

Minutes of the Ordinary Meeting of Exning Parish Council

held on Wednesday 25th September 2019 at 7.00pm at Exning Community Church Hall

PRESENT: Parish Councillors T Wood (Chairman), J Gowing, J London, E Needham, G Robinson, R Stubbs, S Twite. Also in attendance; WSC Cllr S Cole (departed 7.30pm) & C Whitaker (Clerk to Exning Parish Council). There were seven members of the public in attendance during the open forum.

OPEN FORUM:

1: A member of the public asked if the council was still considering installing a general litter bin at the junction of Northend Road & Byway 24. After consultation with WSC Waste Team, it had been decided not to proceed – there is an existing dog bin in situ in which general rubbish may also be deposited.

2: Several members of the public; some representing the church & church hall spoke regarding the increasing vandalism & anti-social behaviour instances by a group of young people around the village. After the representations, the Chairman stated that Item 19 would be brought forward to enable further discussion.

3: Two residents enquired as to whether the parish council was aware of any planning application for a change of use to an area in Northend Road. The parish council has not been consulted & has no knowledge of such an application at this time. District Cllr S Cole stated that the building at Northend which was refused retrospective planning permission earlier in the year will be reduced in height by 4 feet.

Item 1.9/19: 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 C Nilsen & V London. Also from SCC Cllr R Hood. [LGA 1972, sch12,p40]

Item 2.9/19: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood did not attend the meeting. The County August report was received.

Item 3.9/19: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole attended the meeting & submitted the following report. Apologies for not attending the parish council meeting on 17/7/19 & not sending apologies: due to confusion by the change of date of the meeting. There have now been two meetings of the new West Suffolk Council. The emerging Local Plans for FHDC & SEBC now need ratifying. A new WSC Local Plan will be merged with the above in due course; there will be a new consultation stage when we can expect to see multiple planning applications being made for building projects in the parish. Many of these will not come to fruition. The car parking review group consultation has not included villages: suggest that the parish council discusses this on its agenda in the future. The Persimmon Phase 2 will be consulting: the parish needs a list of requests in readiness. Cllr R Stubbs asked when Persimmon would be completing Phase 1 as there are still issues with the condition of the swales, concrete in the drains, outstanding landscaping, etc. Cllr J London queried the fact that Persimmon had stated that it would be consulting with the parish council at the same time as the general public & asked Cllr Cole to clarify this. District Cllr Cole confirmed that 3 enforcement issues (Northend Lodge, Shepherd Close & Brickfield Cottage) were being addressed by WSC Enforcement Team this week.

CLLR
COLE

Item 4.9/19: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

Item 5.9/19: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 17th July 2019 as a true record: The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr E Needham, seconded by Cllr R Stubbs, agreed by all present) [LGA 1972, Sch12,p41(4)]

Chairman, Cllr T Wood, requested that council agreed to bring forward Item 19.9/19 to this point of the meeting & invited the members of the public to participate in the discussions. (proposed Cllr T Wood, seconded Cllr J London, agreed by all present)

Item 19.9/19: Report from the Recreation & Environment Group - & to discuss issues arising: There have been increasing instances of anti-social behaviour around the village by a group of young people. Parish Council property has been subject to damage, as has the Exning Community Church Hall on several occasions. In addition to the ASB & property damage, there are concerns for the welfare of the young people. The parish council will liaise with representatives from the parish to look into suggested facilities for young people over the age of ten years. There will be an attempt to engage with the young people & there will be a policy statement for the parish council regarding property damage – "Any damage to the property of Exning Parish Council will result in council seeking recompense; in the case of young people, this will be from the responsible parents/guardians. All instances of vandalism will be reported to the police." (proposed Cllr T Wood, seconded Cllr G Robinson, the proposal was carried by a majority vote – in favour 6 / against 0 / abstentions 1) [LGA 1972, s111]

CLERK

District Cllr S Cole & most members of the public left the meeting.

