

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council  
held on Wednesday 23<sup>rd</sup> September 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, E Needham, C Nilsen, G Robinson, R Stubbs (Vice Chair), T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood (departed 7.15pm). There were no members of the public in attendance.

**OPEN FORUM: Nothing raised.**

**Item 1.9/20: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.00pm. Apologies were received from Parish Cllrs J London, V London: also from WSC Cllr S Cole. [LGA 1972, sch12,p40]

**Item 2.9/20: Report by Suffolk County Councillor, Rachel Hood:** Cllr Hood attended the meeting until 7.15pm. Her August county report was received & she gave comment regarding Coronavirus school transport safety in Suffolk schools, one thousand miles of resurfacing by Suffolk Highways, the SUNNICA solar farm consultation. Questions were put from members of the council regarding West Suffolk planning department, play area resurfacing funding & Chapel Street parking problems. [EPC Standing Order 24]

CLERK

**CLLR HOOD LEFT THE MEETING AT 7.15PM**

**Item 3.9/20: Report by West Suffolk District Councillor, Simon Cole:** Cllr Cole did not attend the meeting, having given his apologies. He had informed council that he has pursued the costs of Covid with Ian Gallon & John Griffiths & has been assured they are lobbying government very hard to have WSC recoup the money from Central Government. [EPC Standing Order 24]

**Item 4.9/20: Declarations of Interest & Requests for Dispensation:** There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

**Item 5.9/20: To Agree & Sign the Minutes of the Virtual Ordinary Meeting of Exning Parish Council on Wednesday 22<sup>nd</sup> July 2020 as a true record:** The minutes were approved & will be signed by Chairman, Cllr T Wood, at the next permitted face-to-face meeting. (proposed Cllr J Gowing, seconded Cllr R Stubbs, agreed by all present) [LGA 1972, Sch12,p41(4)]

**FINANCE**

**Item 6.9/20: To receive the Finance Report for July & August 2020 & Current Financial Position from the Clerk:** The Finance Report for July & August 2020 was received. The financial position as at 23/9/20 was reported as £95,574.45. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3] The CV-19 Volunteer Shopping Payments Scheme is now closed, with the accounts in balance. In total; nine volunteers did 38 shopping visits for three vulnerable residents of the parish during lockdown to a value of £1,025.47. All monies paid out in advance have now been reimbursed to the council. This facility could be reopened should there become a future need. A meeting of the Finance Working Group will be held to prepare a draft budget 2021/22 proposal for the October agenda.

Finance  
WGrp

**Item 7.9/20: To approve receipt & payment schedules for August & September 2020, authorise payments for the current month & confirm electronic payments for the previous months:** The non-confidential payment schedules for August & September 2020 were received & approved by council. (proposed Cllr R Stubbs, seconded Cllr E Needham, agreed by all present) The August & September 2020 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details for August & September 2020 listed under Appendix A). Confidential payments for August & September 2020 were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for July & August 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]

CLERK

**ADMINISTRATION**

**Item 8.9/20: To receive an update of the consideration of the registration of Assets of Community Value (ACV):** In the absence of Cllr J London, this item will be deferred to the October agenda. [Localism Act 2011, Part 5, Chapter 3]

**Item 9.9/20: To review the Cemetery Fees for September 2020 to September 2021:** All fees will remain the same with the exception of the purchase of Exclusive Rights of Burial, which will be increased by £30. The fees will be reviewed for increase in September 2021.

CLERK

**Item 10.9/20: To receive messages from parishioners; in lieu of the Annual Parish Meeting 2020:** Two residents contacted the parish council, stating concerns regarding litter, dog fouling & parking issues.

**Item 11.9/20: To consider responses to two planning consultations:**

**a. Changes to the current planning system: Consultation on changes to planning policy & regulations:**

**b. White Paper: Planning for the Future:**

The two documents were considered together. Although it was felt that there were some good points in the proposed new planning policies, it was felt that parish councils would be left with initial consultations on new developments, but no further involvement thereafter. Exning Parish Council would object & comment on the specifics of the documents. Cllrs Stubbs & Wood & the Clerk would draft a response & circulate to all councillors before submission. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present) [Town & Country Planning Act 1990, Sched. 1 para 8]

