

**Minutes of the Annual Meeting of Exning Parish Council  
held on Wednesday 23<sup>rd</sup> May 2018 at 7.30pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors T Wood (Chairman), R May (Vice Chair), R Bye, S Cole (Parish & District Cllr for Exning), J Gowing, H Hathaway, S McGuinness, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council) & PC Ainsworth (Newmarket SNT). There were seven members of the public in attendance throughout the meeting.

**OPEN FORUM:** No representations by members of the public.

**Item 1.5/18: Election of Chairman:** Cllr T Wood was proposed as Chairman of Exning Parish Council for 2018/2019. (proposed Cllr S McGuinness, seconded Cllr R Stubbs, agreed by all present)

**Item 2.5/18: Chairman's Declaration of Acceptance of Office:** Cllr Wood accepted the proposal, signed the documentation, which was witnessed by the Clerk, and was duly elected as Chairman of Exning Parish Council.

**Item 3.5/18: Election of Vice Chairman:** Cllr R May was proposed as Vice Chairman of Exning Parish Council for the year 2018/2019. (proposed Cllr H Hathaway, seconded Cllr J Gowing, agreed by all present)

**Item 4.5/18: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.40pm. Apologies were received from Cllr A Burton and County Cllr R Hood.

**Item 5.5/18: Invitation to Other Bodies & reports:** The following bodies will be formally invited to attend and report at Parish Council meetings – (proposed Cllr R Bye, seconded Cllr R May, agreed by all present):-

- a. Suffolk County Councillor, Cllr Rachel Hood – Cllr Hood provided a report, which can be viewed on the parish council website. Specifically noted; Matthew Hicks and Mary Evans – new Chair and Deputy Chair of Suffolk County Council.
- b. Forest Heath District Councillor, Cllr Simon Cole – Cllr Cole made a report, which can be viewed on the parish council website. Cllr R Stubbs requested schedule information regarding grass cutting now that this has been 'taken in-house' by West Suffolk.
- c. Local Police, Safer Neighbourhood Team – PC Ainsworth attended the first part of the meeting. No report was made.

Cllr S  
COLE

**Item 6.5/18: Declarations of Interest & Requests for Dispensation:** There were no new declarations or requests made.

**Item 7.5/18: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 25<sup>th</sup> April 2018, as a true record:** The minutes were signed by Chairman, Cllr T Wood, with no amendments (proposed Cllr R Stubbs, seconded Cllr S Cole, agreed by all present)

#### FINANCE

**Item 8.5/18: To receive the Current Financial Position from the Clerk:** The financial position as at 23/5/18 was reported as £144,931.30. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for April 2018 were provided for all councillors prior to the meeting.

**Item 9.5/18: To approve payments/receipts since last meeting, authorise cheques for signature & electronic payments for the current month & confirm electronic payments for the previous month:** The April 2018 non-confidential payments & receipts were scrutinised & signed by two account signatories. (proposed Cllr R Stubbs, seconded Cllr R Bye, agreed by all present) (Payment & Receipt Details for May listed under Appendix A). The electronic payments for April 2018 were confirmed against the bank statements by Cllr T Wood.

**Item 10.5/18: To approve the virement of Ear-Marked Reserves from the War Memorial EMR to the Play Area EMR & Street Furniture EMR:** £7,000 will be vired to the Play Area EMR & £2,000 will be vired to the Street Furniture EMR. (proposed Cllr R May, seconded Cllr R Bye, agreed by all present)

CLERK

#### ADMINISTRATION

**Item 11.5/18: Cemetery Matters & to discuss issues arising:** 1) **Lacey's Lane Cemetery** – Vertas Group Ltd will be engaged to continue cutting the centre grass section for the remainder of this season (proposed Cllr R Bye, seconded Cllr R Stubbs, agreed by all present). The Village Keepers will be asked to repair the pedestrian entrance gate. 2) **Churchyard** – awaiting fencing installation. 3) **Exning Road Old Cemetery** – the repair of the pathways will be discussed on the June agenda. 4) **Exning Cemeteries:** 1 ashes interment (LL Cem) / 1 ashes interment (Old Cem).

CLERK

VILLAGE  
KEEPERS

**Item 12.5/18: To receive a report regarding the Neighbourhood Plan & to make resolution regarding an amendment to the Exning Neighbourhood Plan Area:** Cllr S Cole thanked council for attending an emergency informal meeting on 15/5/18 to discuss the Neighbourhood Plan Designated Area with regard to the Brickfield Cottage paddocks. The recommendation from this meeting was that "Exning Parish Council gives its formal consent to Newmarket Town Council's Neighbourhood Plan Working Group to be authorised to act in relation to a neighbourhood area encompassing the land at Brickfield cottages paddocks, which is

within the amended parish of Exning. (Town and Country Planning Act 1990 s61F(2)).” This recommendation is ratified by full council at this meeting. (proposed Cllr R May, seconded Cllr R Stubbs, agreed by all present).

