

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 26th June 2019 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors T Wood (Chairman), J Gowing, J London (arrived 7.10pm), V. London (departed 7.10pm), G Robinson, R Stubbs, S Twite. Also in attendance; C Whitaker (Clerk to Exning Parish Council). There were no members of the public in attendance.

OPEN FORUM: No representation was made by members of the public.

Item 1.6/19: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7pm. Apologies were received from Parish Cllr E Needham, prospective Parish Councillor C Nilsen, SCCllr R Hood & WSCllr S Cole. Notice that Cllr J London was to be slightly delayed was received. [LGA 1972, sch12,p40]

Item 2.6/19: To co-opt C Nilsen, S Twite & V London as members of Exning Parish Council committee: Cllrs S Twite & V London signed the Declaration of Office, Register of Member's Interests & Suffolk Code of Conduct. C Nilsen will be co-opted onto the parish council at the July meeting. [Representation of the People Act 1983,s.39]

Item 3.6/19: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood did not attend the meeting. No county report had been received.

Item 4.6/19: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole did not attend the meeting. His June report was circulated to council.

Item 5.6/19: Declarations of Interest & Requests for Dispensation: Chairman, Cllr T Wood declared a non-pecuniary interest in Item 9f on the agenda; as a trustee/treasurer of the Newmarket Day Centre. The Clerk confirmed that a request for dispensation to discuss, but not vote on the item had been received from Cllr T Wood. This had been granted due to Cllr Wood being the only councillor to be involved in the website requirements & research & his input was required. [Localism Act 2011,ss.31&33]

Item 6.6/19: To Agree & Sign the Minutes of the Annual Meeting of Exning Parish Council on Wednesday 15th May 2019 as a true record: The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [LGA 1972, Sch12,p41(4)]

CLLR J LONDON ARRIVED & CLLR V LONDON LEFT THE MEETING (7.10PM)

FINANCE

Item 7.6/19: To receive the Finance Report & Current Financial Position from the Clerk: The Finance Report for May 2019 was received. The financial position as at 26/6/19 was reported as £106,998.49. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 8.6/19: 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 2019 non-confidential payments & receipts were scrutinised & signed by two account signatories (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present) (Payment & Receipt Details for June 2019 listed under Appendix A). Confidential payments for June 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for May 2019 were confirmed against the bank statements by Cllr T Wood. . [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

ADMINISTRATION

Item 9.6/19: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had received complaints from villagers regarding grass cutting services of WSC; on consultation with WSC he had been informed that rainy day delays to the time schedule resulted in having to wait until the next scheduled visit. This will be passed to District Cllr Cole.
- b. **To receive the Clerk's Report (& receive Correspondence):** 1) **UPDATE:** The *Cemetery Hill miniSID* plan will revert to a battery-operated device, which has now been ordered. The *miniSID pole installation on Burwell Road* is still outstanding. *Beechwood Close/Windmill Hill steps base* has been resurfaced & Exning Parish Council thanks SCC Cllr Hood for providing a Locality Budget Grant for this. The SCC Civil Parking Enforcement team has rejected the idea of extra barriers at the *Oxford Street pedestrian crossing*: it is planning to introduce a traffic regulation order (TRO) to prohibit stopping outside the school. Council *COSHH* records have been updated. *Fuel storage RAMS* have been put in place. *Tree works* from the tree survey are complete, with one tree on the recreation ground requiring some extra work following removal of ivy. *Maps* were provided for the new council.
CORRESPONDENCE: **WSCllr S Cole** – response received regarding EPC request for update on planning enforcement cases. **Exning New River Group** – had attended a Habitat Workshop & intend to hold a similar event in Exning. **Resident of Exning** – reports the cycle/footway on Exning Road had now been cleared of overhanging vegetation. **Resident of Shepherd Close** – query regarding streetlighting.

CLERK

Residents of Exning – notice regarding ‘The Big Sleep Out’ initiative in December. **Stepping Stones Pre-school** – concerns regarding access to the pre-school. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*

