

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 24th January 2018 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors T Wood (Chairman), R May (Vice Chair), A Burton, 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), Cllr Rachel Hood (Suffolk County Cllr for Exning & Newmarket). There were two members of the public in attendance throughout the meeting.

OPEN FORUM: Members of the public spoke regarding the war memorial listings (see Item 11b).

Item 1.1/18: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.05pm & wished everyone present a Happy New Year. There were no apologies for absence.

Item 2.1/18: Report by County Councillor, Rachel Hood: County Cllr Hood attended the meeting & submitted a report which will be available on the parish council website – www.exning-pc.gov.uk. Cllr J Gowing enquired regarding the Windmill Hill/A142 junction with respect to an update on planned closure for the intended upgrade & current kerbside damage. District Cllr S Cole added that a SCC HW review had taken place at the junction on 23/1/18. Cllr A Burton enquired regarding an uncorroborated report of a village child not gaining a school place at Exning Primary School.

SCC Cllr R
HOOD

Item 3.1/18: 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. In addition he spoke about the re-warding of Exning & Newmarket, the river situation in the village, the Burwell/Exning cycle path, increased dog fouling in King George Avenue. Cllr R Stubbs requested investigation into the long outstanding planning application for Chancery Park.

District Cllr
S COLE

Item 4.1/18: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made.

Item 5.1/18: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 22nd November 2017, as a true record: The minutes were signed by Chairman, Cllr T Wood, with no amendments (Proposed Cllr R Stubbs, seconded Cllr R May, agreed by all present)

FINANCE

Item 6.1/18: To receive the Current Financial Position from the Clerk; to include Quarter 3 Actual against Budget report: The financial position as at 24/1/18 was reported as £97,049.11. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for December 2017 were provided for all councillors prior to the meeting. The Quarter 3 Actual against Budget figures were discussed.

Item 7.1/18: 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 January 2018 payments & receipts were scrutinised before the meeting & signed by two account signatories. (Proposed Cllr R May, seconded Cllr R Stubbs, agreed by all present) (Payment & Receipt Details for January listed under Appendix A)

Item 8.1/18: To receive a report regarding 'The provisional 2018-19 local government finance settlement': A response to council to the provisional consultation document for sections relevant to parish councils was given by the Clerk/RFO. Exning Parish Council demonstrates restraint when setting its precept; keeping under the 3% increase government recommendation & making good use of its reserves for projects planned. This proves the importance of creating & maintaining Ear Marked Reserves for future spending.

ADMINISTRATION

Item 9.1/18: Cemetery Matters & to discuss issues arising:

a: **To approve quote for fencing of churchyard crypt area:** Quote received & approved & covered in full by SCC Locality Budget grant. Exning Parish Council thanks SCC Cllr R Hood for her assistance with this matter. (Proposed Cllr R Stubbs, seconded Parish Cllr S Cole, agreed by all present)

CLERK

b: **To consider quotes for resurfacing of four areas of the Old Cemetery path:** Two quotes received. It has not been possible to gain a third quote. More research on how to treat the tree roots is required, along with a more detailed specification. Possibility of seeking SCC assistance & advice regarding specification.

CLERK

Item 10.1/18: To receive an update for the Neighbourhood Plan Working Group: Chairman, Cllr T Wood, apologised for the lack of progress on this matter. There are concerns about the process. A new NP Working Group was formed, consisting of Parish Cllr S Cole & Cllr A Burton, which will report on progress at each council meeting. (Proposed Cllr H Hathaway, seconded Cllr T Wood, agreed by all present)

PARISH
CLLRS S
COLE & A
BURTON

Item 11.1/18: 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: Gates at the rear churchyard have been repaired. Ducks Lane fencing is due to be carried out as soon as weather allows. Seesaw seat in play area has been repaired. **Correspondence: Zebra Crossings in Exning:** Resident email regarding

illegal parking at Oxford Street crossing. SCC HW has been consulted with assistance of SCC Cllr R Hood. Police have also been consulted. Verbal reports regarding speeding at the Church Street crossing. Item for discussion at February Agenda. **War Memorial Listings:** Resident email requesting addition of Military Medal acknowledgement. Following research & consultation with War Graves Commission, War Memorial Trust, Heritage England, it was decided that the Parish Council (as custodians, not owners) could not make changes to the original listings of 1921. Contact with the church was suggested to discuss a memorial plaque option. **General Correspondence available from the Clerk on request:** West Suffolk Vision & Strategic Priorities for 2018-2020. West Suffolk Electoral Review – local considerations. Report by the Inspectors regarding the Examination of the SIR or Core Strategy Policy CS7. Catch 22 Community Payback – Reparation & Mentoring.

