

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 22nd January 2020 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors T Wood (Chairman), J Gowing, V London, E Needham, C Nilsen, G Robinson, R Stubbs, S Twite. Also in attendance; C Whitaker (Clerk to Exning Parish Council). There were no members of the public in attendance during the open forum.

OPEN FORUM:

There were no members of the public present.

Item 1.1/20: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.00pm & wished everyone a Happy New Year. Apologies were received from Cllr J London & WSC Cllr S Cole. [LGA 1972, sch12,p40]

Item 2.1/20: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood did not attend the meeting. The County November 2019 report was received. It was noted that the county reports did not include anything relevant to Exning & a request was made for a more personalised report.

Item 3.1/20: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole did not attend the meeting & no report was received, although one had been requested.

Item 4.1/20: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

Item 5.1/20: To Agree & Sign the Minutes of the Ordinary Meeting of Exning Parish Council on Wednesday 27th November as a true record: The minutes were signed by Chairman, Cllr T Wood, without amendment. (proposed Cllr E Needham, seconded Cllr G Robinson, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.1/20: To receive the Finance Report for November & December 2019 & Current Financial Position from the Clerk; including the Q3 Actual against Budget report: The Finance Reports for November & December 2019 were received. The financial position as at 22/1/2020 was reported as £73,172.78. The Actual against Budget report for Quarter 3 was discussed. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.1/20: To approve receipt & payment schedules for December 2019 & January 2020, authorise cheques & electronic payments for the current month & confirm electronic payments for the previous months: The payment schedules for December 2019 & January 2020 were approved. (proposed Cllr V London, seconded Cllr J Gowing, agreed by all present) The December 2019 & January 2020 non-confidential payments & receipts were scrutinised & signed by two account signatories (Payment & Receipt Details for December 2019 & January 2020 listed under Appendix A). Confidential payments for December 2019 & January 2020 were scrutinised & signed off by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for November & December 2019 were confirmed against the bank statements by Cllr T Wood. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 8.1/20: Chairman to confirm the bank account balances for November & December 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]

ADMINISTRATION

Item 9.1/20: To receive a report from the 'Exning Community Youth Engagement' Working Group: Sovereign Play have supplied a proposal for some 'young teen' equipment for the recreation ground. This will be discussed under Recreation & Environment.

Item 10.1/20: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that the 2019 Exning Advent Windows event had gone well with the full 24 windows on display throughout the Advent period. They were judged on 23rd December with prizes and gifts given. The parish council presence on Facebook had resulted in plenty of interest and comments of a positive nature.
- b. **To receive the Clerk's Report (& receive Correspondence):** 1) **UPDATE:** The **Christmas tree** had been well received once again by the village. Thanks go to West's Garage for supplying the electricity. **CORRESPONDENCE: Police Crime Commissioner:** Survey regarding a proposed increase in the police portion of the Council Tax (council suggested an objection from Exning Parish Council, citing a lack of police presence within the parish.) **Resident of Chancery Park:** There has been dangerous parking by a company van – the resident had been advised to contact the police and/or the company involved. **Family of Exning Parish Council's first Chairman:** A request to consider a commemoration of the late Mr Bryan Wright, first Chairman of the Exning Parish Council in 1999, will be considered on the February 2020 agenda. **Exning Primary School Eco-Club:** A thank you card from the children of Eco-Club for the Section 137 funding for waterproof cushions for the outdoor classroom. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- c. **Section 137 requests:** No applications received.
- d. **To discuss Remembrance Day arrangements for 2020:** The road closure in November 2019 had gone well & would be replicated this year. Following the lack of WSC representation at the memorial service in November 2019, the parish council will send out invitations to provide representation to the relevant parties in 2020. Cllr E Needham reported on his findings for the purchase of a suitable amp & mini-mixing desk with two fixed cable speakers. Microphones & cabling costs were not included in the costs. Cllr Needham will bring costs for the full list of equipment required to the February agenda.
- e. **To receive an update from the Village Newsletter Working Group:** It was agreed that the group must meet monthly to ensure a regularly produced newsletter for the village.