- c. **Section 137 requests:** No requests received.
- d. **To appoint the council’s Working Group membership & approve the Terms of Reference:** The membership was agreed. (proposed Cllr G Robinson, seconded Cllr S Twite, agreed by all present) [EPC Standing Orders,4] (Working Group Membership listed under Appendix B) General Working Group & Planning Specific Terms of Reference were approved. (proposed Cllr R Stubbs, seconded Cllr J London, agreed by all present) Cllr V London will be added to the bank mandate. (proposed Cllr T Wood, seconded Cllr J London, agreed by all present)) [LGA 1972, s246, ss.12]
- e. **To allocate members to outside group attendance:** a:SALC – Chairman, Cllr T Wood will attend SALC meetings on behalf of the parish council. (proposed Cllr S Twite, seconded Cllr J Gowing, agreed by all present) b: *Bottisham United Charities* – Cllr G Robinson will attend the meetings on behalf of the parish council. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present)
- f. **To receive an update on the parish council website & to approve a schedule of payment:** A schedule of payment was agreed of £25 per month paid to the administrator of the website; to be donated at their request to Newmarket Day Centre. (proposed Cllr G Robinson, seconded Cllr G Robinson, agreed by all present: Cllr T Wood did not vote due to his declaration of interest) [LGA 1972,s142]
- g. **To discuss arrangements for the road closure at the War Memorial junction for November 2019:** The application is in progress for a full road closure between Landwade Road & the war memorial junction. The July meeting will discuss a proposal for a PA system purchase for the village. [Road Traffic Regulation Act 1984, ss16A-16C (added by the Road Traffic Regulation (Special Events) Act 1994)]
- h. **To consider a council Facebook presence:** Cllrs V London & E Needham will research & bring proposal to the July agenda for authorities & permission.
- i. **To discuss the Neighbourhood Plan:** this item is deferred to the July agenda.

CLERK

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PLANNING

Item 10.6/19: 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:** [Town & Country Planning Act 1990, Sch 1, p8]
- i. **6 Chapel Street, Exning:** DC/19/1815/HH – householder application – retrospective installation of cladding – no objection by EPC; approved by WSC
- ii. **8 New Road, Exning:** DC/19/0825/HH – householder application – single storey rear extension with entrance with porch – no objection by EPC; approved by WSC
- iii. **123 Burwell Road, Exning:** DC/19/0905/HH – householder application – single storey rear extension, demolition of existing – no objection by EPC; approved by WSC
- iv. **Leveretts, Windmill Hill, Exning:** DC/19/1033/TPO – tree protection order work application – no objection by EPC
- b. **Update of Planning Decisions by WSC:**
- i. **Chancery Park, Burwell Road, Exning:** DC/16/0597/VAR – variance to condition 17 of planning application F/2012/0552/OUT regarding highway improvements – awaiting completion of outstanding works at Burwell Road
- ii. **Halfway House, Burwell Road, Exning:** DC/18/2392/FUL – demolition of existing dwelling; construction of 1 dwelling & new access – awaiting decision by WSC
- iii. **13 Burwell Road, Exning:** DC/19/0428/HH – Householder application; loft conversion & ground floor rear extension – approved by WSC
- iv. **5 Burwell Road, Exning:** DC/19/0791/TCA – tree work in a conservation area – no objections received by WSC
- v. **Windmill Cottage, Windmill Hill, Exning:** DC/19/0743/HH – householder application – single storey side, front, rear extension with access amendment – approved by WSC

Item 11.6/19: To receive an update regarding Chancery Park matters: notice of Public/Parish Council consultation date: A date for the consultation is still awaited. It will be held in St Martin’s Church. The parish council will be afforded a two-hour ‘closed session’. The principal planning officer has confirmed the process to the parish council.

HIGHWAYS

Item 12.6/19: Report from Highways Group – & to discuss issues arising: The following matters were reported by Cllr J Gowing – pothole repairs/beacon repair.

RECREATION & ENVIRONMENT

Item 13.6/19: Report from the Recreation & Environment Group – & to discuss issues arising: No report.

Item 14.6/19: Cemetery Matters & to discuss issues arising: *Exning Cemeteries:* One burial in Lacey’s Lane Cemetery, one burial in Exning Old Cemetery, one memorial works in Lacey’s Lane Cemetery. An independent cemetery safety survey will take place for the three sites regarding headstone safety to establish a baseline to work from internally going forward. LCPAS will be engaged at a cost of £500 to carry this out.

CLERK /
CLLRS

(proposed Cllr R Stubbs, seconded Cllr S Twite, agreed by all present) [LGA 1972, s.214]

Item 15.6/19: To consider taking over the grass cutting at the war memorial area from West Suffolk Council: The parish council will regularly cut the grass area surrounding the war memorial. The required Public & Employer Liability cover & RAMS are in place. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present) [War Memorials Act 1923,ss1&3]

VILLAGE
KEEPERS

Item 16.6/19: To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960: the public & press to be excluded for the remainder of the meeting because of the likely disclosure of private & confidential information: (proposed Cllr R Stubbs, seconded Cllr J London, agreed by all present)

Item 17.6/19: To receive a confidential report from the Clerk regarding administrative matters: The Clerk tabled a report to council regarding the council website & confidential councillor guidelines.

Item 18.6/19: Item requests for the next agenda: 1) Purchase of a public announcement system; 2) The use of the recreation ground for 'The Big Sleep' initiative; 3) Neighbourhood Plan; 4) Website review. Cllr T Wood informed council that there will no longer be a draft agenda issue before meetings, which will save clerk time. The use of the church hall projector system will be trialled in September; along with discussion of Grants & Funding.

