

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 27th June 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), H Hathaway, S McGuinness, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council) & County Cllr R Hood. There were two members of the public in attendance throughout the meeting.

OPEN FORUM: Representations from members of the public were made as follows:- 1) The newly opened play area on Chancery Park (not in the care of Exning Parish Council) is deemed unsafe; 2) The hedges on King George Avenue/Oxford Street corner & Ducks Lane are over grown & dangerous for pedestrians/vehicles respectively; 3) The gravel on the footway spilling over from stables on Chapel Street is dangerous for pedestrians.

Item 1.6/18: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.05pm. Apologies were received from Cllr J Gowing.

Item 2.6/18: To receive a report from Suffolk County Councillor, Rachel Hood: Cllr Hood attended the meeting & gave a report as follows: 1) The SCC reports are out of sync with the PC monthly meetings: the next report will be circulated when received. The new SCC leadership is an improvement with Mary Evans working hard to make SCC H'ways accountable. Contact liaison with Highways England has been established to liaise regarding highway issues. Clerk will email Exning highway issues to Cllr Hood to be forwarded on to the relevant officer/department.

CLERK

Item 3.6/18: To receive a report from Forest Heath District Councillor, Simon Cole: Cllr Cole attended the meeting & supplied a report which can be viewed on the parish council website (www.exning-pc.gov.uk). Particularly of interest to Exning; made a visit to the play area on Chancery Park following concerns regarding its safety. Cllr R Stubbs asked of Cllr Cole & Cllr Hood if County Highways & the District Planning Office would be inspecting the development as it comes to the end of Phase 1; particularly with regard to drains, roads, the landscaping environment. Also, the works at Burwell Road & Windmill Hill are incomplete: what is happening with regard to this?

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Item 4.6/18: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made.

Item 5.6/18: To Agree & Sign the Minutes of the Annual Meeting of Exning Parish Council on Wednesday 23rd May 2018, as a true record: The minutes were signed by Chairman, Cllr T Wood, with no amendments (proposed Cllr R May, seconded Cllr H Hathaway, agreed by all present)

FINANCE

Item 6.6/18: To receive the Current Financial Position from the Clerk: The financial position as at 27/6/18 was reported as £94,497.76. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for May 2018 were provided for all councillors prior to the meeting.

Item 7.6/18: 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 June 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 June listed under Appendix A). Confidential payments for June 2018 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for May 2018 were confirmed against the bank statements by Cllr T Wood.

ADMINISTRATION

Item 8.6/18: Cemetery Matters & to discuss issues arising: 1) **Lacey's Lane Cemetery** – Cllr R Bye reported that the grass was much improved. 2) **Exning Cemeteries:** 1 test depth dig, 1 burial, 2 memorial works (Exning Old Cemetery).

a: To discuss plans to repair sections of the Old Cemetery footways: A tender document is required due to the complexity & scale of the proposed project. Cllr T Wood requested that Cllr A Burton lead on this project. Quotes will be sought for professional assistance to provide a tender request document. (Proposed Cllr T Wood, seconded Cllr S McGuinness, agreed by all present)

Cllr A
BURTON

Item 9.6/18: To receive a report from the Neighbourhood Plan Working Group: Parish Cllr S Cole informed council that due process has been completed for the amended Newmarket Town Neighbourhood Area.

Item 10.6/18: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, thanked council for electing him again as Chairman of Exning Parish Council. He read a statement regarding councillor email activity between meetings. This is appended to these minutes under Appendix B.
- b. **To receive the Clerk's Report (& receive Correspondence):** 1) **Update:** Burwell Village Sign flint plinth has been repaired & we now await delivery & installation of the new post. 4 benches in the village have been refurbished. The play area ROSPA safety inspection was carried out on 21/6/18 & the report will

be an agenda item in July. 'In Bloom' entries are in & prizes/judging is being organised. 2) **Correspondence:** Resident contact regarding the Chancery Park draining swales in respect to fencing & safety of open water. 3) **Statement:** The Clerk requested 5 hours overtime remuneration for May as a response to the unprecedented amount of councillor email activity & resulting extra work & meetings required over & above the usual. (Proposed Cllr S McGuiness, seconded Cllr R Bye, 6 in favour, 2 abstentions)

CLERK

c. **Section 137 requests:** No requests received.

PLANNING

Item 11.6/18: 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. **Exning Primary School, Oxford Street, Exning:** SCC\0039\18 (retrospective extension to playground area) – No Objection by EPC; Approved by SCC Planning
- ii. **18 Beechwood Close, Exning:** DC/18/1059/TCA (tree work in conservation area) – No Objection by EPC
- iii. **Queen Alexandra Stables, 2 Chapel Street, Exning:** DC/18/1057/TCA (tree work in conservation area) – No Objection by EPC
- iv. **14 Laceys Lane, Exning:** DC/18/0758/HH (retrospective – Garden Room) – No Objection by EPC
- v. **Unit 10, Swan Lane Business Park, Swan Lane, Exning:** DC/18/1060/TCA (tree work in conservation area) – No Objection by EPC
- vi. **The 1000 Guineas Services, BP Filling Station, A14 Exning East Bound, Exning:** DC/18/1056/FUL (retrospective bollards & building) – No Objection 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 – decision pending
- ii. **Site Saxon Close, Exning:** DC/17/2287/FUL – new development (1 dwelling & access) – decision pending.
- iii. **Northend Lodge, Land NE of North End Rd, Exning:** DC/18/0404/FUL - (retrospective: cart shed/kennels) – Refused by FHDC
- iv. **Plantation Stud House, Snailwell Short Road, Exning:** DC/18/0426/FUL (demolition of dwelling & 15 box stable yard) – decision pending
- v. **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 “The Highway Authority recommends a holding refusal based on the potential severe cumulative impact on highway safety of the proposed development.” Also, FHDC Planning Office has concerns regarding the potential impact on residential amenity.
- vi. **1 Oxford Street, Exning:** DC/18/0532/FUL (Change of use to Residential Dwelling & frontage alterations, 2 storey extension to rear & side) – Approved by FHDC
- vii. **26 Beechwood Close, Exning:** DC/18/0583/FUL – (extension/conversion) – Approved by FHDC
- viii. **Driftend, The Drift, Exning:** AP/18/0017/REF – Appeal of DC/17/2555/FUL (1 dwelling & access) – Appeal in process
- ix. **Land off Shepherd Close, Exning:** AP/18/0019/REF – Appeal of DC/16/2282/FUL (6 affordable housing units) – Appeal in process
- x. **11 Cotton End Road, Exning:** DC/18/0054/FUL – (Change of Use: Residential to Office; retrospective) – decision pending
- xi. **43 Burwell Road, Exning:** DC/18/0772/FUL – (Change of Use: Ancillary/Storage to Residential & single storey extension) – decision pending

