

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 27th March 2019 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors T Wood (Chairman), R Bye, A Burton, J Gowing, R May, S McGuinness, E Needham. Also in attendance; C Whitaker (Clerk to Exning Parish Council). There were no members of the public in attendance during the meeting.

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

Item 1.3/19: 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, District & Parish Cllr S Cole & Parish Cllr R Stubbs.

Item 2.3/19: To Co-opt Elliot Needham as a member of Exning Parish Council: Cllr Needham signed the Declaration of Office, which was witnessed by the Clerk, & was duly co-opted as a member of the council.

Item 3.3/19: To receive a report from Suffolk County Councillor, Rachel Hood: Cllr Hood was not present at the meeting. Cllr Hood's county report for February 2019 had been circulated.

Item 4.3/19: To receive a report from Forest Heath District Councillor, Simon Cole: District Cllr Cole did not attend the meeting. His March report was circulated.

Item 5.3/19: Declarations of Interest & Requests for Dispensation: No new declarations or dispensations were made or requested.

Item 6.3/19: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 27th February 2019, as a true record: The minutes were signed by Chairman, Cllr T Wood, with the following amendment. **Item 15.2/19: [District/Parish Cllr Cole stated that he had not contacted the press to attend the Oxford Street crossing.] (proposed Cllr T Wood, seconded Cllr R May, agreed by all present)**

FINANCE

Item 7.3/19: To receive the Current Financial Position from the Clerk: The financial position as at 27/3/19 was reported as £59,027.15. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for February 2019 were provided for all councillors prior to the meeting.

Item 8.3/19: 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 March 2019 non-confidential payments & receipts were scrutinised & signed by two account signatories (proposed Cllr R Bye, seconded Cllr R May, agreed by all present) (Payment & Receipt Details for March 2019 listed under Appendix A). Confidential payments for March 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for February 2019 were confirmed against the bank statements by Cllr T Wood.

Chairman, Cllr T Wood, proposed to bring forward Recreation & Environment agenda item 13 to this point of the meeting. (proposed Cllr T Wood, seconded Cllr A Burton, agreed by all present)

Item 13.3/19: Report from the Recreation & Environment Group – & to discuss issues arising: Cllr A Burton reported that he would not be standing at the impending elections due to work commitments. Chairman, Cllr T Wood, thanked Cllr Burton for his many years of service to the parish. A litter bin at the North End junction with Byway 24 has been requested with FHDC Waste Team & we await their response.

ADMINISTRATION

Item 9.3/19: Cemetery Matters & to discuss issues arising: Exning Cemeteries: 1 memorial in Lacey's Lane Cemetery. **St Martin's Churchyard:** The new pathway is complete. Planting of a nectar bar in the wildflower area has begun. **Lacey's Lane Cemetery:** The new pathway system is complete. Grass work has begun. The tap has been repaired. **Old Cemetery:** The advice received from the contractor regarding the recently resurfaced pathway is to reassess after the summer.

CLERK

Item 10.3/19: Other Administrative Matters

a. **To receive the Chairman's report:** Cllr Wood stated that he had met with the head teacher of Exning Primary School to discuss the safety concerns regarding the Oxford Street zebra crossing. The proposal is to request from SCC Highways the installation of further safety barriers at both sides of the road to prevent cars pulling over to drop off children at these points. Also, to request investigation into whether LED beacons would be appropriate in this location, to repaint all lines in the area & to request that the school further educate parents about their behaviour around the crossing area. (proposed Cllr R May, seconded Cllr A Burton, agreed by all present)

CLERK

b. **To receive the Clerk's Report (& receive Correspondence):** 1) **Update:** End of Year & Audit preparation is underway. On-going attempts to make contact with SCC to move forward the installation of the permanent Speed Indicator Device at Cemetery Hill have stalled: County Cllr Hood will be contacted for assistance. A dangerous hanging branch on the recreation ground has been removed after

CLERK

being identified by the village keepers. 2) **Correspondence: Sunnica Energy Farm Environmental Impact Assessment Scoping Report** – proposed solar farms in the Mildenhall & Chippenham areas. **Cllr Griffiths & Cllr Waters (Leaders of FHDC & St Eds BC)** – email regarding the Rural Services Network.