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WORKING
GROUP

- f. **To discuss the Old Cemetery Chapel – pews & clearing of chapel in preparation to make into a workshop:** a site visit for all councillors will be arranged for familiarisation purposes, with the proposal to look into options to turn the chapel into a workshop for the Village Keepers. (proposed Cllr E Needham, seconded Cllr C Nilsen, agreed by all present) [Open Spaces Act 1906, ss.9&10]

CLERK /
All CLLRS

PLANNING

Item 11.1/20: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr J Gowing (proposed Cllr E Needham, seconded Cllr J Gowing, agreed by all present)

CLERK

Agenda Item 11 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/19/2299/TCA	Cotton End House 2 Cotton End Road Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – No Objections Received
DC/19/2350/TCA	John East Centre George Gibson Close Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – No Objections Received
DC/19/2411/TCA	Regal Lodge Swan Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – No Objections Received
DC/20/0019/HEDGE	2 Beechwood Close Exning CB8 7EL <i>Hedge work application</i>	EPC – OBJECTION – “Exning Parish Council objects to the installation of a high fence; it not being in keeping with the surrounding properties & requests that the details of any covenants be looked into by the planning office.” WSC – Pending Consideration
DC/20/0068/TCA	19 Beechwood Close Exning CB8 7EL <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – Pending Consideration

Agenda Item 11 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 & access</i>	EPC – OBJECTION WSC – Application Withdrawn
DC/19/2013/OUT	New Dwelling The Mount 43 Lacey’s Lane Exning Suffolk Outline application (all matters reserved) – 1 dwelling	EPC – COMMENT WSC – Application Refused - on grounds of “inappropriate deviation from the prevailing pattern of development in the area.”
DC/19/2132/TCA	6 Glanely Gardens Exning Suffolk CB8 7PA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – No Objections Received
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))</i>	EPC – OBJECTION 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 Decision

Agenda Item 11 c: APPEALS

AP/19/0055/STAND	Land adjacent to 7 The Highlands, Exning <i>1no. dwelling & new access from The Highlands</i>	Appeal Date Start: 20/11/2019 Decision Pending
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Item 12.1/20: To receive an update regarding Chancery Park matters: The play area has been closed by Persimmon whilst a piece of replacement equipment is installed along with a larger bin, a larger gate & work on the surfacing. Facebook comments from residents are requesting litter and dog bins to be installed in the Chancery Park area.

HIGHWAYS

Item 13.1/20: Report from Highways Group – & to discuss issues arising: Cllr J Gowing reported that the St Martin’s streetlight has still not been reinstated & that a resident is escalating the issue with SCC Cllr R Hood. The two electric car charging points at North End: enquiries will be made into the compliance regarding charging cables & this will be a February agenda item. Reports of potholes & blocked drains: link to the SCC Highways Reporting Tool will be posted on Facebook & the PC website to enable & encourage public direct reporting. Cllr G Robinson proposed requesting details of the SCC Highways / WSC Parks & Street Cleansing maintenance plans for Exning. (proposed Cllr G Robinson, seconded Cllr S Twite, agreed by all present)

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Item 14.1/20: To receive an update regarding wide vehicles in Chapel Street, Ducks Lane & Lacey’s Lane: Warning signage options (“unsuitable for heavy vehicles & wide loads”) were tabled by the Clerk. These will be erected by the parish council at the junctions of Church Street/Ducks Lane, Chapel Street/Oxford Street/Swan Lane, Lacey’s

Lane/Chapel Street/Ducks Lane & Lacey's Lane/Heath Road. (proposed Cllr V London, seconded Cllr G Robinson, agreed by all present) [Road Traffic Regulation Act 1984, s.72] Cllr J Gowing has been liaising with Exning Estates & the Heath Road Industrial Estate regarding the directing of their deliveries, etc. The CPE (Civil Parking Enforcement) will be introduced this month: it is uncertain what this will look like for villages like Exning. Enquiries will be made regarding this to WSC & WSC Cllr S Cole for further clarification on this matter.

CLERK /
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RECREATION & ENVIRONMENT

Item 15.1/20: Report from the Recreation & Environment Group – & to discuss issues arising: The Sovereign Play proposal for the recreation ground was discussed. Further proposals will be sought from two more suppliers.

CLERK

Item 16.1/20: Cemetery Matters & to discuss issues arising:

a: To approve quote for treatment of Lacey's Lane Cemetery grass: Urban Forestry quote will be accepted to the value of £450 to be carried out in spring. (proposed Cllr E Needham, seconded Cllr S Twite, agreed by all present) [Open Spaces Act 1906, ss.9&10]

CLERK

b: To review the Cemetery Regulations with regard to length of time between burial & memorial erection: It was agreed to amend the length of time required to 12 months for Lacey's Lane interments. Old Cemetery interments will remain at 9 months. This is due to memorial & grave subsidence issues in Lacey's Lane Cemetery. (proposed Cllr E Needham, seconded Cllr V London, agreed by all present) [LGA 1972, s.214]

CLERK

c: To approve tree work in St Martin's churchyard, as requested by SCC Highways: TH Tree Surgery will be engaged to remove tree branches overhanging Church Street at a cost of £320. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present) [LGA 1972, s.215]

