

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 22nd July 2020 at 7.00pm via the Zoom Conferencing Platform
The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority
& Police & Crime Panel Meetings) (England & Wales) Regulations 2020**

PRESENT: Parish Councillors J Gowing, J London, R Stubbs (Vice Chair), T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood (departed 7.11pm). There was one member of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.7/20: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.03pm. Apologies were received from Parish Cllrs V London, E Needham & S Twite; also from WSC Cllr S Cole. [LGA 1972, sch12,p40]

Item 2.7/20: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood attended the meeting. Her June county report was received & also briefing notes on the children's centres in Suffolk. Cllr Hood highlighted that SCC were doing an excellent job during the pandemic, working with WSC to provide an exceptionally caring & effective service. The imminent Persimmon Draft Development Consultation was discussed: the parish council's response will be copied to Cllr Hood (& Cllr Cole), with Cllr Hood acknowledging that there is a "need to ask" during the planning process. [EPC Standing Order 24]

CLLR HOOD LEFT THE MEETING AT 7.11PM

Item 3.7/20: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole did not attend the meeting, having given his apologies, & no report was received. [EPC Standing Order 24]

Item 4.7/20: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

Item 5.7/20: To Agree & Sign the Minutes of the Virtual Ordinary Meeting of Exning Parish Council on Wednesday 24th June 2020 as a true record: The minutes were approved and will be signed by Chairman, Cllr T Wood, at the next permitted face-to-face meeting. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.7/20: To receive the Finance Report for June 2020 & Current Financial Position from the Clerk, including the Quarter 1 Budget Report: The Finance Report for June 2020 was received. The financial position as at 22/7/20 was reported as £108,647.16 The Quarter 1 Actual against Budget report was received. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.7/20: To approve receipt & payment schedule for July 2020, authorise payments for the current month & confirm electronic payments for the previous months: The non-confidential payment schedule for July 2020 was received & approved by council. (proposed Cllr J Gowing, seconded Cllr R Stubbs, agreed by all present) The July 2020 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details for July 2020 listed under Appendix A). Confidential payments for July 2020 were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for June 2020 will be confirmed against the bank statements by Cllr T Wood at the next permitted face-to-face meeting. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

ADMINISTRATION

Item 8.7/20: To consider the consultation on the proposed new Model Code of Conduct: The NALC draft Model Code of Conduct was received by council & approved. A response will be made.

CLERK

Item 9.7/20: To receive an update of the consideration of Assets of Community Value: A verbal report was received by council from Cllr J London regarding footpath areas in the village in the area of Chancery Park. A working group will be set up, to include Cllrs Wood, J London, Stubbs & the Clerk, & will have delegated powers to contact & discuss the matter with local landowner(s), after seeking email approval from full council via email. Matters to be ratified at the September council meeting. (proposed Cllr J London, seconded Cllr T Wood, agreed by all present) [Localism Act 2011, Part 5, Chapter 3]

CLERK /
ACV
WORKING
GROUP

Item 10.7/20: To discuss preparations for Remembrance Sunday 2020 on 8th November: The parish council Remembrance Day Ceremony road closure application has been submitted to SCC. The Royal British Legion has informed the parish council that there will be no formal poppy collection events this year due to the pandemic situation: instead there will be static collections only. We await further guidance regarding ceremonies & the parish council will continue with the purchase of a PA system, as previously resolved. [War Memorials (Local Authorities' Powers) Act 1923, s.1; as extended by Local Government Act 1948, s.133]

EN

Item 11.7/20: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that volunteers within the village were continuing to provide a service to those in need & that Newmarket Day Centre were delivering 90 meals per day around the community.
- b. **To receive the Clerk's Report (& receive Correspondence):** **UPDATE: Volunteer Shopping Scheme** – The parish council were continuing to enable the Exning Neighbours Volunteer Group to provide a safe, cashless shopping service for the most vulnerable in the parish. **Village amenity areas** – further reports of increased rat activity in river areas. WSC Parks have been invited to visit to discuss maintenance & upkeep in these areas. **Kiosk** – The Bookshare Kiosk will remain closed until libraries are permitted to open fully. **CORRESPONDENCE: ZURICH** – confirmation of

insurance details relating to the re-opening of play areas. **NALC** – advice regarding future council meetings in relation to pandemic.

Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.

c. **To consider Section 137 requests:** No requests received.

d. **To discuss the requirements for compliance with accessibility regulations relating to public sector websites:**
The new regulations come into being in September 2020. Cllr J London will liaise with the Clerk to assist. The Clerk is attending a SALC webinar on this matter. Details will be brought to the September agenda. [Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018]

CLERK /
JL

e. **To approve the Standing Orders & Financial Regulations amendments for Exning Parish Council in line with advice from NALC regarding procurement:** Whilst noting that these regulations were not relevant to Exning Parish Council due to the large sums involved, council voted to include them in the Standing Orders & Financial Regulations. (proposed Cllr T Wood, seconded Cllr R Stubbs, seconded by all present) [NALC Model Sanding Orders]

CLERK

PLANNING

Item 12.7/20: Report from the Planning Working Group - & to discuss issues arising – A report was made as follows by Cllr J Gowing:- (proposed Cllr J Gowing, seconded Cllr J London, agreed by all present) [Town & Country Planning Act 1990, Sched. 1 para 8]

12a: RESPONSES TO PLANNING APPLICATIONS BY EPC

17 Church Street Exning CB8 7EH <i>Householder application – dropped kerb</i>	EPC – NO OBJECTIONS WSC – PENDING DECISION
35 New River Green Exning CB8 7HS <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION

CLERK

12b: RESPONSES TO PLANNING DECISIONS BY WSC

The Lodge Cotton End Road Exning Suffolk CB8 7NA <i>Application to work on a tree under a Tree Preservation Order</i>	EPC – NO OBJECTIONS; REQUEST REPLANT WSC – GRANTED
Maytrees, 21A Church Street Exning Suffolk CB8 7	EPC – NO OBJECTIONS WSC – PENDING DECISION

Item 13.7/20: To receive an update regarding Chancery Park matters:

a: Draft Development Consultation for Phase 2: The Draft Development Consultation document was received. The public consultation will take place on 5th August, with a private parish council session on 4th August to be attended by Cllrs Wood, Gowing, J London & the Clerk.

TW / JG /
JL /
CLERK

b: Exning Parish Council response to the Draft Development Consultation: The Planning Working Group had held a virtual meeting to formulate an initial response. This will be further discussed before being submitted to WSC Planning Office & Persimmon Homes. [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK /
JL

HIGHWAYS

Item 14.7/20: Report from Highways Group – & to discuss issues arising: Cllr J Gowing reported that hedgerows on Cemetery Hill are overgrown.

Item 15.7/20: To discuss the 30 MPH zones in Exning Parish: The 30 MPH zones need to be extended to the limits of the village as it is in the current time. SCC Highways will be contacted to begin an initial conversation regarding this. (proposed Cllr T Wood, seconded Cllr J Gowing, agreed by all present)

CLERK

Item 16.7/20: To consider the matter of a Permanent Traffic Regulation Order for Chapel Street: The parish council will write to SCC Highways requesting a survey be carried out on the practicalities & implications of a PTRO on Chapel Street. (proposed Cllr J London, seconded Cllr J Gowing, agreed by all present)

CLERK

RECREATION & ENVIRONMENT

Item 17.7/20: To receive a report regarding Cemetery & Churchyard matters & discuss issues arising: The Lacey's Lane new paths have weed breakthrough in some areas & the contractor will be contacted. All pews have been sold from the Old Cemetery Chapel. There have been 2 burials & 2 ashes interments recently.

CLERK

Item 18.7/20: Report from the Recreation & Environment Group – & to discuss issues arising: Cllr Stubbs reported that the play area is now fully open with CV-19 notices & a Risk Assessment in place.

Item 19.7/20: To consider the resurfacing of an area of safer surfacing in the play area: The area at the rocking horse equipment is showing wear & a quote will be brought to the September agenda.

CLERK

Item 20.7/20: Item requests for the next agenda: To receive quotes for PA System. To receive a report from the ACV Working Group. To receive an update regarding website accessibility. To receive a quote for safer surfacing.

Item 21.7/20: Date of next meeting: The next Virtual Parish Council Meeting will be held **on Wednesday 23rd September 2020 at 7.00pm**; hosted via the Zoom conference platform. Should the current situation change, allowing face-to-face meetings to resume, the meeting may take place in Exning Community Church Hall if it is deemed inclusive & appropriate to do so. **PLEASE NOTE, THERE IS NO PARISH COUNCIL MEETING IN AUGUST.**

Chairman, Cllr T Wood, closed the meeting at 8.52pm.

APPENDIX A: July 2020 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Jul-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Flagship Homes	£ 112.17	£ 22.43	£ 134.60	Storage	Open Spaces Act 1906, ss.9&10
Spring Cottage Landscaping Ltd	£ 485.00	£ -	£ 485.00	Grave digging fees	LGA 1972, s.214
J Presley Restoration Ltd	£ 500.00	£ -	£ 500.00	Repairs to flint walls at old cemetery	LGA 1972, s.214
CW Kirk Lawnmowers Ltd	£ 41.66	£ 8.34	£ 50.00	Horticultural machinery servicing	Open Spaces Act 1906, ss.9&10
Clerk Reimbursements	£ 243.20	£ 36.66	£ 279.86	Horticultural, maintenance, COVID-19 supplies, Website & Licences	Open Spaces Act 1906, ss.9&10; LGA 1972, s.142, LGA 1972, s.111
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management	LGA 1972, s.142
Westcotec Ltd	£ 57.50	£ 11.50	£ 69.00	Brackets for Speed Indicator Device	Public Health Act 1936, s.234
Harmony Gardens	£ 63.90	£ -	£ 63.90	Planters & Wildlife garden	LGA 1972, s.215, Open Spaces Act 1906, ss.9&10
Burwell Print Centre	£ 32.40	£ 6.48	£ 38.88	Printing for council meeting	LGA 1972, s.111
Ben Burgess, Newmarket	£ 75.02	£ 9.01	£ 84.03	PPE & Cable Ties	LGA 1972 s. 112; Open Spaces Act 1906, ss.9&10
	£ 1,635.85	£ 94.42	£ 1,730.27		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
TJ	£ 25.00	£ 5.00	£ 30.00	Sale of old chapel pew	LGA 1972, s.214
NE	£ 420.00	£ -	£ 420.00	Ashes Interment fees	LGA 1972, s.214
CG	£ 29.17	£ 5.83	£ 35.00	Sale of old chapel pew	LGA 1972, s.214
HMRC	£ 518.91	£ -	£ 518.91	Refund of VAT for Q1	VAT Act 1994, s.42
	£ 993.08	£ 10.83	£ 1,003.91		