

Minutes of the Ordinary Meeting of Exning Parish Council

held on Wednesday 27th February 2019 at 7.00pm at Exning Community Church Hall

PRESENT: Parish Councillors T Wood (Chairman), R Bye, A Burton, S Cole, J Gowing, R May, S McGuinness, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council). There were three members of the public in attendance during the meeting.

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

Item 1.2/19: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.00pm. Apologies were received from County Cllr R Hood.

Item 2.2/19: To receive a report from Suffolk County Councillor, Rachel Hood: Cllr Hood was not present at the meeting. Cllr Hood's county report for January 2019 had been circulated. Comment was made regarding recent reports of excessive spending & waste of funds due to cancelled projects & compensation claims regarding uneven pavements. This will be relayed to Cllr Hood.

CLERK

Item 3.2/19: To receive a report from Forest Heath District Councillor, Simon Cole: District Cllr Cole circulated his February report. Forest Heath District Council will cease to exist in one month's time. The new West Suffolk Council will be in election mode until early May. FHDC has delivered a balanced budget to hand over to the new council. Council Tax will increase £4.95 per household per year for the next seven years to bring Forest Heath into alignment with St Edmundsbury. Mildenhall council offices will be reduced & eventually make way for the Mildenhall Hub.

Item 4.2/19: Declarations of Interest & Requests for Dispensation: No new declarations or dispensations were made or requested.

Item 5.2/19: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 23rd January 2018, as a true record: The minutes were signed by Chairman, Cllr T Wood, with the following amendment. **Item 11.1/19: 3) St Martin's Close – the new streetlight (0402) is not yet lit; cold calling & Neighbourhood Watch signage has been removed by the contractors. [These will be replaced using funds from the Exning Watch Scheme Ear-Marked Reserve. (Proposed by Cllr Gowing, seconded by Cllr May, agreed by all present)]**

FINANCE

Item 6.2/19: To receive the Current Financial Position from the Clerk: The financial position as at 27/2/19 was reported as £91,750.52. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for January 2019 were provided for all councillors prior to the meeting. The actual against budgeted figures for Quarter 3 were discussed.

Item 7.2/19: 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 February 2019 non-confidential payments & receipts were scrutinised & signed by two account signatories (proposed Cllr R Stubbs, seconded Cllr R Bye, agreed by all present) (Payment & Receipt Details for February listed under Appendix A). Confidential payments for February 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for January 2018 were confirmed against the bank statements by Cllr T Wood.

ADMINISTRATION

Item 8.2/19: Cemetery Matters & to discuss issues arising: Exning Cemeteries: 1 burial in Old Cemetery; several memorial works.

a: **To consider quotes for the Lacey's Lane pathway infrastructure:** 3 quotes were examined. Council voted to proceed with Gray's Surfacing at £19,800. (proposed Cllr R May, seconded Cllr R Stubbs, agreed by all present)

b: **To consider quotes for the repairs to churchyard path:** 2 quotes were examined; a third company had declined to quote. Council voted to proceed with Gray's Surfacing at £5,600 & a discount for awarding the two jobs together will be sought.

CLERK

Item 9.2/19: To receive an election briefing & consider co-option of one member to Exning Parish Council: The Clerk gave a briefing regarding rules & timescales for the election on 2/5/19. Discussion regarding whether to co-opt now to fill the vacancy was had, with council voting to co-opt Elliot Needham for the next two months. (proposed Cllr A Burton, seconded Parish Cllr S Cole, agreed by all present)

CLERK

Item 10.2/19: To discuss District Enforcement: District Cllr S Cole provided a report & information for council regarding planning enforcement cases. Chairman, Cllr T Wood, voiced concerns that planning conditions were not being enforced correctly or at all & asked how do parish councils put pressure on the elected representatives to take forward cases to enforcement on its behalf. District Cllr Cole stated that specifics on individual cases cannot be discussed due to GDPR. A letter will be sent to the Planning Officer stating all planning enforcement issues in the parish & requesting a status update. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present)

CLERK /
CLLR T
WOOD

Item 11.2/19: To receive an update regarding the Neighbourhood Plan: Thanks go to Parish Cllr S Cole

for producing a survey document for the Exning News. It was decided to wait until after the elections in May & that a target period of time for progression would be decided for the new council.