CLERK

**Item 13.5/18: Other Administrative Matters**

- a. **To receive the Chairman’s report:** No report made.
- b. **To receive the Clerk’s Report (& receive Correspondence):** Attended the LGA/NALC ‘Working Together’ Conference on 16/5/18. Play Area resurfacing. War Memorial cleaning & flower bed installation. Memorial bench will be installed imminently. Litter Picking equipment loaned to group of young people who took part in the Daily Mail ‘Great Plastic Pick Up’ campaign on the recreation ground.  
Correspondence: 1) Briefing on ‘The Future of Localism’ regarding Parish Council’s role in the community. 2) New Police Connect information system & Suffolk Constabulary Community Engagement Officers. Community Engagement Meeting at Brandon House Hotel on 24/5/18; 7pm. 3) Study by Cambs CC on a proposed Burwell to Exning cycle path.
- c. **Section 137 requests:** No requests received.
- d. **To review & approve the membership of the Working Groups of Exning Parish Council for 2018/2019:** Amendments to the existing Working Groups – Administration & Finance Working Groups will be merged (proposed Cllr T Wood, seconded Cllr H Hathaway, agreed by all present). Burwell Road Working Group will be removed (proposed Cllr T Wood, seconded Cllr S Cole, agreed by all present). The Working Group Membership for 2018/2019 is appended to these minutes under Appendix B.
- e. **To receive GDPR update & to receive & adopt GDPR policies:** The Data Protection Policy, Retention of Documents Policy, Electronic Communications Policy & General Privacy Notice were adopted by Exning Parish Council. (proposed Cllr S Cole, seconded Cllr R May, agreed by all present). Government update on DPO: Parish Councils are no longer required by law to appoint a DPO. However, the Clerk will continue to be Exning Parish Council’s Data Protection Representative to ensure all Data Protection responsibilities are carried out in full. (proposed Cllr R May, seconded Cllr R Stubbs, agreed by all present)
- f. **To receive a report on the Armistice 100 plans for the village:** A report giving the draft plans for local commemoration was received (appended to these minutes under Appendix C). Chairman, Cllr T Wood, encouraged members to get involved. Updates will be forthcoming.

CLERK

CLERK

**PLANNING**

**Item 14.5/18: Report from the Planning Working Group - & to discuss issues arising** – A report was made as follows by Cllr R Stubbs

- a. **Responses to Planning Applications by EPC:**
  - i. **Driftend, The Drift, Exning:** AP/18/0017/REF – Appeal of DC/17/2555/FUL (1 dwelling & access) – Appeal in process
  - ii. **Land off Shepherd Close, Exning:** AP/18/0019/REF – Appeal of DC/16/2282/FUL (6 affordable housing units) – Appeal in process
  - iii. **11 Cotton End Road, Exning:** DC/18/0054/FUL – (Change of Use: Residential to Office; retrospective) – EPC has no objections to this application
  - iv. **43 Burwell Road, Exning:** DC/18/0772/FUL – (Change of Use: Ancillary/Storage to Residential & single storey extension) – EPC has no objections to this application
- b. **Update of Planning Decisions by FHDC:**
  - 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. **Site Saxon Close, Exning:** DC/17/2287/FUL – new development (1 dwelling & access) – decision pending
  - iii. **4 Annes Close, Exning:** DC/18/0401/HH – (extension/loft conversion) – approved by FHDC
  - vi. **Northend Lodge, Land NE of North End Rd, Exning:** DC/18/0404/FUL - (retrospective: cart shed/kennels) – decision pending
  - v. **Plantation Stud House, Snailwell Short Road, Exning:** DC/18/0426/FUL (demolition of dwelling & 15 box stable yard) – decision pending
  - vi. **Brickfields Cottage, Cemetery Hill, Exning:** DC/18/0492/FUL (Change of use to Thoroughbred Race Horse Services & Stud, extension to existing menage, installation of 8 lighting columns & new access) – decision pending – it was noted that FHDC planning officer has extended application cut-off date to 12/6/18 and that the applicant continues to develop the site without planning permission
  - vii. **1 Oxford Street, Exning:** DC/18/0532/FUL (Change of use to Residential Dwelling & frontage alterations, 2 storey extension to rear & side) – decision pending
  - viii. **26 Beechwood Close, Exning:** DC/18/0583/FUL – (extension/conversion) – decision pending

CLERK

**HIGHWAYS**

**Item 15.5/18: Report from Highways Group – & to discuss issues arising:** *Tree Felling* at White Horse junction took place 14-16 May, with temporary traffic lights in place, in readiness for the work on the BT pole

& installation of a dropped pedestrian curb. *Road & Footway Sweeping* – Cllr Cole will request an updated schedule from West Suffolk.