HIGHWAYS

Item 12.6/18: Report from Highways Group – & to discuss issues arising: Cllr R Bye made the following report. 1) **Vegetation:** Hedge cutting on Burwell Road & Beechwood Close was queried. 2) **Road lines:** Cotton End still has not had road lines reinstated. Generally, road lineage throughout the village is in poor condition. 3) **Sweeping & grass cutting:** The service is not to standard. Although West Suffolk has now cut grass in the village, the Ducks Lane riverside area remained uncut with some question over contract coverage. 4) **Speed Indicator Device:** It was confirmed by the Clerk that the mini-SID device cannot be used on Burwell Road. A site inspection had taken place & the criteria was not met for this area.

CLERK

RECREATION & ENVIRONMENT

Item 13.6/18: Report from the Recreation & Environment Group – & to discuss issues arising: Cllr A Burton made the following report. 1) **Chancery Park Play Area:** The play area is now open, although there are safety concerns. Parish Cllr S Cole & Cllr A Burton have visited site & would like council to consider adopting this facility. This will be an agenda item in July when Cllr A Burton will bring his findings regarding

Cllr A
BURTON

the current maintenance arrangements & the contractor obligations for this area. Currently the site is viewed as dangerous & not fit for purpose. Cllr A Burton will act as the representative of Exning Parish Council & contact Persimmons to request sight of insurance & safety inspection documentation. He will request that the play area is closed immediately on safety grounds. 2) **Dog Bins:** It is noted that some dog bins are being used by residents to clear dog waste from their properties, causing over-filling issues. A newsletter information article will be included in the next issue of Exning News.

CLERK

Cllr R Stubbs requested that council consider upgrading the pathway on the recreation ground & that this could be included in the cemetery paths project.

Item 14.6/18: To receive an update report regarding the Play Area installation of new surfaces: Cllr A Burton provided a report of his findings regarding the recent safety operations & procedures by the contractor & sub-contractor & the Exning Parish Council's response to this. The current Exning Parish Council Engagement & Monitoring of Contractors Policy will be reviewed, with this being an agenda item in July.

Cllr A
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The next meeting of the Parish Council will be on **Wednesday 25th July 2018** in the Exning Community Church Hall at 7.00pm.

The meeting closed at 8.45pm.

APPENDIX A: JUNE 2018 Non-Confidential Payments & Receipts

| Payments: | | Receipts: | |
|----------------------------|------------------|---------------------------|-----------------|
| Spring Cottage Landscaping | £ 300.00 | Burials & Memorials | £ 740.00 |
| Trade UK (ScrewFix) | £ 8.18 | Exning 'In Bloom' entries | £ 45.00 |
| NJ Taylor | £ 700.00 | Donations | £ 15.00 |
| Realise Futures | £ 741.96 | | |
| Ivett & Reed | £4,149.60 | | |
| Newmarket GMS Ltd | £ 102.90 | | |
| RJ Mortlock | £ 400.00 | | |
| Vertas Group Ltd | £ 162.00 | | |
| J Presley Restorations | £ 412.50 | | |
| Rospa Play Safety Ltd | £ 270.00 | | |
| E.ON | £ 42.40 | | |
| E.ON | £ 25.17 | | |
| Operational reimbursements | £1,725.91 | | |
| | £9,040.62 | | £ 800.00 |

APPENDIX B: CHAIRMAN'S STATEMENT

"First let me thank you once again for re-electing me as chairman which I am more than happy to continue to do; however I would like to set some ground rules.

I will not allow parish council business to be conducted by e-mail. The correct procedure is to e-mail the parish clerk and receive a response: but only one e-mail and one response. If you are not happy with the response you can raise it at the next PC Meeting under the appropriate section of the agenda item. It is not appropriate for individual councillors to do "round robin e-mails". Multiple e-mails on one subject are not appropriate and have in the past at industrial tribunals been construed as bullying.

Health and safety issues should be raised by the councillor concerned with the parish clerk directly, who will in turn inform the Chairman and the appropriate action will be taken.

I keep all emails I receive and I regret to say some of them over the last year have been quite abusive and bordering on the threatening. The parish clerk has had similar experiences. I will not tolerate myself or the parish clerk being abused in this way and should it continue after today I will take the appropriate action through the designated channels and where appropriate publish the e-mails concerned.

We need to work together and I look forward to next year to build on the achievements we have made in the last year.

T Wood"