

**Minutes of the Annual Meeting of Exning Parish Council
held on Wednesday 15th May 2019 at 7.30pm at Exning Community Church Hall**

PRESENT: Parish Councillors T Wood (Chairman), J Gowing, J London, E Needham, G Robinson, R Stubbs. Also in attendance; C Whitaker (Clerk to Exning Parish Council) & District Cllr S Cole (for the first part of the meeting). There were approximately six members of the public in attendance during the meeting.

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

Item 1.5/19: To receive nominations & Election of Chairman: The Clerk called for nominations for the position of Chairman of Exning Parish Council. Cllr T Wood was nominated by Cllr R Stubbs, seconded by Cllr J Gowing & voted for unanimously. [LGA 1972, ss15(2)]

Item 2.5/19: Chairman's Declaration of Acceptance of Office: Cllr T Wood signed the declaration, which was witnessed by the Clerk, & was duly elected as the Chairman of Exning Parish Council. [LGA 1972, s83(4)]

Item 3.5/19: The newly elected councillors' Declarations of Acceptance of Office, Register of Interests & Suffolk Code of Conduct: Councillors signed their declarations, which were witnessed by the Clerk, & took their places as Members of the Exning Parish Council Committee. The Register of Interests forms & the Suffolk Code of Conduct Forms were also signed by all councillors. [LGA 1972, s83(4)] [Localism Act 2011, s29] [Localism Act 2011, s27]

Item 4.5/19: To receive nominations & Election of Vice Chairman: Cllr T Wood nominated Cllr R Stubbs, seconded by Cllr E Needham & voted for unanimously. [LGA 1972, ss15(7)]

Item 5.5/19: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.40pm. Apologies were received from SCllr R Hood. Notice that Cllr J London was to be slightly delayed was received. [LGA 1972, sch12,p40]

Item 6.5/19: To resolve to invite attendance at meetings by Other Bodies & receive associated reports: Council resolved to invite attendance at its meetings for the following Other Bodies:-

a: Suffolk County Councillor – for Exning & Newmarket Ward, Rachel Hood. Cllr Hood did not attend the meeting. Cllr Hood's April 2019 SCC parish report has been received & distributed to all councillors prior to the meeting.

b: West Suffolk District Councillor – for Exning Ward, Simon Cole. Cllr Cole did not offer a report & shortly after this agenda item, having attended the Annual Parish Meeting prior to this meeting.

c: Newmarket Safer Neighbourhood Team – Nicholas Chapman; was available during the Annual Parish Meeting prior to this meeting, but did not stay for this meeting.

(Proposed Cllr J Gowing, seconded Cllr E Needham, agreed by all present)

Item 7.5/19: Declarations of Interest & Requests for Dispensation: No new declarations or dispensations were made or requested.

Item 8.5/19: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 17th April 2019 as a true record: The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr E Needham, seconded Cllr J Gowing, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 9.5/19: To receive the Current Financial Position from the Clerk: The financial position as at 15/5/19 was reported as £110,819.75. Details of the YTD Receipts & Payments summary figures & Bank Reconciliation for April 2019 were provided for all councillors prior to the meeting. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 10.5/19: 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 May 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 May 2019 listed under Appendix A). Confidential payments for May 2019 were scrutinised & signed off by Chairman, Cllr T Wood. The electronic payments for April 2019 were confirmed against the bank statements by Cllr T Wood. . [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

ADMINISTRATION

Item 11.5/19: Other Administrative Matters

a. **To receive the Chairman's report:** Chairman, Cllr T Wood, welcomed the new council. He stated that the parish council will be putting pressure on the newly created West Suffolk District Council to ensure value is delivered to the parish.

b. **To receive the Clerk's Report (& receive Correspondence):** 1) **Update:** The defibrillator has an error & this is being worked on to clear. Cemetery Hill SID & Oxford Street crossing barriers – still awaiting assistance from County Cllr Hood to progress these two matters. It is felt that a council Facebook

CLERK

presence would be advantageous (for June agenda). Planning enforcement update requests have been sent to WS Cllr Cole regarding applications within the village with outstanding compliance issues. Levels in the New River have been low & the New River Riparian Group has informed the parish council that there will be a trial reduction in the hours for pumping of water due to the limits on the extraction licence.