CLLRS  
RS & TW

**Item 12.9/20: Other Administrative Matters**

**a. To receive the Chairman's report:** Chairman, Cllr T Wood, gave no report.

- b. **To receive the Clerk's Report (& receive Correspondence): UPDATE: Kiosk** – The Bookshare Kiosk will remain closed, as it would be impossible to safely monitor & clean the facility. **Christmas Tree** – Arrangements are being made for the village tree to be erected in the churchyard on Church Street in the traditional manner. **PA System** – Cllr Needham had provided a comprehensive report with suggestions. This will be put on the January 2021 agenda. **CORRESPONDENCE: EXNING NEIGHBOURS** – notification of closure of its support service which is not required at present. **EXNING BRANCH ROYAL BRITISH LEGION** – email regarding Covid-19 secure arrangements for the remembrance ceremony at the war memorial. **WSC PLANNING** – notice of consultation on Local Plan. **RESIDENT CONTACT** – Chapel Street parking, play area equipment, community orchard, Neighbourhood Plan, Public Rights of Way, noise on Swan Lane Business Park, rodents in the vicinity of the watercourse around New River Green/Church Lane, Civil Parking Enforcement on Chapel Street.  
*Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- c. **To consider Section 137 requests:** Exning Neighbours Volunteer Group will be reimbursed for expenses regarding providing thank you cards/gifts for the volunteers who worked diligently over lockdown to assist the vulnerable. Value approximately £85. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) [LGA 1972, s.137] CLERK
- d. **To receive an update regarding compliance with accessibility regulations relating to public sector websites:** An accessibility statement will be posted onto the council website whilst further facts & costs are looked into. [Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibility Regulations 2018] CLERK

## PLANNING

**Item 13.9/20: 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) [Town & Country Planning Act 1990, Sched. 1 para 8]

### 13a: RESPONSES TO PLANNING APPLICATIONS BY EPC

23 Beechwood Close Exning Suffolk CB8 7EL <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
The Lodge Cotton End Road Exning Suffolk CB8 7NA <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
The Mill Barn Mill Lane Exning Suffolk CB8 7JW <i>Householder application – single storey side extension to existing garage</i>	EPC – NO OBJECTIONS WSC – PENDING DECISION
Sunningdale Windmill Hill Exning CB8 7LD <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
2 Swan Grove Exning CB8 7HX <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
39 King George Avenue Exning CB8 7ET <i>Householder application – two storey rear extension</i>	EPC – <b>COMMENT</b> WSC – PENDING CONSIDERATION
John East Centre George Gibson Close Exning CB8 7LE <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS – REQUEST REPLANT WSC – PENDING CONSIDERATION

**COMMENT:** Whilst Exning Parish Council remains neutral regarding this application, it has some concerns regarding the impact the extension will have on the next-door property's lighting & would point out that, although there appears to be no objection to this by the next-door residents at this point in time, this may not always be the future case. Most of the properties on this road have single storey extensions only. (proposed Cllr E Needham, seconded Cllr J Gowing, agreed by all present)

### 13b: RESPONSES TO PLANNING DECISIONS BY WSC

Maytrees, 21A Church Street Exning Suffolk CB8 7EH <i>Householder application – single storey rear extension (following demolition of existing conservatory)</i>	EPC – NO OBJECTIONS WSC – APPROVED
17 Church Street Exning CB8 7EH <i>Householder application – dropped kerb</i>	EPC – NO OBJECTIONS WSC – APPROVED
35 New River Green Exning CB8 7HS <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED

**Item 14.9/20: To receive an update regarding Chancery Park matters:**

**a: To receive an update regarding the Draft Development Consultation for Phase 2 held in the Exning Community Church Hall on 5<sup>th</sup> August 2020:** A response letter was sent to Persimmon & is appended to these minutes under Appendix B. There will be further consultation in due course regarding outline planning permission.

## HIGHWAYS

**Item 15.9/20: Report from Highways Group – & to discuss issues arising:** Cllr J Gowing reported that various potholes had been reported & filled.

**RECREATION & ENVIRONMENT**

**Item 16.9/20: To receive a report regarding Cemetery & Churchyard matters & discuss issues arising:** There are 18 posts in Lacey's Lane Cemetery which have been identified as needing attention. The Village Keepers will be asked to identify these posts on a plan for the October agenda. There have been 3 burials, 2 ashes interments, 1 plot purchase & 1 memorial in Lacey's Lane Cemetery & 1 memorial in the Old Cemetery.

VK

**a. To consider the plot allocation policy in Lacey's Lane Cemetery:** An addendum to the Exning Parish Council Cemetery Regulation number 13 will be made for clarity as follows – **"As from September 1<sup>st</sup> 2020. Both burial & cremation plots in Lacey's Lane Cemetery are allocated on a 'next available plot' basis. This is non-negotiable & no exceptions to this regulation will be made."** (proposed Cllr E Needham, seconded Cllr R Stubbs, agreed by all present) [LGA 1972, s.214]

CLERK

**Item 17.9/20: Report from the Recreation & Environment Group – & to discuss issues arising:** Nothing to report.

**Item 18.9/20: To receive the Annual Inspection for the Play Area by The Play Inspection Company:** The annual report & the WSC monthly operational inspection report for August 2020 were received. The annual report has classified the aerial runway as moderate risk, whilst the monthly report has classified it at low risk. Consideration will be given at budget for future replacement of some older items of play equipment.

