

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 25th November 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, G Robinson, R Stubbs (Vice Chair), T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), WSC S Cole (arrived 7.09pm, departed 7.16pm). There were no members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.11/20: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.00pm. Apologies were received from Cllr V London. [LGA 1972, sch12,p40]

Item 2.11/20: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood did not attend the meeting. The October 2020 county report & communication regarding SEND provision within Suffolk had been received & circulated. [EPC Standing Order 24]

CLLR S COLE JOINED THE MEETING AT 7.09PM

Item 3.11/20: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole reported that WSC were in a 'no change' situation due to the Covid-19 pandemic. [EPC Standing Order 24]

CLLR S COLE LEFT THE MEETING AT 7.16PM

Item 4.11/20: Declarations of Interest & Requests for Dispensation: Cllr J Gowing declared a non-pecuniary interest in Item 12, a, iii; with regard to being a neighbour of the applicant. The Clerk granted dispensation to discuss the matter, being a member of the planning working group & a resident with local knowledge, but abstain from any voting regarding the matter. [Localism Act 2011,ss.31&33]

Item 5.11/20: To Agree & Sign the Minutes of the Virtual Ordinary Meeting of Exning Parish Council on Wednesday 28th October 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 G Robinson, seconded Cllr T Wood, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.11/20: To receive the Finance Report for October 2020 & Current Financial Position from the Clerk: The Finance Report for October 2020 was received. The financial position as at 25/11/20 was reported as £90,486.74. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.11/20: To approve receipt & payment schedules for October 2020, authorise payments for the current month & confirm electronic payments for the previous months: The non-confidential payment schedule for November 2020 was received & approved by council. (proposed Cllr G Robinson, seconded Cllr J Gowing, agreed by all present) The October 2020 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details for November 2020 listed under Appendix A). Confidential payments for November were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for October 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 8.11/20: To receive an update of the consideration of the registration of Assets of Community Value (ACV): This item will be deferred to the January 2021 agenda. [Localism Act 2011, Part 5, Chapter 3]

Item 9.11/20: To consider a response to West Suffolk Local Plan Issues & Options consultation: Cllr G Robinson attended a meeting on 3/11/20 which was attended by approximately 20 parish & town councils. Exning is a 'Primary Village'. Early stage information about infrastructure, etc. & there will be a further meeting which Cllr Robinson will attend.

Item 10.11/20: To discuss the use of staff vehicles for council business: Options were discussed regarding potential insurance to cover the use of staff vehicles whilst at work. Findings will be brought to the January 2021 agenda.

Item 11.11/20: Other Administrative Matters

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reiterated the importance of councillors taking an active part in council business. He requested that councillors give their apologies to the Clerk in good time & answer council emails from the Clerk speedily.
- b. **To receive the Clerk's Report:** The Christmas tree is in situ & will be decorated on 27/11/2020.
- c. **To receive correspondence:** 1: **WEST SUFFOLK COUNCIL** - Planning Office Newsletter. 2: **SALC** - The Local Councillor Autumn 2020 edition. 3: **SUFFOLK POLICE & CRIME COMMISSIONER** - Annual Report for 2019-20. 4: **CAMBRIDGESHIRE COUNTY COUNCIL ENERGY INVESTMENT UNIT** - In partnership with Bouygues E&S Solutions; registering a proposal for a Solar Farm site adjacent to Exning parish. A presentation will be made at the January 2021 agenda. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** A request from a member of the Newmarket & District Swimming Club was received. A grant of £150, under Section 137, will be provided once an application is received from the swimming club committee. (proposed Cllr R Stubbs, seconded by Cllr T Wood, agreed by all present) [LGA 1972, s.137]
- e. **To discuss the option of co-option of a member to Exning Parish Council:** Exning Parish Council has received permission to proceed with a co-option. A notice will be posted. (proposed Cllr T Wood, seconded Cllr T Wood,

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agreed by all present)) [LGA 1972, s87(1)]