FINANCE

Item 6.9/19: To receive the Finance Report & Current Financial Position from the Clerk & to receive the Conclusion of Audit report: The Finance Report for August 2019 was received. The financial position as at 25/9/19 was reported as £87,038.81. A budget proposal for the financial year 2020/21 will be brought to the October parish council meeting. The Conclusion of Audit for 2018/2019 was received with no matters for concern. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.9/19: To approve receipt & payment schedules for August & September, authorise cheques & electronic

payments for the current month & confirm electronic payments for the previous month: The payment schedules for August & September were approved. The September 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 August & September 2019 listed under Appendix A). Confidential payments for September 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for July & August 2019 were confirmed against the bank statements by Cllr T Wood. . [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 8.9/19: Chairman to confirm the bank account balances for July & August 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]

ADMINISTRATION

Item 9.9/19: To discuss the request for use of Exning Recreation Ground for World Big Sleepout Event: The parish council has received notification that plans for this event have now been abandoned.

CLERK

Item 10.9/19: To discuss a village event for 2020: Engagement with the organisers of previous Seven Springs event will be made to ascertain that they are planning a 2020 event.

Item 11.9/19: To complete arrangements for the 2019 Remembrance Day commemorations: Volunteers for marshalling were received. Village Keepers to clear & weed the area. 'There, But Not There' silhouettes to be installed mid-October. First Call Traffic Management to be booked. Vicar to be consulted. Cllr E Needham has arranged for the loan of a battery-powered sound system.

CLLR
NEEDHAM

Item 12.9/19: To discuss Grants & Funding opportunities: Cllr J London suggested that the parish council makes the most of grants available for future projects to be decided.

CLERK /
ALL CLLRS

Item 13.9/19: To discuss the formulation of a document for 'Exning Village Future Plan': No proposals have yet been received for content for the document. A 'blue sky' informal meeting of councillors to bring proposals together will be held before the October council meeting.

Item 14.9/19: Other Administrative Matters

a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had received complaints regarding the anti-social behaviour & damage in the village & also about there being no recycling & rubbish tip facility in Newmarket.

b. **To receive the Clerk's Report (& receive Correspondence):** 1) **UPDATE:** The **Cemetery Hill Speed Indicator Device** has been installed & indications are that it is slowing traffic entering into the village from Newmarket. The **defibrillator** has been deployed in the village: it has been returned unused, checked & recommissioned. The **Heath Road/Eurogarages site** has not been improved & a request has been lodged with Jockey Club Estates regarding this. The parish council's request to WSC Planning Officer regarding **Persimmon Phase 1 litter & dog bins** has not been answered & a further request has been made for information. **CORRESPONDENCE: WSC District Cllr Cole:** response regarding an admission & apology from Ian Gallin at WSC regarding the recent lack of grass cutting of the verges in the area. **Resident complaints received:** regarding a large amount of pony & traps parked outside The Swan until after midnight with noise & horse waste & regarding a smell at The Smokery at Whitechapel; the latter being referred to WSC Environmental Health. **Police Crime Commissioner & Chief Constable:** short notice of a meeting on 24/9/19 for public engagement. **SALC:** The Local Government Boundary Commission for England is holding a briefing session regarding an electoral review of Suffolk. **WSC Cllr R Everitt:** introducing himself as the newly appointed Families & Communities portfolio holder. **West Suffolk Council:** The new Affordable Homes Policy. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*

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

d. **To review the Exning Parish Council Facebook Page:** This will be further discussed in an informal meeting of councillors before October meeting.