**Item 19.9/20: To consider a quote for the upgrade of two areas of safer surfacing in the play area:** The surfacing areas around the rocking horse & the roundabout will be upgraded by FLP Ltd to the standard specification of the rest of the play area. It will be specified that this work should be carried out by FLP employees & not contracted out to any other company. The quote is for £7,561.46 net & will be covered by current budget & ear-marked reserve funds.

CLERK

**Item 20.9/20: To consider previous plans & receive quotations for equipment on the recreation ground & funding options:** Three quotes were received; these having been deferred from the cancelled March agenda due to CV-19 lockdown. Due to the prohibitive cost of the equipment, further funding will need to be acquired before any installation. Opportunities will be explored, with some consideration at budget also. Engagement from the community will be explored via Facebook & council website: relating specifically to possible crowdfunding. (proposed Cllr G Robinson, seconded Cllr J Gowing, agreed by all present) [Open Spaces Act 1906, ss.9&10]

CLERK

**Item 21.9/20: To receive an update on the consideration of a Community Orchard:** At the Persimmon Homes consultation on 4<sup>th</sup> August it was apparent that the land initially offered early on in Phase 1 discussions has now been built on & is no longer available. The possibility of an area of land for a Community Orchard in the Phase 2 development was put forward in the response by Exning Parish Council.

**Item 22.9/20: To consider a request for a remembrance bench at Exning Recreation Ground:** Council is in favour of allowing this. A specification will be provided to allow the member of public to source & purchase a bench & plaque. The Village Keepers will install the bench & invoice the member of public for the materials only. (proposed Cllr J Gowing, seconded Cllr T Wood, agreed by all present) [Open Spaces Act 1906, ss.9&10]

CLERK

**Item 23.9/20: To consider a report regarding the purchase of a replacement ride-on mower:** The Clerk gave a verbal report. Cllr G Robinson will liaise with the Village Keepers & bring a report to the October agenda.

CLLR GR  
/ VK

**Item 24.9/20: 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 E Needham, seconded Cllr G Robinson, agreed by all present)

**Item 25.9/20: To discuss staffing matters:** The matter of staff compliance with PPE was discussed.

**Item 26.9/20: Item requests for the next agenda:** To receive a report from the ACV Working Group. To discuss the Lacey's Lane Cemetery fence posts. To receive recommendations regarding the replacement of the ride-on mower. To receive the draft budget 2021/22 proposal.

**Item 27.9/20: Date of next meeting:** The next Virtual Parish Council Meeting will be held on **Wednesday 28<sup>th</sup> October 2020 at 7.00pm**; hosted via the Zoom conference platform.

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

**APPENDIX A: August & September 2020 Non-Confidential Payments & Receipts**

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date: Aug-20					
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Anglian Water	£ 73.39	£ -	£ 73.39	Old Cemetery Water Bill	LGA 1972, s.214
CW Kirk Lawnmowers Ltd	£ 292.37	£ 58.48	£ 350.85	Horticultural Machinery Repairs	Open Spaces Act 1906, ss.9&10
Suffolk Association of Local Council	£ 25.00	£ 5.00	£ 30.00	Staff Training	LGA 1972, s.112
CW Kirk Lawnmowers Ltd	£ 319.55	£ 63.91	£ 383.46	Horticultural Machinery Repairs	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 98.23	£ 19.65	£ 117.88	Horticultural Machinery Repairs	Open Spaces Act 1906, ss.9&10
Vertas Group Limited	£ 255.09	£ 51.02	£ 306.11	Recreation Ground grass cutting	Open Spaces Act 1906, ss.9&10
Spring Cottage Landscaping Ltd	£ 290.00	£ -	£ 290.00	Grave digging fees	LGA 1972, s.214
Westcotec Limited	£ 2,875.00	£ 575.00	£ 3,450.00	Purchase of Speed Indicator Device	Public Health Act 1936, s.234
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management	LGA 1972, s.142
Parish Council Reimbursements	£100.81	£20.17	£ 120.98	Horticultural expenses / website hosting fees / virtual conferencing licence fees	LGA 1972, s.215, Open Spaces Act 1906, ss.9&10; LGA 1972, s.142
	<b>£ 4,354.44</b>	<b>£ 793.23</b>	<b>£ 5,147.67</b>		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
GM <redacted for GDPR>	£ 270.00	£ -	£ 270.00	Burial Plot Purchase	LGA 1972, s.214
Ivett & Reed	£ 60.00	£ -	£ 60.00	Memorial Fees	LGA 1972, s.214
Southgate of Newmarket	£ 840.00	£ -	£ 840.00	Burial Fees	LGA 1972, s.214
Southgate of Newmarket	£ 485.00	£ -	£ 485.00	Burial Fees	LGA 1972, s.214
	<b>£ 1,655.00</b>	<b>£ -</b>	<b>£ 1,655.00</b>		

