolve to discuss a confidential matter; excluding press & public:** (Proposed Cllr T Wood, seconded Parish Cllr S Cole, agreed by all present)

Members of the public left the meeting; as did the Clerk.

**Item 19.2/18: To discuss staff matters:** Staff contracts, terms & conditions of employment & other staff & administration matters were debated. Going forward, the Administration Working Group will deal with all these matters away from the agenda. Council may submit questions to the Administration Working Group in writing. (Proposed Cllr T Wood, seconded Cllr R Stubbs, vote carried – in favour 5 / against 1)

ADMIN  
WORKING  
GROUP

The next Ordinary Meeting of the Parish Council will be on **Wednesday 21<sup>st</sup> March 2018** in the Exning Community Church Hall at 7.00pm.

The meeting closed at 8.55pm.

#### Appendix A: February 2018 Payments & Receipts

##### FEBRUARY 2018

<b>Payments:</b>		<b>Receipts:</b>	
Screwfix Trade UK	£ 37.76	Interest Received	£ 56.24
TH Tree Surgery	£ 288.00	Memorial & Burial Income	£ 280.00
RJ Mortlock	£ 600.00		
Suffolk County Council	£ 877.24		
Automated Services Ltd	£ 44.83		
Spring Cottage Landscaping Ltd	£ 200.00		
Admin Costs	£2,019.38		
	<b>£4,067.21</b>		<b>£ 336.24</b>