

**Minutes of the Ordinary Meeting of Exning Parish Council  
held on Wednesday 17<sup>th</sup> July 2019 at 7.00pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors T Wood (Chairman), J Gowing, J London, V London, E Needham, C Nilsen, R Stubbs. Also in attendance; SCC Cllr R Hood (departed 7.30pm) & C Whitaker (Clerk to Exning Parish Council). There were four members of the public in attendance during the open forum.

**OPEN FORUM:**

1: World Big Sleep Out Event – 7<sup>th</sup> December 2019: plans to host an event to raise awareness & understanding regarding homelessness with a chance for the local community to join in. A request to use Exning Recreation Ground for the event. 50% of proceeds to The Big Sleepout Charity; 50% to Jimmy's Charity in Cambridge. The parish council will consider & discuss this request under item 13.7/19,d.

2: Exning Fete 2020 – Organisers of the past two Seven Springs Festivals interested in future event for 2020. Chairman, T Wood, stated the parish council are interested in hosting a village fete & would be interested in setting up a working group in September with a view to initiating planning; to include residents of the village.

CLERK

**Item 1.7/19: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.15pm. Apologies were received from Parish Cllr S Twite. [LGA 1972, sch12,p40]

**Item 2.7/19: To co-opt C Nilsen as a member of Exning Parish Council committee:** Cllr Nilsen signed the Declaration of Office, Register of Member's Interests & Suffolk Code of Conduct. [Representation of the People Act 1983,s.39]

**Item 3.7/19: Report by Suffolk County Councillor, Rachel Hood:** Cllr Hood attended the meeting. The County June report was received. Mary Evans has introduced a new pothole innovation; improving the procedure for repairs. Highways England had a consultation in Waitrose carpark regarding A14 autumn works. The issues that the parish council is experiencing with SCC Highways will be discussed on 18<sup>th</sup> July at council meeting. SCC has declared itself the greenest county council. Cllr Hood encouraged the parish council to look into the district Community Chest funding.

CLLR J  
LONDON

**Item 4.7/19: Report by West Suffolk District Councillor, Simon Cole:** Cllr Cole did not attend the meeting & no report had been submitted.

**Item 5.7/19: Declarations of Interest & Requests for Dispensation:** There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

**Item 6.7/19: To Agree & Sign the Minutes of the Annual Meeting of Exning Parish Council on Wednesday 26<sup>th</sup> June 2019 as a true record:** The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr J London, seconded by Cllr R Stubbs, agreed by all present) [LGA 1972, Sch12,p41(4)]

**FINANCE**

**Item 7.7/19: To receive the Finance Report & Current Financial Position from the Clerk, including Q1 Budget Report:** The Finance Report for June 2019 was received. The financial position as at 17/7/19 was reported as £95,691.68. The Budget against Actual figures for Quarter 1 were discussed. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

**Item 8.7/19: 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 July 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 July 2019 listed under Appendix A). Confidential payments for July 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for June 2019 were confirmed against the bank statements by Cllr T Wood. . [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

**Item 9.7/19: Chairman to confirm the bank account balances for June 2019 against the bank statements:** Chairman, Cllr T Wood, stated that he had confirmed all reported bank balances match the bank statement amounts. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

**ADMINISTRATION**

**Item 10.7/19: To consider the purchase of a community public address system:** Cllr E Needham reported his research into this matter & recommended that the parish council hire a public address system as & when necessary rather than purchasing. A public address system will be hired initially for the Remembrance Day Ceremony at the War Memorial. (proposed Cllr V London, seconded Cllr J Gowing, agreed by all present) [Road Traffic Regulation Act 1984, ss16A-16C (added by the Road Traffic Regulation (Special Events) Act 1994)]

CLLR E  
NEEDHAM

**Item 11.7/19: To discuss Grants & Funding opportunities:** Cllr J London reported his research into this matter & provided information regarding possible funding avenues. All councillors were requested to submit their ideas over the summer to Cllr J London & the Clerk & this will be a September agenda item.

ALL  
CLLRS

**Item 12.7/19: To discuss the Neighbourhood Plan:** Following a Planning Working Group meeting on 15/7/19, it was recommended that the parish council does not go ahead with a Neighbourhood Plan (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present), but instead would define a document for 'Exning Village Future' (name to be confirmed) – “an approved list with possibilities for funding; engaging village stakeholders & residents”. This will be a September agenda item to approve a framework for this document. (proposed Cllr E Needham, seconded Cllr C Nilsen, agreed by all present)

CLERK

**Item 13.7/19: Other Administrative Matters**

a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that *Exning Bloom* was not going ahead this year due to administration pressure, but that efforts would be made to further promote this for 2020. Thanks & a voucher would be sent to the 2 current entrants. (proposed T Wood, seconded Cllr V London, agreed by all present). The *Exning Newsletter* will have a working group set up to meet from September onwards to produce & deliver a bi-monthly newsletter to the parish. Cllrs C Nilsen, E Needham & V London will form this working group with the Clerk initially. The *Finance Working Group meeting* on 11/7/19 discussed the issue of the underperforming WSC grass cutting service. A quote (for information purposes only) will be obtained for the cutting of the verges in Exning; this to be used as evidence to take up the matter with Exning's District Councillor.