2) **Correspondence: WSC Planning Dept** – TPO (Tree Protection Order) Notice for tree-belt at Cemetery Hill/Brickfield Cottage land. **A Resident of Cotton End Road** – email regarding speeding issues & the 30MPH zone. **A Resident of Exning** – email regarding the delay in completion of works on Windmill Hill. **West Suffolk Council** – update on the Street Naming process for new roads. **A Resident of Exning** – email regarding an on-going enforcement issue. **A Resident of Exning** – complaint regarding parking on Chapel Street where there have been cases of emergency vehicles not being able to pass. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*

- c. **Section 137 requests:** No requests received.
- d. **To receive the Internal Audit report for the financial year 2018/2019 by Suffolk Association of Local Councils:** The Internal Audit report was received by council, along with the Clerk's response & action plan to the report. [JPAG Governance & Accountability for Smaller Authorities in England – A Guide to Proper Practices]
- e. **To approve Section 1 of the Annual Governance & Accountability Return for 31st March 2019: Annual governance statement 2018/2019:** The governance statement was approved & signed by Chairman, Cllr T Wood. (Proposed Cllr R Stubbs, seconded by Cllr E Needham, agreed by all present) [JPAG Governance & Accountability for Smaller Authorities in England – A Guide to Proper Practices]
- f. **To approve Section 2 of the Annual Governance & Accountability Return for 31st March 2019: Accounting statement 2018/2019:** The accounting statement was approved & signed by Chairman, Cllr T Wood. (Proposed Cllr R Stubbs, seconded by Cllr E Needham, agreed by all present) [JPAG Governance & Accountability for Smaller Authorities in England – A Guide to Proper Practices]

CLLR J LONDON JOINED THE MEETING.

- g. **To approve the Bank Reconciliation for the Financial Year 1st April 2018 to 31st March 2019:** The annual bank reconciliation was approved & signed by Chairman, Cllr T Wood. (Proposed Cllr R Stubbs, seconded by Cllr E Needham, agreed by all present)
- h. **To consider the co-option of members to the parish council:** Applications for co-option were considered & approved for Mrs C Nilsen, Mrs S Twite, Mrs V London. (Proposed Cllr R Stubbs, seconded Cllr J London, approved by all present) [LGA 1972, s87(1)]
- i. **To appoint the council's Working Group membership:** This item will be deferred to the June agenda due to the impending co-option of three members. CLERK
- j. **To allocate members to outside group attendance:** This item will be deferred to the June agenda due to the impending co-option of three members.
- k. **To approve bank signatories:** Cllrs T Wood & E Needham will be added to the bank mandate with immediate effect & previous councillors of the parish council will be removed. (Proposed Cllr R Stubbs, seconded Cllr G Robinson, agreed by all present) [LGA 1972, s246, ss.12] CLERK

PLANNING

Item 12.5/19: 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:** [Town & Country Planning Act 1990, Sch 1, p8] CLERK
- i. **5 Burwell Road, Exning:** DC/19/0791/TCA – tree work in a conservation area – no objection by EPC
- ii. **Windmill Cottage, Windmill Hill, Exning:** DC/19/0743/HH – no objection by EPC
- b. **Update of Planning Decisions by WSDC:**
- 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) – also works at Burwell Road are outstanding.
- ii. **Halfway House, Burwell Road, Exning:** DC/18/2392/FUL – demolition of existing dwelling; construction of 1 dwelling & new access – awaiting decision by WSDC
- iii. **1 Beechwood Close, Exning:** DC/19/0409/HH – householder application to replace cladding – approved by WSDC
- iv. **13 Burwell Road, Exning:** DC/19/0428/HH – Householder application; loft conversion & ground floor rear extension – awaiting decision by WSDC
- v. **Exeter House, 2 Church Street, Exning:** DC/19/0706/TCA – tree work in a conservation area – no objections received by WSDC

Item 13.5/19: To receive an update regarding Chancery Park matters & discuss Phase 2 consultation: A response from Persimmon Homes has detailed that the outstanding offsite works at Windmill Hill should be completed by 17/5/19 & the outstanding offsite works at Burwell Road should be completed by the end of June 2019. There should be a public consultation regarding Phase 2 in June: the parish council has requested a private consultation before that time. Council will hold a meeting to discuss requests for the CLERK

village which may be negotiated with Persimmon at the consultation.

