

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 23rd October 2019 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors T Wood (Chairman), J Gowing, V London, G Robinson, R Stubbs, S Twite. Also in attendance; SCC Cllr R Hood (departed 7.25pm) & C Whitaker (Clerk to Exning Parish Council). There were approximately seven members of the public in attendance during the open forum.

OPEN FORUM:

1: The recent damage & ASB in the village: Chairman Cllr T Wood brought everyone up to date with what had happened since the discussion on this topic at the September parish council meeting.

2: Lacey's Lane heavy traffic: Increasing events of lorries becoming stuck on this road. A letter will be sent to Exning Estates requesting that they discourage their delivery lorries from using Lacey's Lane, Chapel Street, Ducks Lane.

CLERK

3: Parking: The situation on Chapel Street is worsening. Instances of badly parked lorries, cars, horses & carts. Residents of Chapel Street must also take responsibility for safe & considerate parking.

Item 1.10/19: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.12pm. Apologies were received from Parish Cllrs E Needham & J London. Also from WSC Cllr S Cole. [LGA 1972, sch12,p40]

Item 2.10/19: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood attended the meeting & gave her report before leaving at 7.25pm. The county September report was received. There is a move to improve railway services in Newmarket, the new Cabinet Member for Highways is Cllr Andrew Reid, the police held a 'We Are Listening' event recently in Newmarket. In her role as District Councillor, Cllr Hood has sent a letter to West Suffolk Council requesting a recycling centre for Newmarket following news that one had been opened in Bury St Edmunds. Regarding the ASB, Newmarket are suffering with this also & police involvement has helped. She encouraged the parish council to send details of its parking issues & other highway issues to herself, West Suffolk Councillors Cole & Nettleton.

CLERK

Item 3.10/19: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole did not attend the meeting & no report was received.

Item 4.10/19: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

Item 5.10/19: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 25th September 2019 as a true record: The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr R Stubbs, seconded by Cllr S Twite, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.10/19: To receive the Finance Report & Current Financial Position from the Clerk, including the Actual against Budget report for Quarter 2 : The Finance Report for September 2019 was received. The financial position as at 23/10/19 was reported as £83,784.33. The Quarter 2 Budget figures were discussed. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.10/19: To approve receipt & payment schedule for October 2019, authorise cheques & electronic payments for the current month & confirm electronic payments for the previous month: The payment schedule for October was approved. The October 2019 non-confidential payments & receipts were scrutinised & signed by two account signatories (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) (Payment & Receipt Details for October 2019 listed under Appendix A). Confidential payments for October 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for September 2019 were confirmed against the bank statements by Cllr T Wood. . [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 8.10/19: Chairman to confirm the bank account balances for September 2019 match against the bank statements: Chairman, Cllr T Wood, stated that he had confirmed that all reported bank balances match the bank statement amounts. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 9.10/19: To receive the Budget Proposal 2020/2021 for consideration at November's meeting: The Clerk presented a draft budget for 2020/2021, with a 7% increase in precept. This is a budget for replenishment of the parish council's reserves & will be an agenda item for adoption on 23/11/19.

ADMINISTRATION

Item 10.10/19: To discuss the set up of an 'Exning Community Youth Engagement' Working Group: The parish council agreed that the working group will be formed with two councillors, the clerk, Ellie Pidsley-Cook. Attempts will be made to include two members of the community also. Facebook will be used. The group will bring a report to the November meeting. (proposed Cllr T Wood, seconded Cllr V London, agreed by all present) [Crime & Disorder Act 1998, s.17]

CLERK /
E.P-C

Item 11.10/19: To discuss a village event for 2020: The parish council will utilise Facebook to announce the beginning of arrangements to hold a village event in 2020. (proposed Cllr G Robinson, seconded Cllr S Twite, agreed by all present) [LGA 1972, s.145]

CLERK

Item 12.10/19: To discuss the formulation of a document for 'Exning Village Future Plan': A meeting on 18/10/19 formulated an initial list for discussion: 1. Public Power points for electric car charging, 2. Zebra crossing at Oxford Street – raised table & extra barriers, 3. Chapel Street/Ducks Lane – make into a 1-way system, 4. A village car park, 5. Recreation Ground – a MUGA on the basketball area / further teen equipment & shelters, 6. Cycle path – Exning to Burwell, 7. Tarmac pathway to Stepping Stones, 8. A community building, 9. Traffic calming on Swan Lane, 10. Chancery

Park – bins & dog bins, 11. Lacey's Lane – width restriction, 12. Environmental improvements, 13. Extension of 30MPH zones on entering Exning. Two items from this list will be debated on each future agenda. The list is open to change & will be put out on Facebook for further suggestions.