FEBRUARY
AGENDA

- c. **Section 137 requests:** A request received from Suffolk Neighbourhood Watch was declined.
- d. **To receive a Website Update:** John Borda will be consulted regarding various technical issues.
- e. **To receive a report regarding new Data Protection laws & the allocation of a Data Protection Officer:** Exning Parish Council is considering the available options for appointing a DPO & has accessed initial training on the new regime. The determination of the purpose or manner of processing personal data be delegated to Finance Working Group until further guidance on managing conflicts of interest are obtained &/or a new member of staff/external party is appointed with DPO responsibility.
- f. **To discuss the Suffolk County Council Education Authority access pathway to Stepping Stones Pre-school:** A temporary surface has been put down for part of the access area. Once a permanent solution is in place, the Parish Council will discuss the feasibility of extending this across the recreation ground behind the play area to the Chapel Street entrance. District & County Cllr to look into the approach road which is in a terrible state.
- g. **To receive the Community Governance Decision regarding Exning Parish boundary:** From 1/4/18 the Exning Road Cemetery & adjacent houses will be transferred to Exning Parish.
- h. **To discuss the Carillion streetlight maintenance contract:** The contract is with Suffolk County Council, who will arrange for new contractors.
- i. **Exning In Bloom:** This item was deferred by the Chairman to the February Agenda due to lack of time.

CLERK

FEBRUARY
AGENDA
SCCllr
HOOD &
DistCllr
COLE

FEBRUARY
AGENDA

PLANNING

Item 12.1/18: 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**
 - i. **1 Oxford Street, Exning:** DC/17/2393/FUL – change of use – Objection regarding parking issues. This application has been withdrawn.
 - ii. **Northmore Stud, North End Road, Exning:** DC/17/2377/FUL – storage barn – No Objections by EPC
 - iii. **Little Chef, The 1000 Guineas Services, A14 Exning East Bound from County Boundary, Exning:** DC/17/2391/FUL – external alterations – No Objections by EPC; comment regarding gate closure on Heath Road
 - iv. **2 Beechwood Close, Exning:** DC/17/2590/TCA – treework in a conservation area – No Objections by EPC; request replant
 - v. **3 Beechwood Close, Exning:** DC/17/2596/TCA – treework in a conservation area – No Objections by EPC; request replant
 - vi. **Site Saxon Close, Exning:** DC/17/2287/FUL – new development (1 dwelling & access) – No Objections by EPC
 - vii. **Driftend, The Drift, Exning:** DC/17/2555/FUL – new development (1 dwelling & access) resubmission of DC/17/1251/FUL – No Objections by EPC
 - viii. **The Bungalow, Burnt Farm, Mill Close, Exning:** DC/18/011/TCA – treework in a conservation area – No Objections by EPC
- 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. **6 The Highlands, Exning:** DC/17/1488/OUT – has been approved by FHDC
 - iii. **Willowbrook, 1 Brookside, Exning:** DC/17/1897/TPO – has been approved by FHDC
 - iv. **Brickfield Cottage:** DC/17/1970/FUL – Change of use from Stud to Thoroughbred Race Horse Services & Stud – this application has been withdrawn
 - v. **31 St Wendreds Way, Exning:** DC/17/2178/HH – has been approved by FHDC
 - vi. **Woodside, Windmill Hill, Exning:** DC/17/2092/HH – has been approved by FHDC
 - vii. **4 St Anne's Close, Exning:** DC/17/2313/TPO – has been approved by FHDC

CLERK

HIGHWAYS

Item 13.1/18: Report from Highways Group – & to discuss issues arising: Ongoing highway issues – District & County councillors are aware.

Item 14.1/18: To discuss arrangements for the November 2018 Exning Remembrance Ceremony: This item was deferred by the Chairman to the February Agenda due to lack of time.

FEBRUARY
AGENDA

RECREATION & ENVIRONMENT

Item 15.1/18: Report from the Recreation & Environment Group – & to discuss issues arising: The new dog bin on North End at the Restricted Byway has been well received by dog walkers.

Item 16.1/18: To receive an update regarding the New River watercourse: A residents' pressure group has been formed & is liaising with the SCC Floods Team. Exning Parish Council, District Cllr Cole, County Cllr Hood & the Jockey Club have been involved in the discussions. Some work is planned to some areas of the watercourse.

Item 17.1/18: To consider the replacement of the remaining safer surfacing in the play area via use of a Section 106 application: A quote was considered. Two more quotes will be sought. This will proceed subject to funding being awarded. (Proposed Cllr R May, seconded Parish Cllr S Cole, agreed by all present)

CLERK

Item 18.1/18: Village Keeper Update – & to discuss issues arising: Banners will be removed from railings around the village.

VILLAGE
KEEPERS

The next Ordinary Meeting of the Parish Council will be on **Wednesday 28th February 2018** in the Exning Community Church Hall at 7.00pm.

The meeting closed at 9.00pm.

Appendix A: January 2018 Payments & Receipts

JANUARY 2018

Payments:		Receipts:	
Wave Business (2)	£ 76.60	Interest Received	£ 162.44
Flagship Homes	£ 122.47	HM Customs & Revenue VAT Refund	£2,507.01
Exning Community Church Hall	£ 60.00	Ivett & Reed	£ 90.00
Spring Cottage Landscaping	£ 100.00		
Fenland Leisure Products Ltd	£ 244.02		
RJ Mortlock	£ 330.89		
Ben Burgess, Newmarket	£ 115.42		
Vertas Group Ltd	£ 277.49		
HS Jackson & So Fencing Ltd	£2,048.06		
Admin Costs	£1,897.22		
	£5,272.17		£2,759.45