

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

**held on Wednesday 24<sup>th</sup> October 2018 at 7.00pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors T Wood (Chairman), R Bye, S Cole (Parish & District Cllr for Exning) arrived 7.40pm, J Gowing, H Hathaway, S McGuinness, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council), County Cllr R Hood left at 7.25pm. There were three members of the public in attendance throughout the public forum.

**OPEN FORUM:** Representation was made by members of the public regarding: 1) Complaint concerning the shipping container in the car park of the Rosery Hotel which has no planning approval 2) Thanks given to the parish council for the installation of a new footway at the recreation ground 3) Request to note that a cycle path connecting Exning & Burwell via Burwell Road would be strongly supported by residents of Exning 4) Request for consideration of the extension of the footway at Lacey's Lane towards the public footpath entrance.

**Item 1.10/18: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.00pm. Apologies were received from Cllr R May. District & Parish Cllr S Cole had given notification of delayed arrival due to attendance at a meeting of FHDC.

**Item 2.10/18: To receive a report from Suffolk County Councillor, Rachel Hood:** Cllr Hood's county report had been circulated in advance of the meeting & is available on the parish council website. Questions regarding 1) A142 street lighting outage 2) Depot Road Recycling Centre closure 3) Burwell Road Enabling Works outstanding 4) Overgrown vegetation on A142 junction 37 exit.

**Item 3.10/18: To receive a report from Forest Heath District Councillor, Simon Cole:** Cllr Cole arrived at 7.25pm due to attendance at an earlier FHDC meeting. He gave his report at the end of the meeting with regard to 1) Cllr Cole provided his report which is available on the parish council website 2) Cllr Cole reported that he had written to Tim Passmore (Suffolk Police & Crime Commissioner) regarding burglaries 3) FHDC & SEBC are scheduled to combine in April 2019 into West Suffolk Council.

**Item 4.10/18: Declarations of Interest & Requests for Dispensation:** Cllr J Gowing declared a non-pecuniary interest in Item 13c with regard to being a 'Cubs' parent.

**Item 5.10/18: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 26<sup>th</sup> September 2018, as a true record:** The minutes were signed by Chairman, Cllr T Wood, with the following amendments:- 1) Item 3.9/18 "Cllr Cole's delayed arrival from a District Council meeting" & Item 15.9/18 "Cllr Burton provided a report, which was not given." (proposed Cllr A Burton, seconded Cllr R Stubbs, agreed by all present)

**FINANCE**

**Item 6.10/18: To receive the Current Financial Position from the Clerk; including the Q2 Actual against Budget report:** The financial position as at 24/10/18 was reported as £92,113.42. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for September 2018 were provided for all councillors prior to the meeting. The Q2 Actual against Budget figures were discussed.

**Item 7.10/18: 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 October 2018 non-confidential payments & receipts were scrutinised & signed by two account signatories (proposed Cllr R Bye, seconded Cllr R Stubbs, agreed by all present) (Payment & Receipt Details for October listed under Appendix A). Confidential payments for October 2018 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for September 2018 were confirmed against the bank statements by Cllr T Wood.

**Item 8.10/18: To receive Draft Budget report & recommendations from the Admin & Finance Working Group:** The 2019/2020 Budget was set at £70,050; being Precept of £56,000 & use of Ear-Marked Reserves of £14,050. The precept increase is 2% from the current financial year's precept. (proposed Cllr R Stubbs, seconded Cllr H Hathaway, agreed by all present)

CLERK

**Item 9.10/18: To approve the closure of the Cambridge Building Society Account & transfer of balance to Active Saver Account:** The transfer & closure will be arranged. (proposed by Cllr J Gowing, seconded by Cllr A Burton, agreed by all present)

CLERK

**ADMINISTRATION**

**Item 10.10/18: Cemetery Matters & to discuss issues arising:** 1) **Churchyard:** A letter has been received from Exning Parochial Church Council regarding concerns over the condition of one of the churchyard footpaths. This will be investigated. The rear wooden gate will be replaced due to wood rot. 2) **Exning Cemeteries:** No activity.