CLERK

Item 17.1/20: To receive an update from the Village Event Working Group: Facebook will be used to get support & form a committee. [LGA 1972, s.145]

CLERK

Item 18.1/20: To discuss the proposal of a Community Orchard: Investigations will be made with the WSC Senior Planning Officer for Chancery Park to establish the status of an area of land with regard to exploring the feasibility of creating a community orchard. (proposed Cllr E Needham, seconded Cllr V London, agreed by all present) [Open Spaces Act 1906, ss. 9&10]

CLERK

Item 19.1/20: To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960: the public & press be excluded for the remainder of the meeting because of the likely disclosure of private & confidential information. (proposed Cllr V London, seconded Cllr J Gowing, agreed by all present)

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Item 20.1/20: To discuss staffing matters: A staffing vacancy was discussed. The Finance & Admin Working Group will meet to formulate a plan for recruitment for the February agenda.

Item 21.1/20: Item requests for the next agenda: 1) Community Orchard 2) Village Event 2020 3) Assets of Community Value 4) Consideration of a form of commemoration in the Lacey's Lane Cemetery 5) Proposal for purchase of PA system 6) Old Cemetery Chapel 7) Exning Newsletter progress update 8) WSC Electric Car Charging Points on North End

Item 22.1/20: Date of next meeting: The next Parish Council Meeting will be held on **Wednesday 26th February 2020 at 7.00pm** in the Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 8.50pm.

APPENDIX A: December 2019 & January 2020 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Dec-19				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Donation in lieu of website admin	LGA 1972, s.142
Simpson's Nurseries Ltd	£ 250.00	£ 50.00	£ 300.00	Christmas Tree	Open Spaces Act 1906, ss.9 & 10
The Christmas Decorators	£ 330.00	£ -	£ 330.00	Christmas Tree Lighting	Open Spaces Act 1906, ss.9 & 10
Ben Burgess Newmarket	£ 78.05	£ 1.41	£ 79.46	Workwear / General supplies	LGA 1972 s. 112
CW Kirk Lawnmowers Ltd	£ 41.67	£ 8.33	£ 50.00	Horticultural Machinery servicing	Open Spaces Act 1906, ss.9 & 10
CW Kirk Lawnmowers Ltd	£ 283.61	£ 56.72	£ 340.33	Horticultural Machinery servicing	Open Spaces Act 1906, ss.9 & 10
C Whitaker (reimbursements)	£ 75.57	£ 11.33	£ 86.90	Advent Windows / website	LGA 1972, s.142
J Askew	£ 150.00	£ -	£ 150.00	Repairs to play equipment	Open Spaces Act 1906, ss.9&10
Harmony Gardens	£ 174.48	£ -	£ 174.48	Wildlife garden - churchyard	Open Spaces Act 1906, ss.9 & 10
Spring Cottage Landscaping Ltd	£ 240.00	£ -	£ 240.00	Grave Digging Fees	LGA 1972, s.214
EON	£ 25.16	£ 1.26	£ 26.42	Electricity fees - Old Cemetery	LGA 1972, s.214
EON	£ 18.52	£ 0.93	£ 19.45	Electricity fees - Old Cemetery	LGA 1972, s.214
Trade UK (ScrewFix)	£ 77.45	£ 15.49	£ 92.94	Cable Cover for Christmas Tree	Open Spaces Act 1906, ss.9 & 10
	£ 1,769.51	£ 145.47	£ 1,914.98		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Ivett & Reed	£ 50.00	£ -	£ 50.00	Memorial fees	LGA 1972, s.214
Mildenhall Monumentals	£ 50.00	£ -	£ 50.00	Memorial fees	LGA 1972, s.214
Vertas Group Ltd	£ 618.30	£ 123.66	£ 741.96	Reimbursement for damaged bench	Open Spaces Act 1906, ss.9 & 10
	£ 718.30	£ 123.66	£ 841.96		

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Jan-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Flagship Homes	£ 109.53	£ 21.91	£ 131.44	Storage rental	LGA 1972, s.214
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	In lieu of website services	LGA 1972, s.142
Exning Community Church Hall	£ 72.00	£ -	£ 72.00	Hall Hire for Parish Council meetings	LGA 1972, Sch12, p10(1) & 26(1)
C Whitaker (purchases on behalf of EPC)	£ 9.16	£ 1.83	£ 10.99	Website / Kiosk maintenance	LGA 1972, s.142
	£ 215.69	£ 23.74	£ 239.43		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Barclays Bank	£ 182.21	£ -	£ 182.21	Interest for 2019	LGA 2003, s.12
HMRC	£ 314.97	£ -	£ 314.97	Q3 VAT Refund	VAT Act 1994, s.42
	£ 497.18	£ -	£ 497.18		