CLERK

Item 19.6/19: Date of next meeting: The next Parish Council Meeting will be held on **Wednesday 17th July 2019 at 7.00pm** in the Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 8.50pm.

APPENDIX A: June 2019 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Jun-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Spring Cottage Landscaping Ltd	£ 290.00	£ -	£ 290.00	Grave Digging Fees	LGA 1972, s.214
Grays Surfacing	£ 500.00	£ 100.00	£ 600.00	Surfacing Works Beechwood Close steps	Highways Act 1980, s.43,50
Anglian Water Business (WAVE)	£ 13.07	£ -	£ 13.07	Water Fees - Lacey's Lane Cemetery	Open Spaces Act 1906, ss.9 & 10
Anglian Water Business (WAVE)	£ 41.28	£ -	£ 41.28	Water Fees - Exning Road Old Cemetery	Open Spaces Act 1906, ss.9 & 10
Newmarket GMS Ltd	£ 30.00	£ 6.00	£ 36.00	Horticultural Machinery Repair	Open Spaces Act 1906, ss.9 & 10
Spring Cottage Landscaping Ltd	£ 245.00	£ -	£ 245.00	Grave Digging Fees	LGA 1972, s.214
Ridgeons Ltd	£ 29.62	£ 5.92	£ 35.54	Cemetery Maintenance supplies	Open Spaces Act 1906, ss.9 & 10
Ivett & Reed	£ 150.00	£ 30.00	£ 180.00	Repair to damaged gravestone	Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, s.1
Urban Forestry (BSE) Ltd	£ 3,595.25	£ 719.05	£ 4,314.30	Seeding/levelling- Lacey's Lane Cemetery	Open Spaces Act 1906, ss.9 & 10
Broxap Ltd	£ 500.90	£ 100.18	£ 601.08	2 New Bins for the Play Area	Litter Act 1983, ss.5,6
Zurich Municipal	£ 1,672.66	£ -	£ 1,672.66	2019/20 Parish Council Annual Insurance	LGA 1972, s.111
Multisigns Ltd	£ 55.00	£ 11.00	£ 66.00	Replacement signage - cemeteries/playarea	LGA 1972, s.214 / Open Spaces Act 1906, ss.9&10
E.ON	£ 25.25	£ 1.26	£ 26.51	Electricity Bill for Old Cemetery Store/Shed	Open Spaces Act 1906, ss.9 & 10
E.ON	£ 32.38	£ 1.62	£ 34.00	Electricity Bill for Old Cemetery Chapel	Open Spaces Act 1906, ss.9 & 10
TH Tree Surgery Ltd	£ 980.00	£ 196.00	£ 1,176.00	Tree Works from 2019 tree survey report	Open Spaces Act 1906, ss.9 & 10
Harmony Gardens	£ 319.24	£ -	£ 319.24	War Memorial Flower Bed	Open Spaces Act 1906, ss.9 & 10
C Whitaker (purchases on behalf of EPC)	£ 410.30	£ 77.32	£ 487.62	Various: including website costs, signage & safety equipment, cemetery maintenance costs & general admin costs	LGA 1972, s.142; LG (Misc Prov) Act 1953,s.4; Open Spaces Act 1906, ss.9&10; LGA 1972, s.214;
	£ 8,889.95	£ 1,248.35	£ 10,138.30		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Southgate of Newmarket	£ 840.00	£ -	£ 840.00	Burial Fees	LGA 1972, s.214
Southgate of Newmarket	£ 485.00	£ -	£ 485.00	Burial Fees	LGA 1972, s.214
Mildenhall Monumentals	£ 30.00	£ -	£ 30.00	Monumental Fees	LGA 1972, s.214
	£ 1,355.00	£ -	£ 1,355.00		

APPENDIX B: Exning Parish Council Working Group Membership 2019-20

Working Group	Responsibilities	Membership
Administration & Finance	Publicity HR (including wages / pensions) Policies & Procedures Insurances Assets Standing Orders Financial Regulations Risk Management Website Matters On-going Internal Audit Budget & Precept Management Payment & Receipt Monitoring Bank Account Management Audit Matters Stakeholder liaison (school, etc) Cemetery Tariffs & Regulations	Chairman, Cllr T Wood Vice Chairman, Cllr R Stubbs Cllr V London
Recreation & Environment	Village Environment & Safety Recreation Ground Env & Safety Play Area Safety River Matters Horticultural Services Cemetery Environment & Safety Churchyard Environment & Safety	Cllr R Stubbs Cllr C Nilsen Cllr S Twite
Highways	Roads Footways Street Lighting A14 Matters Public Rights of Way Cycle Paths	Cllr J Gowing Cllr J London Cllr E Needham Cllr G Robinson
Planning	Planning Responses Associated Planning Matters Chancery Park Matters Special Development Matters	Cllr J Gowing Cllr J London Cllr E Needham
<i>NB: Chairman & Vice Chairman are ex-officio members of all Working Groups</i>		