

held on Wednesday 27<sup>th</sup> November 2019 at 7.00pm at Exning Community Church Hall

**PRESENT:** Parish Councillors T Wood (Chairman), J Gowing, R London, V London, E Needham, C Nilsen, G Robinson, R Stubbs, S Twite. Also in attendance; C Whitaker (Clerk to Exning Parish Council). There were five members of the public in attendance during the open forum.

**OPEN FORUM:**

1: Exning New River Group (ENRG) – a group of residents; some with riparian responsibilities & some with general interest in the village waterway & intent to keep the brook in a good condition. A representative from The Wild Trout Trust had visited to give some initial advice & there will be further visits planned. Initial incidental costs will be covered by ENRG; a Stage 2 Project Proposal will require further funds.

2: Cleaner, Greener Exning – a resident who previously sent in suggestions to the parish council regarding environmental issues requested an update. The Clerk referred to Item 19 on this agenda regarding a Composting & Recycling planned event in 2020 & to correspondence with the RSPB for advice regarding the placement of owl boxes within the parish. A Community Orchard was discussed & an area of land on the Chancery Park development will be investigated via WSCllr Cole.

CLERK

**Item 1.11/19: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.20pm. Apologies were received from SCC Cllr R Hood & WSC Cllr S Cole. [LGA 1972, sch12,p40]

**Item 2.11/19: Report by Suffolk County Councillor, Rachel Hood:** Cllr Hood did not attend the meeting. The County October 2019 report was received.

**Item 3.11/19: Report by West Suffolk District Councillor, Simon Cole:** Cllr Cole did not attend the meeting & no report was received.

**Item 4.11/19: Declarations of Interest & Requests for Dispensation:** There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

**Item 5.11/19: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 23<sup>rd</sup> October as a true record:** The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr G Robinson, seconded Cllr S Twite, agreed by all present) [LGA 1972, Sch12,p41(4)]

PROPOSAL TO BRING FORWARD AN ITEM OF CORRESPONDENCE REGARDING ENRG TO THIS POINT IN THE MEETING. (proposed Cllr T Wood, seconded Cllr V London, agreed by all present) [EPC Standing Orders; 1a]

Correspondence from ENRG: The group would need to be constituted to receive financial assistance from Exning Parish Council in connection with improvements to the water flow & any works would need to be done in conjunction with advice from the Environment Agency. ENRG will keep council updated.

**FINANCE**

**Item 6.11/19: To receive the Finance Report & Current Financial Position from the Clerk:** The Finance Report for October 2019 was received. The financial position as at 27/11/19 was reported as £80,607.96. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

**Item 7.11/19: To approve receipt & payment schedule for November 2019, authorise cheques & electronic payments for the current month & confirm electronic payments for the previous month:** The payment schedule for November was approved. The November 2019 non-confidential payments & receipts were scrutinised & signed by two account signatories (proposed Cllr E Needham, seconded Cllr T Wood, agreed by all present) (Payment & Receipt Details for November 2019 listed under Appendix A). Confidential payments for November 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for October 2019 were confirmed against the bank statements by Cllr T Wood. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

**Item 8.11/19: Chairman to confirm the bank account balances for October 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 9.11/19: To approve the Budget & Precept for the financial year 2020/2021 for Exning Parish Council:** The Clerk tabled the proposed budget & precept for 2020/21. The budget & precept were approved & set at £60,000; a 3.70% increase of £2.51 per Band D property. (proposed Cllr R Stubbs, seconded Cllr E Needham) [Local Government Finance Act, 1992, s41]

**ADMINISTRATION**

**Item 10.11/19: To receive a report from the 'Exning Community Youth Engagement' Working Group:** The Clerk informed council that an initial meeting had taken place with attempts to engage with parents. A play area company is booked to give advice regarding the possible provision of further equipment on the recreation ground. It was noted that instances of ASB have now moved to other areas of the village. The Working Group will consist of Cllrs C Nilsen, V London, S Twite, the Clerk & up to 3 members of the village residents & will meet early January. [Crime & Disorder Act 1998, s.17]

CLERK /  
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**Item 11.11/19: To discuss a village event for 2020:** Discussion around location & dates, with early September being a possibility. A Working Group will consist of Cllrs J London & T Wood, with members of village residents included & will meet early January. (proposed Cllr T Wood, seconded Cllr J London, agreed by all present) [LGA 1972, s.145]