## RECREATION & ENVIRONMENT

**Item 16.5/18: Report from the Recreation & Environment Group – & to discuss issues arising:** Cllr A Burton did not attend the meeting and made no report.

**Item 17.5/18: To receive a report regarding the Play Area Safer Surfacing installation:** The Clerk provided a chronological report to council & received thanks for the communication. Following concern regarding the sub-contractor's safety practices on-site, measures had been taken by the Clerk and Chairman resulting in a quick, effective and appropriate response by the contract company. Some areas of the newly laid surfacing/kerbing will be re-laid at no extra cost to the parish council and two pieces of gym equipment will be installed as a gesture of goodwill. A ROSPA check on the play area & associated equipment will be brought forward (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present). This will be an agenda item for the June parish council meeting.

CLERK

The next meeting of the Parish Council will be on **Wednesday 27<sup>th</sup> June 2018** in the Exning Community Church Hall at 7.00pm.

The meeting closed at 8.45pm.

## Appendix A: May 2018 Non-Confidential Payments & Receipts

<b>Payments:</b>		<b>Receipts:</b>	
Exning Community Church Hall	£ 140.00	Burials & Memorials	£ 765.00
Jackson's Fencing	£ 2,351.87	Exning 'In Bloom' entries	£ 40.00
Newmarket GMS Ltd	£ 64.20	Donations	£ 25.00
Newmarket GMS Ltd	£ 70.20	VAT Refund	£ 810.38
Newmarket GMS Ltd	£ 475.00	Precept instalment (50%)	£27,450.00
Fenland Leisure Products	£43,754.92	Section 106 Grant (FHDC)	£36,686.42
Harmony Gardens	£ 382.61		
Operational reimbursements	£ 579.82		
	<b>£47,818.62</b>		<b>£65,776.80</b>

## Appendix B: Exning Parish Council Working Group Membership 2018/2019

Working Group	Responsibilities	Membership
Administration & Finance	Publicity HR (including wages / pensions) Policies & Procedures Insurances Assets Standing Orders Financial Regulations Risk Management Website On-going Internal Audit & Statutory Audit Budget & Precept Management Payment & Receipt Monitoring Bank Account Management Liaison with Local Organisations	Cllr R May Cllr T Wood Cllr R Stubbs
Recreation & Environment	Village Environment & Safety Recreation Ground Environment & Safety Play Area Safety River Matters Horticultural Services	Cllr A Burton Cllr J Gowing Cllr H Hathaway
Highways	Roads Footways Street Lighting A14 Matters Public Rights of Way	Cllr R Bye Cllr S McGuinness Cllr J Gowing
Planning	Planning Application Response Recommendations Associated Planning Matters	Cllr R Stubbs Cllr R May Cllr T Wood
Cemeteries & Churchyard	Cemetery Environment & Safety Churchyard Environment & Safety Cemetery Tariffs & Regulations	Cllr R Bye Cllr R Stubbs
Neighbourhood Plan	Investigation into the feasibility of a Neighbourhood Plan	Cllr S Cole Cllr A Burton

**NB: Chairman is ex-officio member of all Working Groups**

Appendix C: Information on Armistice 100 draft plans for Exning

Date	Event	Responsible party
Thursday 8 <sup>th</sup> November 2018	<b>Suffolk Remembers</b> – working with schoolchildren to research war graves in Exning Old Cemetery prior to the day. On the day, the project culminates in a collective act of remembrance and laying of poppies at the cemetery at 11am.	Liaison with Exning Primary, Laureate Academy & Paddocks Primary schools / RBL
Saturday 10 <sup>th</sup> November 2018	<b>Armistice 100 event</b> - at St Martin's Church. An evening of narrative, poetry & music for remembering the Victory in 1918.	RBL
Sunday 11 <sup>th</sup> November 2018	<b>Remembrance Ceremony &amp; Service</b> – 10.45am at the Exning War Memorial & 11.15am at St Martin's Church.	PC Clerk organising road closure with First Call Traffic Management. RBL / St Martin's Church organising ceremony/service.
Sunday 11 <sup>th</sup> November 2018	<b>Battle's Over &amp; Ringing Out For Peace</b> – Last Post, Lighting of the Beacon, Ringing of Church Bells.	Possibly local musician to do Last Post. PC Beacon to be used. Bell-ringing group.