

Minutes of the Ordinary Meeting of Exning Parish Council

held on Wednesday 26th September 2018 at 7.00pm at Exning Community Church Hall

PRESENT: Parish Councillors T Wood (Chairman), R May (Vice Chair), R Bye, S Cole (Parish & District Cllr for Exning) **arrived at 8pm**, J Gowing, H Hathaway, S McGuiness, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council), County Cllr R Hood **left at 7.10pm**. There were two members of the public in attendance at times throughout the meeting.

OPEN FORUM: No representation was made from the public.

Item 1.9/18: 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 A Burton. District & Parish Cllr S Cole had given notification of late arrival.

Item 2.9/18: To receive a report from Suffolk County Councillor, Rachel Hood: Cllr Hood's county report had been circulated in advance of the meeting. Questions regarding village roadworks & overhanging vegetation were discussed.

Item 3.9/18: To receive a report from Forest Heath District Councillor, Simon Cole: Cllr T Wood deferred this item until later in the meeting, due to Cllr Cole's **[delayed arrival from a District Council meeting.]**

Item 4.9/18: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made.

Item 5.9/18: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 25th July 2018, as a true record: The minutes were signed by Chairman, Cllr T Wood, with no amendments (proposed Cllr R Bye, seconded Cllr R May, agreed by all present)

FINANCE

Item 6.9/18: To receive the Current Financial Position from the Clerk: The financial position as at 26/9/18 was reported as £98,490.41 Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for July & August 2018 were provided for all councillors prior to the meeting. A Draft Precept Budget for 2019/2020 was supplied to councillors to scrutinise for the October council meeting.

Item 7.9/18: 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 September 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 August & September listed under Appendix A). Confidential payments for September 2018 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for August 2018 were confirmed against the bank statements by Cllr T Wood.

ADMINISTRATION

Item 8.9/18: Cemetery Matters & to discuss issues arising: 1) **Old Cemetery:** Quotes for repair of existing pathway in Exning Old Cemetery & installation of a new pathway in Exning Recreation Ground were scrutinised. Grays Surfacing will be engaged to carry out these projects. Reserve funding for the Old Cemetery pathway has been planned within the current budget. The Recreation Ground pathway will be covered by a Section 106 grant. (Proposed Cllr R Stubbs, seconded Cllr H Hathaway. 2) **Exning Cemeteries:** Old Cem: 1 ashes interment, 1 memorial works. Laceys Lane Cem: 2 burials during August & September 2018.

CLERK

Item 9.9/18: To receive a report from the Neighbourhood Plan Working Group: Deferred to October agenda.

Item 10.9/18: To receive update on Armistice 100 plans & events: The road closure is in place for the remembrance service on 11/11/18. There will be events on Thursday 8th, Saturday 10th & Sunday 11th November & councillors are encouraged to participate.

ALL
CLLRS

Item 11.9/18: Other Administrative Matters

a. **To receive the Chairman's report:** Exning 'In Bloom' had a positive outcome in the village. The Parish Council will continue to support community initiatives & events to aid community spirit.

b. **To receive the Clerk's Report (& receive Correspondence):** 1) **Update:** Nothing to report. 2) **Correspondence:** Email from WSC informing of planned changes to relationships with Parish Councils.

c. **Section 137 requests:** Silver Sunday: the Parish Council will support 50% of the total cost of £450. (Proposed Cllr R May, seconded Cllr J Gowing, agreed by all present)

CLERK

d. **To receive the External Audit Report by PKF Littlejohn LLP:** The audit is complete with no comments returned. Thanks were extended to the Clerk by council.

e. **To consider grant funding for a planning application for Exning Estates/Exning United Football Club:** The council has not yet been directly contacted regarding this matter in connection with the relocation of the club. However, it was felt that this would be something that the Parish Council should not become involved in. Once planning permission is granted, there may be opportunities for some

funding in the future with the re-location costs. Cllr T Wood will respond.

CLLR COLE ARRIVED AT 8PM

- f. **To approve revised Standing Orders for Exning Parish Council as per NALC Model Standing Orders:** The newly released Standing Orders incorporate GDPR. (Proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present)
- g. **To review the Exning Parish Council Engagement & Monitoring of Contractors Policy:** In the light of Cllr Burton's absence, this item will be deferred to the October agenda under 'Supervision of Contractors'.
- h. **To review the regulations of Exning Cemeteries:** The regulations have been updated & were approved. (Proposed Cllr R Stubbs, seconded Cllr R May, agreed by all present)
- i. **To review the Table of Fees of Exning Cemeteries:** It was suggested the fees would be increased by 5%. To be ratified on October agenda.

CLERK

District Cllr S Cole submitted his District report to council. It was noted that A) There had been issues with river flow & communication between the riparian resident's group & the Environment Agency. B) On receipt of an application, Cllr Cole agreed to look into providing 50% of the Silver Sunday initiative cost.