CLERK

Item 13.10/19: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had spent time dealing with the anti-social behaviour & damage in the village & had attended a meeting at the SCC Rougham Service Delivery Centre with SCC Highways.
- b. **To receive the Clerk's Report (& receive Correspondence):** 1) **UPDATE:** ASB has taken up much Clerk time this month with damage to St Martin's Church. The 'TBNT' silhouettes had been installed at the war memorial, but were vandalised almost immediately. **CORRESPONDENCE:** *A member of the 'Greener, Cleaner Exning' Facebook Community:* Email with suggestions/questions regarding some environmental matters. *West Suffolk Council:* Notice regarding bin day changes. *A resident of Exning:* Email regarding the prolonged outage of the streetlights at the A142/Windmill Hill junction. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- c. **Section 137 requests:** A request from Exning Primary School for funding for its Eco-Club for water-proof cushions for the Outdoor Classroom in the Quiet Garden. A grant of £225 will be provided. (proposed Cllr T Wood, seconded Cllr V London) [LGA 1972, s.137]
- d. **To review the Exning Parish Council Facebook Page:** Cllr V London gave an update. The page is live. The clerk will meet with Cllr London to receive a detailed update & training on the system. Cllrs will be kept informed.
- e. **To agree the dates for the meetings of Exning Parish Council for 2020:** The dates were agreed & are appended to these minutes under Appendix B.(proposed Cllr S Twite, seconded Cllr J Gowing, agreed by all present) [LGA 1972,Sch12, paras 10(1) & 26(1))

CLERK

CLERK /
CLLR VL

PLANNING

Item 14.10/19: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr J Gowing:-

CLERK

- a. **Responses to Planning Applications by EPC:** [Town & Country Planning Act 1990, Sch 1, p8]
 - i. **99 Lacey's Lane, Exning:** DC/19/1855/HH – householder applic. First floor rear extension – No Objection by EPC
 - ii. **4 Church Close, Exning:** DC/19/1886/TCA – tree work in a conservation area – 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/Chancery Park entrance
 - ii. **Land Adjacent to Garden Cottage, Church Lane, Exning:** DC/19/1436/FUL – full applic. 1 dwelling with garage & access – Pending Decision by WSC
 - iii. **25 St Martin's Close, Exning:** DC/19/1550/HH – householder applic. Single storey side & rear extension – Refused by WSC
 - iii. **Shangri La, 3 The Highlands, Exning:** DC/19/1590/FUL – full applic. 1 dwelling with shared access & int/ext alterations – Approved by WSC
 - vi. **Woodside, Windmill Hill, Exning:** DC/19/1693/TPO – tree protection order work application – Approved by WSC
 - v. **23 Oxford Street, Exning:** DC/19/1585/TCA – tree work in a conservation area – No Objections received by WSC
 - vi. **7 Shepherd Close, Exning:** DC/19/1815/HH – householder applic. Creation of habitable room above existing garage – Approved by WSC
 - vii. **Exning Cricket Club, Cotton End, Exning:** DC/19/1766/TCA – tree work in a conservation area – No Objections received by WSC

WSC Cllr S Cole will be asked for an enforcement update.

CLERK

Item 15.10/19: To receive an update regarding Chancery Park matters: No further information is available to date.

HIGHWAYS

Item 16.10/19: Report from Highways Group – & to discuss issues arising: Cllr G Robinson reported that a meeting was held on 22/10/19 at Rougham Service Delivery Centre with representatives of SCC Highways/Kier. All items, including 'wish list' items should be entered into the SCC Reporting Tool; with more detailed requests by the parish council being emailed directly to SCC Customer Services. All councillors may report general items such as potholes, overhanging vegetation, etc. but must inform the clerk for central logging purposes. Members of the public may report items via the reporting tool & details of this will be distributed via FaceBook & newsletter.

CLERK /
ALL
CLLRS

Item 17.10/19: To discuss the car parking situation on Chapel Street, Exning: The details of this matter were discussed during the Open Forum section of the meeting. FaceBook information to the public requesting considerate & safe parking in the area. The details will be provided to SCC Cllr Hood & the problem will be part of the report to SCC Highways.

CLERK

RECREATION & ENVIRONMENT

Item 18.10/19: Report from the Recreation & Environment Group – & to discuss issues arising: .No report.

Item 19.10/19: Cemetery Matters & to discuss issues arising: There have been seven interments in Exning Cemeteries.