**Item 12.11/19: Other Administrative Matters**

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had attended the Memorial Service on 10/11/19 & laid a wreath on behalf of the parish council. It was noted that there was no representation made at the ceremony from West Suffolk Council. There will be an agenda item in January for Remembrance Day arrangements for 2020. Cllr Wood warned that it appeared there were phishing emails & councillors had been given admin advice about how to deal with this.
- b. **To receive the Clerk's Report (& receive Correspondence):** 1) **UPDATE:** The **Burwell Road SID** (Speed Indicator Device) post is in place near the village sign & the SID had been deployed there recently. The **Christmas tree** is in place in the churchyard & decoration will take place on 29/11/19. **CORRESPONDENCE: ENRG:** Email already discussed following Item 5.11/19 of this agenda. **West Suffolk Council:** A campaign by the Suffolk Fly Tipping Campaign. **LCPAS:** Email from the Government regarding a possible change in the law for pavement parking. **SALC:** The Autumn edition of 'The Local Councillor' publication. **College of Policing:** National Policing Police Community Support Officer: Operational Handbook *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- c. **Section 137 requests:** A request from Friends of Exning School for funding for an Easter event for the school children instead of the usual Christmas Party. Council requests that this application be re-submitted in March 2020 with information of costs.
- d. **To review the Exning Parish Council Facebook Page:** Cllr V London gave an update. It was noted that the administrators are Cllr V London & The Clerk. Also it was agreed that there would be no engagement regarding parish council posts onto the community facebook page & no comments allowed to be posted onto the parish council facebook page. The parish council facebook presence is purely to provide a media for providing information to the village. Any engagement received by the monitors will be directed to the parish council website for information regarding how to contact the parish council. [Local Government Act 1972, s142]

**CLLR V LONDON LEFT THE MEETING AT 8.10PM**

- e. **To receive an update on Council resolutions for Q2:** The report was noted. Outstanding resolution in Q2 is to put information on facebook & website for Item 12.7/19; this to be carried out by end of November 2019.

**PLANNING**

**Item 13.11/19: Report from the Planning Working Group - & to discuss issues arising** – A report was made as follows by Cllr J Gowing:-

CLERK

**Agenda Item 13 a: RESPONSES TO PLANNING APPLICATIONS BY EPC [Town & Country Planning Act 1990, Sch 1, p8]**

DC/19/2013/OUT	New Dwelling The Mount 43 Lacey's Lane Exning Suffolk <i>Outline application (all matters reserved) – 1 dwelling Exning Parish Council would like to comment on this new back garden development. The size of the access road would be narrow, 3m. Council would rather see a house set to the side of the existing property, set back some to allow off street parking which would match with the existing road. It is the only house on that side of the road which would allow access to the rear garden for building &amp; if they do get permission perhaps a bungalow would be the best option.</i>	EPC – COMMENT (SEE ATTACHED) WSC – Pending Decision
DC/19/2070/TCA	7 Swan Grove Exning CB8 7HX <i>Tree work in a conservation area</i>	EPC – NO OBJECTION; REPLANT REQ WSC – No Objections Received
DC/19/2132/TCA	6 Glanely Gardens Exning Suffolk CB8 7PA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – Pending Consideration
DC/19/2200/TPO	1 Glanely Gardens Exning Suffolk CB8 7PA <i>Application to work on tree(s) under a Tree Protection Order (TPO016(1957) Exning Parish Council OBJECTS to this application to fell trees under Tree Protection Order TPO026 (1957). 1: The application states that it is not in a conservation area when, in fact, these trees fall well within the boundary of the Exning Conservation Area. 2: The aerial photo doesn't make it clear which trees are being referred to; a proper plan would have made it clear. 3: The application for (s.7) asks for details as to why the works need carrying out. The applicant just says they are near or overhanging a wall with no expansion of the risk. This section also states that if TPO trees are to be felled they must provide details of replanting or reasons why they won't be replanting; this information has not been provided. 4: s8 of the application form deals with risk of falling or alleged damages. In this section the applicant has not provided any documentary evidence &amp; we feel that this should be provided. If the applicant can provide better documentary evidence about location, risks &amp; a replanting scheme, then the council could be minded to support the application.</i>	EPC – OBJECTION (SEE ATTACHED) WSC – Pending Decision
DC/19/2253/TCA	18 Beechwood Close Exning CB8 7EL <i>Tree work in a conservation area</i>	EPC – NO OBJECTION; REPLANT REQ WSC – Pending Consideration

Agenda Item 13 b: RESPONSES TO PLANNING DECISIONS BY WSC		
DC/19/1436/FUL	Land Adjacent To Garden Cottage Church Lane Exning Suffolk <i>Full application – 1 dwelling with garage &amp; access</i>	EPC – OBJECTION WSC - Pending Decision
DC/19/1855/HH	99 Lacey's Lane Exning <i>Householder application – first floor rear extension</i>	EPC – NO OBJECTION WSC – Approve Application
DC/19/1886/TCA	4 Church Close Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – No Objections Received

**Item 14.11/19: To receive an update regarding Chancery Park matters:** There is no update on Phase 2 consultations. A response has been received regarding the parish council's questions for Phase 1 from the WSC Planning Officer. This response was very delayed. This point will be escalated with the Cabinet Member for Highways at West Suffolk Council. A response from SCC has confirmed that the Vehicle Activated Device on Burwell Road will not be removed: a request will be made for electricity to this unit to be reinstated immediately due to road safety concerns.