Item 12.2/19: Other Administrative Matters

- a. **To receive the Chairman's report:** Cllr Wood made no report.
- b. **To receive the Clerk's Report (& receive Correspondence):** 1) **Update:** GDPR allows councillors to request to have their personal details removed or withheld from public noticeboards & websites, etc. Windmill Hill will be closed for 8 weeks during road improvements to the A142 junction. The SCC Flood Risk Management Partnership has provided the Powerpoint presentation & factsheets following the drop in information day recently. The parish council litter picking equipment has been loaned out to the Exning Scout Group to support them in their community liaison activities. 2) **Correspondence:** A MEMBER OF THE CHURCH TEAM – email suggesting the parish council consider the purchase & co-ownership of a suitable public address system. This will be discussed on the June agenda. WEST SUFFOLK – Statement of Community Involvement document. EXNING PRIMARY SCHOOL – email regarding safety concerns following activities at the Oxford Street pedestrian crossing. WEST SUFFOLK PLANNING – the first edition of a new newsletter for parish councils. A LACEY'S LANE RESIDENT – email of complaint regarding the Heath Road Service area gate being left open again. SCC – Draft Order & Schedule of Stopping, Waiting & Loading Prohibitions & Restrictions & On-Street Parking Places.

Chairman, Cllr T Wood, proposed to bring forward Highways agenda items 15 & 16 to this point of the meeting. (proposed Cllr T Wood, seconded Cllr A Burton, agreed by all present)

Item 15.2/19: To discuss safety at the Oxford Street zebra crossing: Parish Cllr S Cole stated that there were concerns regarding the safety of schoolchildren at peak times in particular. Cllr T Wood will contact the school head teacher regarding their email. (proposed Cllr R May, seconded Cllr J Gowing, agreed by all present)

CLLR T
WOOD

Item 16.2/19: To discuss surfacing at the base of Beechwood Close highway link steps by Exning Parish Council: This is the responsibility of SCC Highways. An email regarding this area & other junction safety issues from the George Gibson Foundation Trust will be further taken up with SCC Highways.

CLERK

- c. **Section 137 requests:** This item will be deferred to the March agenda.
- d. **To consider a policy for making Section 137 awards:** This item will be deferred to the March agenda. (both items proposed by Cllr T Wood, seconded by Parish Cllr S Cole, agreed by all present)
- e. **To consider a quote for the printing of Exning newsletter by Burwell Print:** The quote of £370 per print run was approved. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present)
- f. **To receive an update regarding the parish council website:** Two further possibilities for management & design of the website will be considered; a private individual who may be able to get the website active & a local company used by Newmarket Town Council. (proposed Cllr A Burton, seconded Cllr J Gowing, agreed by all present)
- g. **To resolve to move the July parish council meeting from 24th July to 17th July:** This was agreed. (proposed by Parish Cllr S Cole, seconded by Cllr T Wood, agreed by all present)

CLERK

CLERK /
CLLR T
WOOD

PLANNING

Item 13.2/19: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr R Stubbs

**a. Responses to Planning Applications by EPC:
NO APPLICATIONS RECEIVED**

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 – awaiting completion of works (moving towards completion)
- ii. **Brickfields Cottage, Cemetery Hill, Exning:** DC/18/0492/FUL (Change of use to Thoroughbred Racehorse Services & Stud, extension to existing ménage, installation of 8 lighting columns & new access) – awaiting decision by FHDC (to be discussed under section c)
- iii. **Rose Hall, North End, Exning:** DC/18/2059/TCA – tree work in a conservation area – no objections received by FHDC
- iv. **Garden Cottage, Church Lane, Exning:** DC/18/2572/TCA – tree work in a conservation area – no objections received by FHDC
- v. **7 Shepherd Close, Exning:** DC/18/2527/HH – retrospective application – installation of soundproofing fencing – has been refused by FHDC (1 local objection; enforcement team to address)
- vi. **Orchard Farm, North End, Exning:** DC/18/2506/FUL – construction of riding arena & covered horse walker – has been approved by FHDC
- vii. **23 Oxford Street, Exning:** DC/19/0016/TCA – tree work in a conservation area – awaiting decision by FHDC