Item 20.10/19: To receive the annual play area inspection report: Following reassessment, the play area has been re-categorised to 'Low Risk' by the annual inspector. The Zipwire is being re-visited by FLP Ltd. The swing surfacing area is faulty & will be rectified by FLP Ltd.

Item 21.10/19: To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960: the public & press be excluded for the remainder of the meeting because of the likely disclosure of private & confidential information (proposed by Cllr V London, seconded by Cllr T Wood, agreed by all present)

Item 22.10/19: To receive a confidential report from the Clerk: a HR report was discussed.

Item 23.10/19: Item requests for the next agenda: 1) Budget/Precept Proposal 2020/21 2) Chapel Street parking & Heavy Good Vehicles 3) Report from Youth Engagement Working Group 4) Review of Q2 Council resolutions

Item 24.10/19: Date of next meeting: The next Parish Council Meeting will be held on **Wednesday 27th November 2019 at 7.00pm** in the Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 9.00pm.

APPENDIX A: October 2019 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Oct-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
J Askew	£ 50.00	£ -	£ 50.00	Landscaping	LGA 1972, s.215
G Dewick	£ 50.00	£ -	£ 50.00	Landscaping	LGA 1972, s.215
Flagship Homes	£ 109.53	£ 21.91	£ 131.44	Storage	Open Spaces Act 1906, ss.9&10
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	In lieu of website services	LGA 1972, s.142
E.ON	£ 29.36	£ 1.47	£ 30.83	Cemetery electricity	Open Spaces Act 1906, ss.9&10
Spring Cottage Landscaping Ltd	£ 655.00	£ -	£ 655.00	Grave Digging fees	LGA 1972, s.214
Ridgeons Ltd	£ 14.61	£ 2.92	£ 17.53	Fence stain for cemetery fence	Open Spaces Act 1906, ss.9 & 10
Harmony Gardens	£ 256.04	£ -	£ 256.04	War Memorial flowerbed & planter	Open Spaces Act 1906, ss.9&10
West Suffolk Council	£ 21.34	£ -	£ 21.34	Election recharge from May 2019	Local Elections(Parishes & Communities)(England&Wales) Rules 2006
E.ON	£ 56.77	£ 2.84	£ 59.61	Cemetery electricity	Open Spaces Act 1906, ss.9&10
Screwfix	£ 9.99	£ 2.00	£ 11.99	Cleaning supplies	Open Spaces Act 1906, ss.9&10
Reimbursements	£ 527.83	£ 5.25	£ 533.08	Microsoft email software + various	LGA 1972, s.142; Open Spaces Act 1906, ss.9&10
ROSPA Play Safety	£ 110.50	£ 22.10	£ 132.60	Annual playground safety inspection	Open Spaces Act 1906, ss.9&10
	£ 1,915.97	£ 58.49	£ 1,974.46		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Southgate of Newmarket	£ 485.00	£ -	£ 485.00	Burial fees	LGA 1972, s.214
Ivett & Reed	£ 100.00	£ -	£ 100.00	Memorial fees	LGA 1972, s.214
Southgate of Newmarket	£ 800.00	£ -	£ 800.00	Burial fees	LGA 1972, s.214
Southgate of Newmarket	£ 220.00	£ -	£ 220.00	Ashes interment fees	LGA 1972, s.214
RJ <withheld for GDPR>	£ 420.00	£ -	£ 420.00	Ashes interment fees	LGA 1972, s.214
H Williams&Sons F.Directors	£ 220.00	£ -	£ 220.00	Ashes interment fees	LGA 1972, s.214
HMRC	£ 949.12	£ -	£ 949.12	Q2 VAT Refund	VAT Act 1994, s.42
	£ 3,194.12	£ -	£ 3,194.12		

APPENDIX B: Exning Parish Council Meeting Dates for 2020

All meetings to take place at 7pm (unless otherwise stated) in Exning Community Church Hall.

** Please note that, unless otherwise stated, all PC meetings are held on the FOURTH WEDNESDAY OF THE MONTH, which is not necessarily the last Wednesday of the month.

- Wednesday 22nd January **
- “ 26th February
- “ 25th March
- “ 22th April **
- “ 27th May (7pm: Annual Parish Meeting & 7.30pm: Council Annual Meeting).
- “ 24th June
- “ 15th July ** - this is the 3rd Wednesday in July
- NO MEETING IN AUGUST
- “ 23rd September **
- “ 28th October
- “ 25th November

NO MEETING IN DECEMBER