CLERK /
ALL CLLRS

e. **To receive an update on council resolutions for Quarter 1:** Outstanding resolutions are the set up of the new bank signatories (due to delay on signature submission) & the safety inspection report of all memorials in Exning Cemeteries (due to delay in the allocated inspector's visit to site).

f. **To discuss the council's email system:** A report was submitted to council regarding the existing problems & an alternative proposal for a new system. MS 365 for Business will be purchased at a cost of £38 p/month. (proposed Cllr J London, seconded Cllr T Wood, agreed by all present) [LGA 1972, s.142]

CLERK

PLANNING

Item 15.9/19: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr J London:-

CLERK

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

i. **Highfield Lodge, Windmill Hill, Exning:** DC/19/1377/TPO – tree protection order work application – No Objection by EPC; Approved by WSC

ii. **Land Adjacent to Garden Cottage, Church Lane, Exning:** DC/19/1436/FUL – full applic. 1 dwelling with garage & access – Objection by EPC *"Exning Parish Council objects to this planning application for the following reasons:- 1: The effect of the construction and habitation of the development on the local roadway. 2: The design is not in keeping with local properties in a conservation area. 3: The impact that the construction of the building and habitation would have on the business at the entrance of the road; namely, the stables (which is planning to accept horses from November 2019). 4: The proposed line of siting for the development is felt to be too far forward in the plot and would cause privacy issues with other properties in Church Lane. For the above reasons, Exning Parish Council would recommend refusal of the planning application."* (proposed Cllr E Needham, seconded Cllr J London, agreed by all present)

iii. **Land adjacent to 7 The Highlands, Exning:** DC/19/1389/FUL – full applic. 1 dwelling & access – No Objection by EPC; Refused by WSC

- iv. **25 St Martin's Close, Exning:** DC/19/1550/HH – householder applic. Single storey side & rear extension – No Objection by EPC
- v. **John East Centre, George Gibson Close, Exning:** DC/19/1500/TCA – tree work in a conservation area – No Objection by EPC; No Objections Received by WSC
- vi. **Shangri La, 3 The Highlands, Exning:** DC/19/1590/FUL – full applic. 1 dwelling with shared access & int/ext alterations – No Objection by EPC
- vii. **Woodside, Windmill Hill, Exning:** DC/19/1693/TPO – tree protection order work application – No Objection by EPC
- viii. **23 Oxford Street, Exning:** DC/19/1585/TCA – tree work in a conservation area – No Objection by EPC
- ix. **7 Shepherd Close, Exning:** DC/19/1815/HH – householder applic. Creation of habitable room above existing garage – No Objection by EPC
- x. **Exning Cricket Club, Cotton End, Exning:** DC/19/1766/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. **Leveretts, Windmill Hill, Exning:** DC/19/1033/TPO – tree protection order work application – Approved by WSC

Item 16.9/19: To receive an update regarding Chancery Park matters: A date for the consultation is still awaited.

HIGHWAYS

Item 17.9/19: Report from Highways Group – & to discuss issues arising: The following matters were reported by Cllr J Gowing: Blocked drains in the village have been reported, St Martin's Close new lamp post is still unlit & will be deferred to SCC Cllr Hood. Cllr G Robinson reported he had been in touch with SCC regarding potholes & had been invited to meet to discuss highway issues at the Rougham Service Delivery Centre. This will be arranged.

CLERK

Item 18.9/19: To discuss the car parking situation on Chapel Street, Exning: This item was deferred to the October meeting due to lack of time.

RECREATION & ENVIRONMENT

Item 19.9/19: Report from the Recreation & Environment Group – & to discuss issues arising: This item was discussed before the Finance Section of the Agenda.

CLLR R
STUBBS

Item 20.9/19: Cemetery Matters & to discuss issues arising: The safety inspection of memorials has been delayed, but will restart as soon as possible.

a: To review the Table of Fees for Exning Cemeteries for 2019/2020: The fees will remain the same with a view to increasing the costs in September 2020. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [LGA 1972, s.214]

Item 21.9/19: To receive the annual play area inspection report: The play area has been classified as 'Medium Risk' due to one piece of older play equipment. The report was deferred to the October agenda for more detailed discussion.

Item 22.9/19: 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

Item 23.9.19: To receive a confidential report from the Clerk: this item was deferred to the October agenda.

Item 24.9/19: Item requests for the next agenda: 1) Presentation of Budget Proposal 2020/21 2) Chapel Street parking 3) Play Area Annual Safety Inspection

Item 25.9/19: Date of next meeting: The next Parish Council Meeting will be held on **Wednesday 23rd October 2019 at 7.00pm** in the Exning Community Church Hall.