- f. **To approve the meeting dates for Exning Parish Council for 2021:** Meeting dates for 2021 listed under Appendix B. (proposed Cllr J Gowing, seconded Cllr J London, agreed by all present) [LGA 1972, Sch12, paras 10(1) & 26(1)]

PLANNING

Item 12.11/20: Report from the Planning Working Group - & to discuss issues arising – A report was received & responses & decisions noted. [Town & Country Planning Act 1990, Sched. 1 para 8

12 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

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DC/20/1833/TCA	4 Swan Grove Exning Suffolk CB8 7HX <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
DC/20/1875/TPO	12 New River Green Exning CB8 7HS <i>Application for tree work on a tree with a preservation order</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
DC/20/1896/HH	2 Beechwood Close Exning CB8 7EL <i>Window & infill of integral garage door, new boundary wall, parking area</i>	EPC – OBJECTION TO PART B WSC – PENDING CONSIDERATION

DC/20/1896/HH: Exning Parish Council OBJECTS to PART B of this application for the following reason:- Beechwood Close is an open plan area with no front garden walls or fences. The 5foot, 3inch high proposed brick wall is out of character with the frontages of other properties on the road. We understand that other properties on Beechwood Close have a covenant preventing high walls/fences on the frontages. The Parish Council has no issues with parts A & C of this application. If a wall is allowed; the Parish Council requests that a maximum height restriction of 2feet be imposed. (proposed Cllr T Wood, seconded Cllr G Robinson, votes in favour/against/abstentions: 4/0/1)

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12 b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/20/1173/HH	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
DC/20/1418/HH	39 King George Avenue Exning CB8 7ET <i>Householder application – two storey rear extension</i>	EPC – NO OBJECTIONS WSC – APPROVED
DC/20/1602/TCA	5 Harraton House Church Lane Exning CB8 7HF <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
DC/20/1693/TCA	Orchard Farm Cottage North End Road Exning CB8 7JS <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
DC/20/1643/FUL	20 Oxford Street Exning CB8 7EW <i>Full application – two storey rear extension</i>	EPC – NO OBJECTIONS WSC – PENDING DECISION
DC/20/1570/HH	2 Glanely Gardens Exning CB8 7PA <i>Householder application – single storey rear extension; demolition of existing extension</i>	EPC – NO OBJECTIONS WSC – APPROVED
DC/20/1727/HH	19 New River Green Exning Suffolk CB8 7HS <i>Single storey side extension; conversion of garage</i>	EPC – NO OBJECTIONS WSC – PENDING DECISION
DC/20/1622/TCA	Glenmoor Lodge Ducks Lane Exning Suffolk CB8 7HQ <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED

Item 13.11/20: To receive an update regarding Chancery Park matters: No further information available.

HIGHWAYS

Item 14.11/20: Report from Highways Group – & to discuss issues arising: Cllr J Gowing reported that potholes on Swan Lane have been filled. There is overgrown hedging at North End Road. The fence at the Burwell Corner lay-by is still down following tree falls; it is expected that this may be remedied once the approved tree work has been completed.

Item 15.11/20: To receive information regarding major works on the A14 Brickfield Bridge: A virtual meeting is being held on 9/11/2020 by Highways England to discuss traffic disruption.

RECREATION & ENVIRONMENT

Item 16.11/20: To receive a report regarding Cemetery & Churchyard matters & discuss issues arising:

- a. **To discuss a memorial in Lacey's Lane Cemetery:** A meeting will take place with the owners of the Exclusive Rights of Burial for the plot. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [LGA 1972, s.214]
- b. **Notice of irregular burial:** The Clerk gave information regarding a Notice of Irregular Burial in July 2020, in Lacey's Lane Cemetery, by the General Register Office. The Clerk reported the steps taken to rectify the situation & actions

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taken to ensure that the situation does not occur in future.

