

**NOTICE of
VIRTUAL ORDINARY Meeting of EXNING PARISH COUNCIL**
held by Zoom Conference on Wednesday 22nd April 2020 at 7.00 pm
AGENDA

This meeting will be held remotely in line with recent government legislation – The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020

OPEN FORUM: There will be an opportunity for members of the public to speak to the council before the meeting is opened by the Chairman. The forum will last no longer than 15 minutes in total; with each individual allowed a maximum of three minutes at the discretion of the Chairman. Members of the public may stay for the duration of the meeting, but may not participate unless invited to do so by the Chairman.

TO ATTEND THIS VIRTUAL MEETING VIA THE ZOOM PLATFORM, PLEASE CONTACT THE CLERK ON clerk@exning-pc.gov.uk NO LATER THAN 48 HOURS IN ADVANCE OF THE MEETING START TIME.

1. Chairman's welcome & to receive/approve Councillors' apologies for absence
2. Report by Suffolk County Councillor, Rachel Hood
3. Report by West Suffolk District Councillor, Simon Cole
4. Declarations of Interest & Requests for Dispensation
5. To agree & sign the Minutes of the Ordinary Parish Council Meeting held on Wednesday 24th February & agree the Notes in Lieu of Minutes for email vote on 25th March 2020, as a true record

FINANCE

6. To receive the Finance Report for March 2020 & Current Financial Position from the Clerk; including the End of Year Budget against Actual figures for 2019/20
7. To approve receipt & payment schedule for April 2020, authorise cheques & electronic payments for the current month & confirm electronic payments for the previous month
8. Chairman to confirm that the bank account balances for February 2020 match against the bank statements
9. To agree to liaise with Exning Neighbours Volunteer Group to enable a Volunteer Shopping Payments System during the Coronavirus Pandemic

ADMINISTRATION

10. To receive a report from the Village Newsletter Working Group
11. To hold a retrospective vote regarding emergency matters decided via email following the cancellation of the council meeting on 25th March 2020 due to the coronavirus pandemic lockdown order as follows:-
 - a. To authorise schedule of non-confidential payments for March 2020
 - b. To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2019/2020
 - c. To approve the Direct Debits & Standing Order agreement for the financial year 2020/2021
 - d. To approve the temporary authorisation for the Clerk, Chairman & Vice-Chairman to make delegated emergency decisions for the continuance of essential council business until further government legislation is released regarding the COVID-19 situation
 - e. To agree to support (non-monetary) the Exning Neighbours Volunteer Group with practical help & advice
 - f. To agree to support any high-risk category employees to self-isolate & to reduce council work to minimum essential work.
 - g. To agree that self-isolating or isolating council staff will continue to be paid basic salary.
 - h. To approve an increase of some salaries at April 2020.
 - i. To approve a new staff position of 'Gatekeeper'
12. Other Administrative Matters
 - a. To receive the Chairman's report
 - b. To receive the Clerk's report (& receive correspondence)
 - c. To confirm cancellation of the Annual Meeting of the Council & the Annual Meeting of the Parish on 27th May 2020 due to the COVID-19 outbreak & in line with Govt guidance [The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020]
 - d. VE/VJ Day: To consider a request from the Royal British Legion to plant commemorative trees
 - e. To receive an update regarding the Quarter 4 Council Resolutions
 - f. To amend Standing Orders to allow for virtual meetings of the council
13. Report from the Planning Working Group

FOR MARCH 2020

- a. **Responses to Planning Applications by EPC:**
 - i. **The Mill Barn, Mill Lane, Exning:** DC/20/0371/TCA – tree works in a conservation area
 - ii. **The Mill House, Cotton End Road, Exning:** DC/20/0366/HH – householder application – single storey extension to existing garage
 - iii. **7 Glanely Gardens, Exning:** DC/20/0411/TCA – tree works in a conservation area
 - iv. **The Old Rectory, Church Lane, Exning:** DC/20/0409/TCA – tree works in a conservation area
 - v. **Rear of 20 Oxford Street, Exning:** DC/20/0354/FUL – Full application – 1 dwelling
- 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 timescale relating specifically to the White Horse & Chancery Park junctions
 - ii. **4 Chapel Street, Exning:** DC/20/0029/TCA – tree works in a conservation area
 - iii. **Regal Lodge, Swan Lane, Exning:** DC/19/2493/TPO – Tree Protection Order works application
 - iv. **8 Chapel Street, Exning:** DC/20/0145/TCA – tree works in a conservation area
 - v. **Plantation Stud House, Snailwell Short Road, Exning:** DC/19/2442/FUL – full application – single storey extension, extra parking space, upgrade to entrance, landscaped boundary
 - vi. **25 St Martin Close, Exning:** DC/20/0102/HH – householder application – single storey extension
 - vii. **18 Beechwood Close, Exning:** DC/20/0059/HH – householder application – single storey extension; demolition of existing porch
 - viii. **2 Lacey's Lane, Exning:** DC/20/0208/TCA – tree works in a conservation area
 - ix. **3 Swan Grove, Exning:** DC/20/2011/HH – householder application – 2 storey side & front extension & single attached garage

FOR APRIL 2020

a. Responses to Planning Applications by EPC:

- i. 69 Burwell Road, Exning:** DC/20/0421/HH – householder application – conservatory part roof canopy to rear elevation
- ii. 32 Chapel Street, Exning:** DC/20/0463.TCA – tree work in a conservation area
- iii. Land adjacent to Garden Cottage, Church Lane, Exning:** DC/20/0450/FUL – full application – 1 dwelling with detached garage
- iv. 6-8 Church Street, Exning:** DC/20/0573/TCA – tree work in a conservation area

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 timescale relating specifically to the White Horse & Chancery Park junctions
- ii. Regal Lodge, Swan Lane, Exning:** DC/19/2493/TPO – Tree Protection Order works application
- iii. Plantation Stud House, Snailwell Short Road, Exning:** DC/19/2442/FUL – full application – single storey extension, extra parking space, upgrade to entrance, landscaped boundary
- iv. 2 Lacey's Lane, Exning:** DC/20/0208/TCA – tree works in a conservation area
- v. 3 Swan Grove, Exning:** DC/20/2011/HH – householder application – 2 storey side & front extension & single attached garage
- vi. The Mill Barn, Mill Lane, Exning:** DC/20/0371/TCA – tree works in a conservation area
- vii. The Mill House, Cotton End Road, Exning:** DC/20/0366/HH – householder application – single storey extension to existing garage
- viii. 7 Glanely Gardens, Exning:** DC/20/0411/TCA – tree works in a conservation area
- ix. The Old Rectory, Church Lane, Exning:** DC/20/0409/TCA – tree works in a conservation area
- x. Rear of 20 Oxford Street, Exning:** DC/20/0354/FUL – Full application – 1 dwelling

- c. APPEAL: Land Adjacent to 7 The Highlands, Exning:** DC/19/1389/FUL – new dwelling with new access – appeal in progress

- 14. To receive an update regarding Chancery Park matters; noting details regarding Public Consultation

HIGHWAYS

- 15. To receive a report from the Highways Working Group & to discuss matters arising.

RECREATION & ENVIRONMENT

- 16. To receive a report from the Recreation & Environment Working Group & to discuss matter arising.

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- 17. To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

- 18. To discuss staffing matters
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- 19. Item requests for the next agenda (June 2020)

- 20. The date of the next Parish Council Meeting will be **24th June 2020 and will be hosted virtually via Zoom conference session at 7pm.**

- 21. Mrs Cathy Whitaker; Clerk to Exning Parish Council ... *CE Whitaker* ... Date: 15th April 2020