HIGHWAYS

Item 14.5/19: Report from Highways Group – & to discuss issues arising: The following matters were reported by Cllr J Gowing – Potholes & faulty street lighting.

Item 15.5/19: To consider quotes for the surfacing at the base of Beechwood Close highway link steps on Windmill Hill: Two quotes were considered. Grays Surfacing will be engaged at a cost of £500. (proposed Cllr J Gowing, seconded Cllr R Stubbs, agreed by all present) [Highways Act 1980, secs.43,50]

CLERK

RECREATION & ENVIRONMENT

Item 16.5/19: Report from the Recreation & Environment Group – & to discuss issues arising: Cllr R Stubbs reported that the first WSC monthly play area inspection report had been received & the play area is classed as 'Low Risk'. Some repairs to the zip-wire & climbing frame will be carried out, bringing the classification to 'Very Low Risk'. [Public Health Act 1875, s.164]

CLERK

Item 17.5/19: Cemetery Matters & to discuss issues arising: Exning Cemeteries: Two burials in Lacey's Lane Cemetery. Lacey's Lane Cemetery: levelling & seeding work ongoing currently. Grave levelling required. [LGA 1972, s.214]

VILLAGE
KEEPERS

Item 18.5/19: To receive the 2019 Tree Survey by Hallwood Associates & consider quotes for the recommendations: Three quotes were put to council for consideration. TH Tree Surgery will be engaged at a cost of £980.00. (proposed Cllr T Wood, seconded Cllr E Needham, agreed by all present) [Open Spaces Act 1906, ss.9&10]

CLERK

Chairman, Cllr T Wood, closed the meeting at 8.45pm.

The next Parish Council Meeting will be held on **Wednesday 26th June 2019 at 7.00pm** in the Exning Community Church Hall.

APPENDIX A: May 2019 Non-Confidential Payments & Receipts

Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Trade UK (Screwfix A/c)	£ 7.02	£ 1.40	£ 8.42	Cable Ties	Open Spaces Act 1906, ss.9&10
Hallwood Associates Ltd	£ 680.00	£ 136.00	£ 816.00	Tree Survey	Open Spaces Act 1906, ss.9&10
Ridgeons Ltd	£ 7.02	£ 1.40	£ 8.42	Concrete	LGA 1972, s.215
Vertas Group Limited	£ 242.94	£ 48.59	£ 291.53	Grass Cutting 1/4-ly fees - recreation ground	Open Spaces Act 1906, ss.9&10
Suffolk Association of Local Councils	£ 332.00	£ 66.40	£ 398.40	2018-2019 Internal Audit Fee	Accounts & Audit Regulations 2015, reg.5
West Suffolk Council	£ 45.00	£ 9.00	£ 54.00	Signage - Play Area PSPO replacement signs	Anti-social Behaviour, Crime & Policing Act 2014
Community Heartbeat Trust	£ 123.46	£ 24.69	£ 148.15	Replacement battery for defibrillator	Public Health Act 1936, s234
Spring Cottage Landscaping Ltd	£ 640.00	£ -	£ 640.00	Grave Digging Fees	LGA 1972, s.214
C Whitaker (purchases on behalf of EPC)	£ 163.68	£ 32.73	£ 196.41	Various	Open Spaces Act 1906, ss.9&10 Parish Councils Act 1957, s.1 LGA 1972, ss. 15(5)
	£ 2,241.12	£ 320.21	£ 2,561.33		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
West Suffolk Council	£ 56,000.00	£ -	£ 56,000.00	2019-20 Precept Payment 100%	LG Finance Act 1992
RJ Pepper & Son Ltd	£ 800.00	£ -	£ 800.00	Burial fees	LGA 1972, s.214
Southgate of Newmarket	£ 30.00	£ -	£ 30.00	Burial fees	LGA 1972, s.214
RJ Pepper & Son Ltd	£ 30.00	£ -	£ 30.00	Burial fees	LGA 1972, s.214
	£ 56,860.00	£ -	£ 56,860.00		