- viii. **41 Burwell Road, Exning:** DC/18/2569/HH – single storey extension & loft conversion – awaiting decision by FHDC
- ix. **Halfway House, Burwell Road, Exning:** DC/18/2392/FUL – demolition of existing dwelling; construction of 1 dwelling & new access – awaiting decision by FHDC
- x. **29 Burwell Road, Exning:** DC/19/0028/HH – two storey rear extension – awaiting decision by FHDC (local comments regarding party wall concerns)

c. To discuss the amended application for Brickfield Cottage: DC/18/0492/FUL

Exning Parish Council will object to the amended planning application for a new access as follows: ***"Exning Parish Council continues to object to this application. The applicant, in the amended plan, alludes to 'an existing entrance that is to be retained for horses, staff & car access with a suitable restriction arrangement'. As far as Exning Parish Council is aware, this proposed entrance between Woodlands, Rose Cottage & Orchard Lodge was access to the three dwellings & a field entrance to the paddock. At no time in the past year has this entrance to Brickfields received the necessary planning permission. It is also felt that the earlier objections by Suffolk County Highways to this entrance have yet to be overcome. If, however, the new entrance alongside to the electrical sub-station should be considered the main & only entrance to Brickfield Cottage, & the entrance between the three cottages should be abandoned, Exning Parish Council would withdraw its objection to this application."*** (proposed Cllr R Stubbs, seconded Cllr R May, agreed by all present)

CLERK

HIGHWAYS

Item 14.2/19: Report from Highways Group – & to discuss issues arising: The following matters were reported. 1) Burwell Road – traffic control has been in place this week; not apparent what has been carried out. 2) Various potholes in the village have been repaired.

RECREATION & ENVIRONMENT

Item 17.2/19: Report from the Recreation & Environment Group – & to discuss issues arising: Cllr A Burton reported that fly tipping on North End has been reported. A litter bin at the North End junction with Byway 24 has been requested.

CLERK

Item 18.2/19: To discuss the West Suffolk offer of a Service Level Agreement for monthly & annual play area inspections: This is a complementary two-year offer. This will be accepted to work alongside the village keepers' weekly inspections. (proposed Parish Cllr S Cole, seconded Cllr R May, agreed by all present)

CLERK

The next meeting of the Parish Council will be on Wednesday 27th March 2019 in the Exning Community Church Hall at 7.00pm. The meeting closed at 8.50pm.

APPENDIX A: February 2019 Payments & Receipts

Supplier / Payee	Nett	VAT	Gross	Description
TT Logistics	£ 72.50	£ -	£ 72.50	Removal of Parish Christmas Tree
Suffolk Associatio of Local Councils	£ 25.00	£ 5.00	£ 30.00	Staff Training
Exning Community Church Hall	£ 60.00	£ -	£ 60.00	Hall Hire for Parish Council Meetings
Friends of Exning School	£ 300.00	£ -	£ 300.00	Section 137 grant
C Whitaker (purchases on behalf of EPC)	£ 372.49	£ 18.85	£ 391.34	
	£ 829.99	£ 23.85	£ 853.84	
Purchaser / Payer	Nett	VAT	Gross	Description
Ivett & Reed	£ 100.00	£ -	£ 100.00	Memorial works
MD <name withheld GDPR>	£ 50.00	£ -	£ 50.00	Transfer of grave deed
Southgate of Newmarket	£ 485.00	£ -	£ 485.00	Burial fees
Joyous Pet Service	£ 20.00	£ -	£ 20.00	Donation to newsletter
DH <name withheld GDPR>	£ 270.00	£ -	£ 270.00	Burial plot fees
Ivett & Reed	£ 50.00	£ -	£ 50.00	Memorial works
HMRC	£ 3,906.96	£ -	£ 3,906.96	VAT Refund for Q3
Barclays Bank	£ 157.99	£ -	£ 157.99	Interest
Cambridge Building Society	£ 81.24	£ -	£ 81.24	Interest
Cambridge Building Society	£ 7.62	£ -	£ 7.62	Interest
	£ 5,128.81	£ -	£ 5,128.81	