CLERK

**Item 11.10/18: To receive a report from the Neighbourhood Plan Working Group:** Cllr A Burton reported that the Neighbourhood Area has been defined. The November agenda will include thoughts and suggestions regarding a questionnaire. A decision needs to be taken regarding the way forward for the Plan.

CLLR  
BURTON  
& COLE

**Item 12.10/18: To receive update on Armistice 100 plans & events:** The event list: Thursday 8<sup>th</sup> November – Suffolk Remembers event at Exning Old Cemetery 10.30am; Saturday 10<sup>th</sup> November – Exning Commemorates Armistice 100 an evening of words & music at St Martin’s Church 7pm; Sunday 11<sup>th</sup> November – Remembrance Day Ceremony & Service 10.45am at War Memorial & 11.15am at St Martin’s Church; Sunday 11<sup>th</sup> November – Ringing out for Peace 4pm at St Martin’s Church. Councillors are encouraged to attend as many events as possible.

ALL  
CLLRS

**Item 13.10/18: Other Administrative Matters**

- a. **To receive the Chairman’s report:** Cllr Wood reported that he’d had contact from a resident regarding the Depot Road Recycling Service closure. The correct procedure when arriving late at a council meeting is to announce the reason for the delayed arrival which will then be minuted.
- b. **To receive the Clerk’s Report (& receive Correspondence):** 1) **Update:** War Memorial flowerbed & bench silhouette installation. Pathways at recreation ground & Old Cemetery. Progress with SID installation on Cemetery Hill. Ongoing research into the possibility of a SID on Burwell Road. 2) **Correspondence:** Map of the new West Suffolk Wards from April 2019 from the Local Government Boundary Commission.
- c. **Section 137 requests:** Royal British Legion £180 for hire of a projector for the Exning Commemorates event on Saturday 10<sup>th</sup> November. Exning Scouts £620 for one term’s room hire at Exning Primary School. (proposed Cllr S McGuinness, seconded Cllr R Bye, agreed by all present)
- d. **To discuss policies regarding supervision of contractors:** Cllr Burton stated that all contact with contractors should be logged in a diary. It was confirmed that this was done. Cllr Cole raised some concerns regarding recent contractors not wearing safety helmets.
- e. **To review the Table of Fees of Exning Cemeteries:** The new fees were ratified. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present)
- f. **To approve the Council meeting dates for 2019:** The dates were approved & are appended to these minutes until Appendix B. (proposed Parish Cllr S Cole, seconded Cllr A Burton, agreed by all present)

CLERK

**PLANNING**

**Item 14.10/18: 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. **Exning Primary School, Oxford Street, Exning:** DC/18/1938/TCA – No objection by EPC
- ii. **1 Burwell Road, Exning:** DC/18/1939/TCA – No objection by EPC
- iii. **7 Beechwood Close, Exning:** DC/18/1937/TCA – No objection by EPC
- iv. **1 Saxon Close, Exning:** DC/18/1943/TPO – No objection by EPC

CLERK

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
- ii. **Brickfields Cottage, Cemetery Hill, Exning:** DC/18/0492/FUL (Change of use to Thoroughbred Racehorse Services & Stud, extension to existing ménage, installation of 8 lighting columns & new access) – awaiting decision
- iii. **Land adjacent to 6 The Highlands, Exning:** DC/18/1122/RM (Reserved Matters Application for 1 dwelling) – approved by FHDC
- vi. **Chef’s Cottage, Windmill Hill, Exning:** DC/18/1686/TCA (tree works in a conservation area) - No objection received by FHDC
- vii. **1 Chapel Street, Exning:** DC/18/1774/TCA (tree works in a conservation area) – No objection received by FHDC
- viii. **2 Saxon Close, Exning:** DC/18/1705/PIP (permission in principle – 3 dwellings & access) – awaiting decision
- ix. **9 Beechwood Close, Exning:** DC/18/1832/TCA (tree works in a conservation area) – No objection received by FHDC
- x. **19 Cotton End Road, Exning:** DC/18/1807/TCA (tree works in a conservation area) – No objection received by FHDC
- xi. **27 Cotton End Road, Exning:** DC/18/1806/TCA (tree works in a conservation area) – No objection received by FHDC

Attention is drawn to the application by FHDC for a Tree Protection Order on the line of trees from Woodlands to the Cemetery Hill sub-station.