CLERK

#### HIGHWAYS

**Item 15.11/19: Report from Highways Group – & to discuss issues arising:** Cllr J Gowing reported that the St Martin's streetlight has still not been reinstated & that SCC Hways are not responding satisfactorily to this. A resident is planning to escalate this matter to the MP & the press. Two electric car charging points have been installed at North End, but are not thought to be live yet. As agreed, a log of highway reporting is being collated & outstanding issues will be sent on a monthly basis to SCC.

CLERK

**Item 16.11/19: To discuss Chapel Street parking & heavy goods vehicles in the area:** Photographic evidence of large vehicles negotiating Lacey's Lane & Chapel Street were provided. Width restriction is seen as the way forward for this & contact will be made with SCC Highways regarding this. There have been complaints from Chapel Street residents regarding Swan Lane Industrial Estate businesses parking on the road instead of in the industrial estate. The landlord will be contacted.

CLERK

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#### RECREATION & ENVIRONMENT

**Item 17.11/19: Report from the Recreation & Environment Group – & to discuss issues arising:** No report.

**Item 18.11/19: Cemetery Matters & to discuss issues arising:** There continues to be a steady stream of interments this month.

CLERK

**Item 19.11/19: To approve a Composting & Recycling information drop-in event in 2020:** The Clerk will facilitate. A date in Spring will be set. (proposed Cllr G Robinson, seconded Cllr C Nilsen, agreed by all present)

**Item 20.11/19: Item requests for the next agenda:** 1) Community Orchard 2) Village Event 2020 3) Remembrance Sunday 4) Assets of Community Value

**Item 21.11/19: Date of next meeting:** The next Parish Council Meeting will be held on **Wednesday 22<sup>nd</sup> January 2020 at 7.00pm** in the Exning Community Church Hall. **PLEASE NOTE: There is no parish council meeting in December.**

Chairman, Cllr T Wood, closed the meeting at 8.50pm & wished everyone a Happy Christmas.

#### APPENDIX A: November 2019 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Nov-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Fenland Leisure Products	£ 477.42	£ 95.48	£ 572.90	Repairs to zip-wire play equipment	Open Spaces Act 1906, ss.9&10
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	In lieu of website services	LGA 1972, s.142
Exning Primary School	£ 225.00	£ -	£ 225.00	Section 137 Grant to Eco Club	LGA 1972, s.137
Spring Cottage Landscaping Ltd	£ 360.00	£ -	£ 360.00	Grave Digging Fees	LGA 1972, s.214
The Christmas Decorators	£ 275.00	£ 55.00	£ 330.00	Decoration of Village Christmas Tree	Open Spaces Act 1906, ss.9&10
Vertas Group Ltd	£ 242.94	£ 48.59	£ 291.53	Mowing of Recreation Ground grass	Open Spaces Act 1906, ss.9&10
Harmony Gardens	£ 448.30	£ -	£ 448.30	Planting & landscaping	Open Spaces Act 1906, ss.9&10
TT Logistics	£ 30.00	£ -	£ 30.00	Christmas Tree installation	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 41.51	£ 8.30	£ 49.81	Servicing of horticultural machinery	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 58.29	£ 11.65	£ 69.94	Servicing of horticultural machinery	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 58.29	£ 11.65	£ 69.94	Servicing of horticultural machinery	Open Spaces Act 1906, ss.9&10
Anglian Water Business National	£ 13.48	£ -	£ 13.48	Water Bill for Lacey's Lane cemetery	Open Spaces Act 1906, ss.9&10
Reimbursements	£ 55.72	£ 4.00	£ 59.72	Various	Open Spaces Act 1906, ss.9&10; LGA 1972, s.142
Spring Cottage Landscaping Ltd	£ 365.00	£ -	£ 365.00	Grave Digging Fees	LGA 1972, s.214
	<b>£ 2,675.95</b>	<b>£ 234.67</b>	<b>£ 2,910.62</b>		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
RJ Pepper & Son Ltd	£ 220.00	£ -	£ 220.00	Ashes interment fee	LGA 1972, s.214
RMC <withheld for GDPR>	£ 220.00	£ -	£ 220.00	Ashes interment fee	LGA 1972, s.214
JH <withheld for GDPR>	£ 220.00	£ -	£ 220.00	Ashes interment fee	LGA 1972, s.214
T Pennack & Sons	£ 485.00	£ -	£ 485.00	Burial fee	LGA 1972, s.214
	<b>£ 1,145.00</b>	<b>£ -</b>	<b>£ 1,145.00</b>		