PLANNING

Item 12.9/18: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr R Stubbs

CLERK

a. Responses to Planning Applications by EPC:

- i. **5 The Highlands, Exning:** DC/18/1282/HH (single storey extension) Approved by FHDC
- ii. **Harraton Lodge, Ducks Lane, Exning:** DC/18/1421/TCA (tree works in a conservation area) Approved by FHDC
- iii. **21 New River Green, Exning:** DC/18/1441/TCA (tree works in a conservation area) Approved by FHDC
- iv. **The Wheatsheaf Inn, 45 Chapel Street, Exning:** DC/18/1501/TCA (tree works in a conservation area) Approved by FHDC
- v. **17 St Martin's Close, Exning:** DC/18/1224/HH (single storey extension) Approved by FHDC
- vi. **Chef's Cottage, Windmill Hill, Exning:** DC/18/1686/TCA (tree works in a conservation area) No obj by EPC
- vii. **1 Chapel Street, Exning:** DC/18/1774/TCA (tree works in a conservation area) No obj by EPC
- viii. **2 Saxon Close, Exning:** DC/18/1705/PIP (permission in principle – 3 dwellings & access) No obj in principle by EPC
- ix. **9 Beechwood Close, Exning:** DC/18/1832/TCA (tree works in a conservation area) No obj by EPC
- x. **19 Cotton End Road, Exning:** DC/18/1807/TCA (tree works in a conservation area) No obj by EPC
- xi. **27 Cotton End Road, Exning:** DC/18/1806/TCA (tree works in a conservation area) No obj by EPC

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)
New plans received for a proposed new main entrance to the property. A response will be submitted by EPC.
- iii. **Driftend, The Drift, Exning:** AP/18/0017/REF – Appeal of DC/17/2555/FUL (1 dwelling & access) – Appeal Won
- iv. **14 Laceys Lane, Exning:** DC/18/0758/HH (retrospective – Garden Room) Approved by FHDC
- v. **The 1000 Guineas Services, BP Filling Station, A14 Exning East Bound, Exning:** DC/18/1056/FUL (retrospective bollards & building) Approved by FHDC
- vi. **Land adjacent to 6 The Highlands, Exning:** DC/18/1122/RM (Reserved Matters Application for 1 dwelling) – decision pending
- vii. **Cotton End House, 2 Cotton End Road, Exning:** DC/18/1069/HH (Widening existing entrance/add new pedestrian gate) – No obj received by FHDC
- viii. **45 Burwell Road, Exning:** DC/18/1287/TCA (tree work in conservation area) – No obj received by FHDC

HIGHWAYS

Item 13.9/18: Report from Highways Group – & to discuss issues arising: Cllr R Bye made the following report. 1) **SID:** speed indicator device required on exit of village on Burwell Road. 2) **Heath Road Service Station:** the barrier system is not working again.

Item 14.9/18: To consider a request from the West Suffolk Environment Officer to install an EV

(Electric Vehicle) charging facility on lamppost reference 68464 on North End (lamppost owned by Exning Parish Council: Permission granted. (Proposed Cllr R May, seconded Cllr S Cole, agreed by all present)

RECREATION & ENVIRONMENT

Item 15.9/18: Report from the Recreation & Environment Group – & to discuss issues arising: [No report offered. A report had been provided, but was not presented to council.]

Item 16.9/18: To consider request by village businesses/groups to maintain two village planters:
Terms will be drawn up for October agenda.

CLERK

The next meeting of the Parish Council will be on Wednesday 24th October 2018 in the Exning Community Church Hall at 7.00pm.

The meeting closed at 8.40pm.

APPENDIX A: AUGUST 2018 Non-Confidential Payments & Receipts

Supplier / Payee	Nett	VAT	Gross
PKF Littlejohn LLP	£ 300.00	£ 60.00	£ 360.00
Zurich Municipal	£ 1,647.37	£ -	£ 1,647.37
Spring Cottage Landscaping Ltd	£ 620.00	£ -	£ 620.00
RJ Mortlock	£ 160.00	£ -	£ 160.00
Ridgeons LTd	£ 83.95	£ 16.79	£ 100.74
Reimbursements for PC Purchases	£ 209.81	£ 13.42	£ 223.23
	£ 3,021.13	£ 90.21	£ 3,111.34

Purchaser / Payer	Nett	VAT	Gross
FHDC	£ 8,235.00	£ -	£ 8,235.00
<name withheld for GDPR>	£ 190.00	£ -	£ 190.00
Southgates of Newmarket	£ 785.00	£ -	£ 785.00
Ivett & Reed	£ 40.00	£ -	£ 40.00
Suffolk County Council	£ 4,259.89		£ 4,259.89
	£ 13,509.89	£ -	£ 13,509.89

SEPTEMBER 2018 Non-Confidential Payments & Receipts

Supplier / Payee	Nett	VAT	Gross	Description
Wave Anglian Water Business	£ 12.66	£ -	£ 12.66	
Wave Anglian Water Business	£ 40.06	£ -	£ 40.06	
Harmony Gardens	£ 59.80	£ -	£ 59.80	War Memorial garden
Local Council Public Advisory Svc	£ 40.00	£ -	£ 40.00	
Vertas Group Ltd	£ 235.86	£ 47.17	£ 283.03	Recreation Ground grass cutting
Spring Cottage Landscaping LTd	£ 280.00	£ -	£ 280.00	Grave Digging
E.ON	£ 41.28	£ 2.06	£ 43.34	
E.ON	£ 23.79	£ 1.19	£ 24.98	
Fenland Leisure Products Ltd	£ 42.60	£ 8.52	£ 51.12	Replacement caps for play equipment
Reimbursements for PC Purchases	£ 66.45	£ 12.60	£ 79.05	
	£ 842.50	£ 71.54	£ 914.04	
Purchaser / Payer	Nett	VAT	Gross	Description
Southgate	£ 785.00	£ -	£ 785.00	Burials
HMRC	£ 9,354.05	£ -	£ 9,354.05	VAT Q 1 rebate
	£ 10,139.05	£ -	£ 10,139.05	