**HIGHWAYS**

**Item 15.10/18: Report from Highways Group – & to discuss issues arising:** The following matters were reported. 1) **Potholes & roadworks:** pothole on Burwell Road, roadworks on Oxford Street, Anglian Water are due to return on 1/11/18 to rectify the previous patching at The White Swan. 2) **Vegetation:** the

Methodist Chapel owner has been asked to clear the vegetation on the property.

**RECREATION & ENVIRONMENT**

**Item 16.10/18: Report from the Recreation & Environment Group – & to discuss issues arising:** Cllr A Burton reported that the Charles Church representative on Chancery Park has reopened the play area & confirmed that the park will be administered fully by them until it is taken over by an appropriate authority. Cllr Burton advocated that dogs should be allowed in the cemetery with their owners. It was noted that all cemeteries exclude dogs, except guide dogs.

CLERK

**Item 17.10/18: To approve terms & conditions for village planters to be used by village organisations:** Terms were approved & will be sent to the relevant persons. (proposed Cllr S Cole, proposed Cllr H Hathaway, agreed by all present)

The next meeting of the Parish Council will be on Wednesday 28<sup>th</sup> November 2018 in the Exning Community Church Hall at 7.00pm.

The meeting closed at 8.55pm.

**APPENDIX A: OCTOBER 2018 Non-Confidential Payments & Receipts**

**Schedule of Non-Confidential Payments & Receipts to inform Full Council**

Date: Oct 2018

Supplier / Payee	Nett	VAT	Gross	Description
Flagship Homes	£ 106.04	£ 21.21	£ 127.25	
Trade UK (Screwfix)	£ 5.83	£ 1.16	£ 6.99	
Information Commissioners Office	£ 35.00	£ -	£ 35.00	Statutory Annual Registration Fee
Newmarket GMS Ltd	£ 16.96	£ 3.39	£ 20.35	
Vertas Group Ltd	£ 235.86	£ 47.17	£ 283.03	Quarterly Fee Rec Ground grass cutting
Harmony Gardens	£ 552.27	£ -	£ 552.27	War Memorial Flower Bed
Grays Surfacing	£ 10,000.00	£ 2,000.00	£ 12,000.00	Installation of footway on Rec Ground
Grays Surfacing	£ 6,155.00	£ 1,231.00	£ 7,386.00	Repairs to Old Cemetery footway
Multisigns Ltd	£ 15.00	£ 3.00	£ 18.00	Safety Signage
C Whitaker (reimbursements)	£ 727.90	£ 134.60	£ 862.50	Reimbursements for PC Purchases
	<b>£ 17,849.86</b>	<b>£ 3,441.53</b>	<b>£ 21,291.39</b>	

Purchaser / Payer	Nett	VAT	Gross	Description
HMRC	£ 277.30	£ -	£ 277.30	Q2 VAT Refund
Forest Heath District Council	£ 19,215.00	£ -	£ 19,215.00	35% Final Precept Payment
	<b>£ 19,492.30</b>	<b>£ -</b>	<b>£ 19,492.30</b>	

**APPENDIX B: PARISH COUNCIL MEETING DATES FOR 2019**

All meetings to take place at 7pm (unless otherwise stated) in Exning Community Church Hall.

Wednesday

23<sup>rd</sup> January

27<sup>th</sup> February

27<sup>th</sup> March

24<sup>th</sup> April

15<sup>th</sup> May \*\* (7pm: Annual Parish Meeting and 7.30pm: Council Annual Meeting). **Local Government Elections will be held on Thursday 2<sup>nd</sup> May this year: therefore the Annual Meeting must be held within 14 days of this date.**

26<sup>th</sup> June

24<sup>th</sup> July

**NO MEETING IN AUGUST**

25<sup>th</sup> September

23<sup>rd</sup> October

27<sup>th</sup> November

**NO MEETING IN DECEMBER**