- c. **Section 137 requests:** Request by **Suffolk Ambulance Rescue Service** was refused as not a local organisation.
- d. **To consider a policy for making Section 137 awards:** A draft policy & application form was presented & will be resent to all councillors for a decision at the April meeting. CLERK
- e. **To receive a proposal for the design & maintenance of the parish council website:** An individual currently working with the Clerk & Chairman to tidy up the website will be held on a retaining fee of £50 per month to include ongoing design, maintenance, upkeep. All requests for inclusion on the website to be directed to the Clerk. (proposed Cllr R May, seconded Cllr J Gowing, agreed by all present)
- f. **To review the Financial Regulations for Exning Parish Council:** The Financial Regulations were reviewed & approved. (proposed Cllr A Burton, seconded Cllr S McGuinness, agreed by all present)
- g. **To review the Financial Risk Assessment for Exning Parish Council:** The Financial Risk Assessment was reviewed & approved. (proposed Cllr R May, seconded Cllr A Burton, agreed by all present)
- h. **To review the effectiveness of Exning Parish Council's system of internal controls:** The Internal Control Policy was reviewed & approved. (proposed Cllr E Needham, seconded Cllr J Gowing, agreed by all present)
- i. **To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2018/2019:** Local Council Public Advisory Service (LCPAS) will be instructed as the internal auditors for Exning Parish Council for the financial year 2018/2019. (proposed Cllr T Wood, seconded Cllr A Burton, agreed by all present) CLERK
- j. **To approve the Direct Debit agreements for the financial year 2019/2020:** Direct Debits agreements for Flagship Homes, E.ON, Wave(Anglian Water), Standard Life, Trade UK(Screwfix) were approved for the financial year 2019/2020. (approved Cllr R May, seconded Cllr R Bye, agreed by all present)

CLLR A BURTON LEFT THE MEETING AT 8PM

PLANNING

Item 11.3/19: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by the Clerk in the absence of Cllr R Stubbs:-

a. Responses to Planning Applications by EPC:

- i. **1 Beechwood Close, Exning:** DC/19/0337/TCA – tree work in a conservation area – EPC no objection CLERK
- ii. **1 Beechwood Close, Exning:** DC/19/0409/HH – householder application to replace cladding – EPC no objection

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 (currently in progress)
- 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 (being decided at planning committee 27/3/19)
- iii. **23 Oxford Street, Exning:** DC/19/0016/TCA – tree work in a conservation area – FHDC received no objections
- iv. **41 Burwell Road, Exning:** DC/18/2569/HH – single storey extension & loft conversion – approved by FHDC
- v. **Halfway House, Burwell Road, Exning:** DC/18/2392/FUL – demolition of existing dwelling; construction of 1 dwelling & new access – awaiting decision by FHDC
- vi. **29 Burwell Road, Exning:** DC/19/0028/HH – two storey rear extension – approved by FHDC

HIGHWAYS

Item 12.3/19: Report from Highways Group – & to discuss issues arising: The following matters were reported. 1) Email received from SCC Highways stating the Beechwood Close footway link steps could not be refurbished under the current Windmill Hill works. This is being passed to the Safety & Speed Management Team at SCC. 2) Pot holes in North End & Swan Lane have been marked up. 3) Should the Oxford Street bus stop have designated markings? CLERK

RECREATION & ENVIRONMENT

Item 14.3/19: To consider quote for an interim tree survey of parish council trees in public areas: Hallwood Associates' quote for a tree survey at £680 was approved. (proposed Cllr R May, seconded Cllr E Needham, agreed by all present) CLERK

The next meeting of the Parish Council will be on **Wednesday 17th April 2019** in the Exning Community Church Hall at 7.00pm. The meeting closed at 8.20pm.

APPENDIX A: March 2019 Non-Confidential Payments & Receipts

Supplier / Payee	Nett	VAT	Gross	Description
Wave (Anglian Water)	£ 42.85	£ -	£ 42.85	Old Cemetery Water Bill
Spring Cottage Landscaping Ltd	£ 245.00	£ -	£ 245.00	Grave Digging Fees
Wave (Anglian Water)	£ 13.45	£ -	£ 13.45	Lacey's Lane Cemetery Water Bill
Grays Surfacing	£ 5,460.00	£ 1,092.00	£ 6,552.00	Churchyard Path repairs
Grays Surfacing	£ 10,000.00	£ -	£ 10,000.00	Interim Payment - Lacey's Lane Cemetery Path Installation
E.ON	£ 22.17	£ 1.11	£ 23.28	Old Cemetery Store/Shed Electric Bill
Grays Surfacing	£ 9,305.00	£ 3,861.00	£ 13,166.00	Final Payment - Lacey's Lane Cemetery Path Installation
TH Tree Surgery	£ 80.00	£ 16.00	£ 96.00	Recreation Ground tree work
Newmarket GMS	£ 215.20	£ 43.04	£ 258.24	Replacement horticultural machinery
Ben Burgess, Newmarket	£ 104.90	£ -	£ 104.90	Safety clothing
Suffolk County Council	£ 885.05	£ 177.01	£ 1,062.06	Streetlight Energy & Maintenance fees
C Whitaker (reimbursement for EPC purchases)	£ 136.28	£ 27.27	£ 163.55	
	£ 26,509.90	£ 5,217.43	£ 31,727.33	
Purchaser / Payer	Nett	VAT	Gross	Description
RJ Pepper & Son Ltd	£ 60.00	£ -	£ 60.00	Memorial works
	£ 60.00	£ -	£ 60.00	