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Sep-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Information Commissioners Office	£ 35.00	£ -	£ 35.00	GDPR/Data Protection Fee renewal	Data Protection Act 2018
Spring Cottage Landscaping Ltd	£ 535.00	£ -	£ 535.00	Grave Diggers fees	LGA 1972, s.214
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management fees	LGA 1972, s.142
Anglian Water Business (WAVE)	£ 9.22	£ -	£ 9.22	Lacey's Lane Cemetery water bill	LGA 1972, s214
CW Kirk Lawnmowers Ltd	£ 65.25	£ 13.05	£ 78.30	Repairs to horticultural machinery	Open Spaces Act 1906, ss.9&10
Ridgeons Ltd	£ 92.81	£ 18.56	£ 111.37	Tools, fencing stain	LGA 1972, s.214
Harmony Gardens	£ 48.00	£ -	£ 48.00	Churchyard wildlife garden maintenance	LGA 1972, s.215, Open Spaces Act 1906, ss.9&10
E.ON	£ 28.92	£ 1.45	£ 30.37	Electricity bill - Old Cemetery buildings	LGA 1972, s.214
C Whitaker (reimbursements)	£ 442.63	£ 88.54	£ 531.17	Stationery, web hosting, virtual conferencing. Horticultural expenses, tools, office refurbishment	LGA 1972, s.214, Open Spaces Act 1906, ss.9&10, LGA 1972, s.142, LGA 1972, s.111
CW Kirk Lawnmowers Ltd	£ 91.71	£ 18.35	£ 110.06	Repairs to horticultural machinery	Open Spaces Act 1906, ss.9&10
	<b>£ 1,373.54</b>	<b>£ 139.95</b>	<b>£ 1,513.49</b>		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Southgate of Newmarket	£ 420.00	£ -	£ 420.00	Burial fees	LGA 1972, s.214
	<b>£ 420.00</b>	<b>£ -</b>	<b>£ 420.00</b>		

**APPENDIX B: Response by Exning Parish Council to Persimmon Homes Development Brief for Land South of Burwell Road, Exning: Site SA12a CHANCERY PARK (Phase 2)**

The Parish Council would like to thank Persimmon Homes for holding the drop-in public consultation event on 5th August in the village hall & for giving consideration to parishioners who may not be comfortable coming out in the current climate, but still wish to give their views.

Thank you also for holding a private session on 4th August for Exning Parish Councillors.

Following the consultation & due consideration of the Development Brief, Exning Parish Council submits the following response.

Concerns/Questions:-

1. 'Area not part of the public open space provision' in bottom left of the site – what does this mean?
2. Need to finish the road improvements from Phase One. i.e.: Burwell Road improvements.
3. Why no new play area provisions? See point 6 in the following section.
4. What sort of houses are planned?
5. Will houses be 'future-proofed'?
6. Will there be grey water recycling?
7. Will there be additional visitors parking spaces?
8. Will there be additional car charging points?
9. What about extra Primary School provision?
  - a. "There may be capacity limitations at the local primary school." How will Persimmon help to alleviate this?
10. Will there be provision for litter bins / dog bins around the site?
  - a. The document says these will be provided. We'd also like to see some benches for residents to use.
11. Access to the site during development.
  - a. All construction vehicles & site vehicles to enter the site via the new entrance on Burwell Road, rather than using the existing entrance to Chancery Park (Phase 1).
12. Will there be 'affordable' housing provision, as in Phase 1 development?

What Exning Would Like:-

1. Roundabouts at both entrances to the site.
    - a. On p.30, there is an acknowledgement that additional highway works may be needed at the entrance to Phase 1. Would Persimmon consider a roundabout at this point, which would make the access & egress from Phase 1 & the properties fronting on to Burwell Road easier & safer & have the additional benefit of slowing down vehicles on Burwell Road travelling in both directions.
  2. Extension of the 30 MPH zone on Burwell Road (to tie in with extensions of same at Windmill Hill & Cotton End".
    - a. At this point, the parish council fixed-wire speed sign for traffic entering the village should also be re-sited.
  3. Cycle Path provision to Burwell.
  4. An area onsite for the creation of a Community Orchard is requested by the parish council.
  5. Community Building: the Parish Council would like a building for Scout Group / Parish Office / 2nd village hall; a much-needed facility within the growing parish.
  6. Play Equipment – funds towards the provision of teen play equipment on village recreation ground.
- Exning Parish Council's Policy is to support only small-scale development within the parish; small scale being up to ten dwellings. However, if this development goes ahead, the parish council would wish to work with the developers & WSC Planning Office to address points stated above. [ENDS]