Item 17.11/20: Report from the Recreation & Environment Group – & to discuss issues arising: Play area safer surfacing upgrade has been delayed until the New Year due to the current lockdown. The climbing panel on the multi-gym equipment has cracked again & FLP Ltd have been notified.

Item 18.11/20: To approve a recommendation for the purchase of a replacement ride-on mower: Quotes were received. The Snapper ZTX250 48" deck model will be purchased. The Cub Cadet ride-on will be sold privately. (proposed Cllr G Robinson, seconded Cllr T Wood, agreed by all present) [Open Spaces Act 1906, ss.9&10]

Item 19.11/20: Item requests for the next agenda (January 2021): Assets of Community Value. Insurance for council staff using own vehicles for work purposes. Presentation by Cambridgeshire County Council regarding a proposed solar farm adjacent to Exning parish.

Item 20.11/20: Date of next meeting: The next Virtual Parish Council Meeting will be held **on Wednesday 27th January 2021 at 7.00pm**; hosted via the Zoom conference platform. **THERE IS NO MEETING IN DECEMBER.**

Chairman, Cllr T Wood, closed the meeting at 8.20pm.

APPENDIX A: November 2020 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Nov-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
E.ON	£ 43.55	£ 2.18	£ 45.73	Electricity fees at Old Cem Chapel	LGA 1972, s.214
Flagship Homes	£ 112.17	£ 22.43	£ 134.60	Storage	Open Spaces Act 1906, ss.9&10
Spring Cottage Landscaping	£ 240.00	£ -	£ 240.00	Grave digging fees	LGA 1972, s.214
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management	LGA 1972, s.142
Vertas Group Ltd	£ 255.09	£ 51.02	£ 306.11	Grass cutting fees for recreation ground	Open Spaces Act 1906, ss.9&10
Ridgeons Ltd	£ 12.26	£ 2.45	£ 14.71	Repairs to fencing in churchyard	LGA 1972, s.215
PKF Littlejohn LLP	£ 300.00	£ 60.00	£ 360.00	External Audit fees	Accounts & Audit Regulations 2015, reg.5
TH Tree Surgery	£ 170.00	£ 34.00	£ 204.00	Stump removal in churchyard	LGA 1972, s.215
Spring Cottage Landscaping	£ 290.00	£ -	£ 290.00	Grave digging fees	LGA 1972, s.214
Anglian Water CREDIT REFUND	-£ 77.33	£ -	-£ 77.33	Credit on water fees for Old Cemetery	LGA 1972, s.214
C Whitaker (reimbursements)	£ 112.41	£ 19.37	£ 131.78	Horticultural expenses; stationary & postage; web hosting fees; virtual conferencing fees	Open Spaces Act 1906, ss.9&10; LGA 1972, s.142; LGA 1972,s.111
Anglian Water	£ 26.73	£ -	£ 26.73	Water fees for Lacey's Lane Cemetery	LGA 1972, s.214
	£ 1,509.88	£ 191.45	£ 1,701.33		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Ivett & Reed	£ 60.00	£ -	£ 60.00	Memorial fees	LGA 1972, s.214
Southgate of Newmarket	£ 870.00	£ -	£ 870.00	Burial fees	LGA 1972, s.214
	£ 930.00	£ -	£ 930.00		

APPENDIX B: Meeting Dates for Exning Parish Council for 2021

Until further notice, all meetings will take place via the Zoom Virtual Conferencing platform at 7pm.

** Please note that, unless otherwise stated, all PC meetings are held on the FOURTH WEDNESDAY OF THE MONTH, which is not necessarily the last Wednesday of the month.

- Wednesday 27th January
- " 24th February
- " 24th March **
- " 28th April
- " 26th May (7pm: Annual Parish Meeting & 7.30pm: Council Annual Meeting).
- " 23rd June **
- " 28th July
- NO MEETING IN AUGUST
- " 22nd September **
- " 27th October
- " 24th November
- NO MEETING IN DECEMBER

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