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

APPENDIX A: August & September 2019 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Aug-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Spring Cottage Landscaping Ltd	£ 245.00	£ -	£ 245.00	Grave Digging Fees	LGA 1972, s.214
Vertas Group Limited	£ 242.94	£ 48.59	£ 291.53	Grass Cutting - Recreation Ground	Open Spaces Act 1906, ss.9 & 10
TH Tree Surgery Limited	£ 320.00	£ 64.00	£ 384.00	Tree works - Recreation Ground	Open Spaces Act 1906, ss.9 & 10
Westcotec Limited	£ 2,625.00	£ 525.00	£ 3,150.00	Speed Indicator Device for Cemetery Hill	Public Health Act 1936, s.234
Exning Community Church Hall	£ 140.00	£ -	£ 140.00	Hall Hire for Parish Council meetings	LGA 1972, Sch12, p10(1) & 26(1)
Ridgeons Ltd	£ 6.87	£ 1.37	£ 8.24	Replacement slab for churchyard	LGA 1972, s.215
PKF Littlejohn LLP	£ 400.00	£ 80.00	£ 480.00	Audit Fees - External Auditor	Accounts & Audit Regulations 2015, reg.5
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Donation in lieu of website mgt services	LGA 1972, s.142
Westcotec Limited	£ 21.50	£ 4.30	£ 25.80	Brackets for Speed Indicator Device	Public Health Act 1936, s.234
Harmony Gardens	£ 251.04	£ -	£ 251.04	Maint. & dev. of flowerbed & planter	Open Spaces Act 1906, ss.9 & 10
Wave(Anglian Water Business)	£ 38.33	£ -	£ 38.33	Old Cemetery water fees	Open Spaces Act 1906, ss.9 & 10
Wave(Anglian Water Business)	£ 13.34	£ -	£ 13.34	Lacey's Lane Cemetery water fees	Open Spaces Act 1906, ss.9 & 10
Newmarket GMS Ltd	£ 45.00	£ 9.00	£ 54.00	Repairs to horticultural machinery	Open Spaces Act 1906, ss.9 & 10
Newmarket GMS Ltd	£ 42.00	£ 8.40	£ 50.40	Repairs to horticultural machinery	Open Spaces Act 1906, ss.9 & 10
Reimbursements	£166.42	£27.29	£ 193.71	Various: website, cemetery maintenance	LGA 1972, s.142; Open Spaces Act 1906, ss.9 & 10
	£ 4,582.44	£ 767.95	£ 5,350.39		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Ivett & Reed	£ 60.00	£ -	£ 60.00	Monumental Fees	LGA 1972, s.214
	£ 60.00	£ -	£ 60.00		

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Sep-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Information Commissioner's Office	£ 35.00	£ -	£ 35.00	Data protection licence fee renewal	Data Protection Act 2018
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Donation in lieu of website services	LGA 1972, s.142
Ridgeons Ltd	£ 43.07	£ 8.61	£ 51.68	Fence Stain for Lacey's Lane fencing	Open Spaces Act 1906, ss.9 & 10
TH Tree Surgery	£ 100.00	£ 20.00	£ 120.00	Tree work on recreation ground	Open Spaces Act 1906, ss.9 & 10
C Whitaker (purchases on behalf of EPC)	£ 131.26	£ 26.25	£ 157.51	Various: including website, office management, grounds costs	LGA 1972, s.142; Open Spaces Act 1906, ss.9&10
	£ 334.33	£ 54.86	£ 389.19		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
GD (name withheld for GDPR)	£ 220.00	£ -	£ 220.00	Ashes interment fees	LGA 1972, s.214
BP (name withheld for GDPR)	£ 80.00	£ -	£ 80.00	Ashes interment fees	LGA 1972, s.214
Saxon Monumental Craft	£ 100.00	£ -	£ 100.00	Memorial fees	LGA 1972, s.214
	£ 400.00	£ -	£ 400.00		