CLERK

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EN, VL /  
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CLERK

b. **To receive the Clerk's Report (& receive Correspondence):** 1) **UPDATE: White Horse junction improvements** have been completed. All recommendations on the *Internal Audit Report for 2018/2019* are now in place. The fire brigade performed a *spot check on the cemetery stores* on 17/7/19 & reported all was in order. **CORRESPONDENCE: Heath Road / Eurogarages site** – communication following complaints about the state of the site; Eurogarages Ltd & The Jockey Club have been contacted. **WSC Planning Officer for Persimmon Phase One** – emails regarding ongoing issues onsite. **District Cllr Cole** – parish council request for further response regarding further enforcement issues. **Suffolk Green Access Strategy** document received from SCC. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*

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

d. **To consider the use of the Recreation Ground for 'The Big Sleepout Event':** requests for further information would be made of the people proposing this event for consideration on the September agenda.

CLERK

e. **To receive review of the website:** A schedule of payment is now in place for this service & the development of the website detail is progressing. [LGA 1972,s142]

f. **To discuss a Social Media Policy for Exning Parish Council:** Cllrs V London & E Needham brought recommendations regarding a parish council Facebook page to engage & inform village residents who can't or don't come to parish council meetings. This will go ahead & be reviewed at the September agenda. (proposed Cllr T Wood, seconded Cllr C Nilsen, agreed by all present) [LGA 1972,s142]

CLLRS VL  
& EN

**PLANNING**

**Item 14.7/19: Report from the Planning Working Group - & to discuss issues arising** – A report was made as follows by Cllr E Needham:-

a. **Responses to Planning Applications by EPC:** [Town & Country Planning Act 1990, Sch 1, p8]

**THERE ARE NO PLANNING APPLICATIONS SINCE THE LAST PARISH COUNCIL MEETING**

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/Chancery Park entrance

ii. **Halfway House, Burwell Road, Exning:** DC/18/2392/FUL – demolition of existing dwelling; construction of 1 dwelling & new access – has been approved by WSC

iii. **Leveretts, Windmill Hill, Exning:** DC/19/1033/TPO – tree protection order work application – decision pending

**Item 15.7/19: To receive an update regarding Chancery Park matters:** A date for the consultation is still awaited.

**HIGHWAYS**

**Item 16.7/19: Report from Highways Group – & to discuss issues arising:** The following matters were reported by Cllr J Gowing: improved pothole repair process, as seen recently on Church Street. The fence has not been reinstated following recent works at the White Horse junction. A request for assistance from SCC Cllr Hood will be made regarding the Oxford Street pedestrian crossing area, the bus shelter & Speed sign on Burwell Road with regard to the impending works in that area. Further discussion on the parking situation on Chapel Street will take place on the September agenda.

CLERK

**RECREATION & ENVIRONMENT**

**Item 17.7/19: Report from the Recreation & Environment Group – & to discuss issues arising:** The latest WSC Play Area Safety Inspection Report has identified that the safer surfacing is shrinking on the rocking horse equipment area. This is still Low Risk category & will be monitored. The zipwire & climbing board repairs are awaited. The Clerk reported that the RoSPA Annual Safety Inspection is booked for September.

**Item 18.7/19: Item requests for the next agenda:** 1) Review of Social Media 2) Exning Village Future document 3) Grants, Funding & Projects 4) Review of Q1 council resolutions progress 5) Chapel Street parking 6) The World Big Sleepout request to use Exning Recreation Ground, 7) Exning Fete 2020

**Item 19.7/19: Date of next meeting:** The next Parish Council Meeting will be held on **Wednesday 25<sup>th</sup> September 2019 at 7.00pm** in the Exning Community Church Hall. **THERE IS NO MEETING IN AUGUST.**

Chairman, Cllr T Wood, closed the meeting at 8.55pm.

**APPENDIX A: July 2019 Non-Confidential Payments & Receipts**

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Jul-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Flagship Homes	£ 109.53	£ 21.91	£ 131.44	Storage Space	Open Spaces Act 1906, ss.9 & 10
J Askew	£ 190.00	£ -	£ 190.00	Installation of play area bins	Litter Act 1983, ss.5,6
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Donation in lieu of website mgmt svcs	LGA 1972, s.142
Newmarket GMS Ltd	£ 59.50	£ 11.90	£ 71.40	Horticultural machinery repairs	Open Spaces Act 1906, ss.9 & 10
ESE Direct	£ 290.10	£ 58.02	£ 348.12	Flammable safety storage unit	Open Spaces Act 1906, ss.9 & 10
C Whitaker (purchases on behalf of EPC)	£ 172.40	£ 34.48	£ 206.88	Various: including website costs & safety equipment	LGA 1972, s.142; LGA 1972, s.214
	<b>£ 846.53</b>	<b>£ 126.31</b>	<b>£ 972.84</b>		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Suffolk County Council	£ 500.00	£ -	£ 500.00	SCC Locality Budget Grant	Highways Act 1980, s.43,50
MSP (name withheld for GDPR)	£ 200.00	£ -	£ 200.00	Cemetery Plot Purchase	LGA 1972, s.214
HMRC	£ 1,656.64	£ -	£ 1,656.64	Q1 VAT Refund	VAT Act 1994, s.42
Southgate of Newmarket	£ 485.00	£ -	£ 485.00	Burial fees	LGA 1972, s.214
	<b>£ 2,841.64</b>	<b>£ -</b>	<b>£ 2,841.64</b>		