

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 28th October 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 (from 8.46pm), C Nilsen (from 7.19pm), G Robinson, R Stubbs (Vice Chair), T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood (departed 7.25pm). There were no members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.10/20: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.02pm. No apologies were received. [LGA 1972, sch12,p40]

Item 2.10/20: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood attended the meeting until 7.25pm. Her September county report was received, along with notice of road line works due on Oxford Street outside the school. She gave comment regarding the Sunnica project, Sizewell C project & the Greater Cambridgeshire Local Plan & Access meeting. Cllr Hood reported that she had been happy to support Exning Parish Council with a Locality Budget Grant for the play area safer surfacing upgrade & assisting with the negotiations between the Parish Council & Suffolk Highways regarding the parking situation on Chapel Street. The Clerk will send information regarding a request for a handrail on the Beechwood Close / Windmill Hill steps & liaising with Suffolk Local Education Authority regarding the state of the path at Stepping Stone Pre-School. [EPC Standing Order 24]

CLERK

CLLR HOOD LEFT THE MEETING AT 7.25PM

Item 3.10/20: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole did not attend the meeting & no apologies were received. [EPC Standing Order 24]

Item 4.10/20: Declarations of Interest & Requests for Dispensation: There were no new declarations or requests made. [Localism Act 2011,ss.31&33]

Item 5.10/20: To Agree & Sign the Minutes of the Virtual Ordinary Meeting of Exning Parish Council on Wednesday 23rd September 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 R Stubbs, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.10/20: To receive the Finance Report for September 2020 & Current Financial Position from the Clerk; including the Q2 Actual against Budget Report: The Finance Report for September 2020 was received. The financial position as at 28/10/20 was reported as £93,413.76. The Quarter 2 Budget Report was received. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.10/20: 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 October 2020 was received & approved by council. (proposed Cllr G Robinson, seconded Cllr C Nilsen, agreed by all present) The October 2020 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details for October 2020 listed under Appendix A). Confidential payments for October were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for September 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]

Item 8.10/20: To receive a Draft Budget Proposal for 2021/2022 from the Admin & Finance Working Group for consideration & discussion: Proposals were tabled by the Clerk. Following discussion of increased costs regarding current vandalism, Digital Tax regulations & tentative plans for equipment on the recreation ground, the Precept for 2021/2022 will be set at £69,000. (proposed Cllr C Nilsen, seconded Cllr G Robinson, agreed by all present) [Local Government Finance Act, 1992, s41]

ADMINISTRATION

Item 9.10/20: To receive the External Audit Report for Exning Parish Council for 2019/2020: The External Auditor's report was received, noting no matters for concern. Notice of Conclusion of Audit is posted on the council's website & the council noticeboard in accordance with regulations. a. [Accounts & Audit Regulations 2015 (SI 2015/234) reg16]

Item 10.10/20: 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 November agenda. [Localism Act 2011, Part 5, Chapter 3]

Item 11.10/20: To consider a response to Sunnica Energy Farm: Statutory Consultation: Section 42 of the Planning Act 2008: Exning Parish Council will object to this proposed energy farm on the grounds of scale of the project, environmental impact, loss of quality agricultural land & increased traffic impact on Exning & the surrounding area. (proposed Cllr T Wood, seconded Cllr C Nilsen) [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK

Item 12.10/20: To consider a response to West Suffolk Local Plan Issues & Options consultation: Cllr G Robinson will attend the virtual workshop run by WSC on 3/11/20 & will report to the November agenda.

CLLR G
ROBINSON

Item 13.10.20: To receive an update regarding the 2020 Remembrance Sunday arrangements with respect to Covid-19: Communication has been made with the parish as follows:- "Remembrance Day Ceremony at Exning War Memorial. This year, due to the current Covid-19 situation, Exning Parish Council would discourage attendance at the war memorial. There will be very limited wreath laying by invitation only, no hymns, no sermon, no service sheets. The whole area will be cordoned off & members of the public will be required to stand behind the cordon, observing whatever the current social

distancing regulations are on the day. The parish council actively encourages people who wish to lay a wreath or flowers on the memorial to consider visiting individually later in the day or week. In making this decision, we have liaised with the local branch of the Royal British Legion & consulted the latest government advice. The British Legion website has a virtual field of remembrance : <https://www.britishlegion.org.uk/get-involved/ways-to-give/remember-a-loved-one/virtual-fields-of-remembrance> & other information regarding remembrance in 2020. Thank you for your consideration in keeping everyone safe this Remembrance Day.” Entry to the church service is by invitation & ticket only. A road closure is in place. Prior to the ceremony, the Royal British Legion will be holding a private ceremony in the Lacey’s Lane cemetery to plant an oak tree in commemoration of 75th Anniversary of VJ Day. The RBL will supply a commemorative plaque & have been advised by the Parish Council to observe the appropriate social distance during the event. [LGA 1972, s.111]

Item 14.10/20: To discuss Exning Advent Windows: This will go ahead as per previous years. People will be encouraged to decorate their windows even if they don’t wish to display an advent number. (proposed Cllr C Nilsen, seconded Cllr R Stubbs, agree by all present) [LGA 1972, s.111]]

CLERK

Item 15.10/20: To discuss Exning Village Fete 2021: This had been due for discussion on March 2020 agenda. A Village Event Working Group met 3/3/2020 & decided Saturday 7th August 2021 would be the planned date for the Exning Summer Fete. The location would be the Exning Recreation Ground. At this time, it was agreed to proceed with tentative planning for this event, whilst acknowledging that the Covid-19 situation may result in a postponement.(proposed Cllr T Wood, seconded Cllr C Nilsen, agreed by all present) [LGA 1972, s.111]

CLERK

Item 16.10/20: Other Administrative Matters

- a. **To receive the Chairman’s report:** Chairman, Cllr T Wood, reported that recent vandalism had been occurring in the churchyard area & that an informal meeting with church & church hall representatives had resulted in a ‘united front’ communication with the parish to inform them of the situation & that all further occurrences would immediately be reported to the police. Previous vandalism has totalled £3,000; a cost borne by the Parish Council, St Martin’s Church & the Exning Community Church Hall. Cllr Wood expressed his disappointment at the low attendance at this council meeting & the lack of any apologies for absence received.
- b. **To receive the Clerk’s Report:** The Christmas tree has been ordered & decorators booked. The RBL VJ commemoration tree has been planted in Lacey’s Lane cemetery. The Safer Surfacing upgrade in the play area is being scheduled.
- c. **To receive correspondence:** No correspondence was received. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** There were no Section 137 requests received. [LGA 1972, s.137]
- e. **To receive the resignation of Cllr E Needham:** Exning Parish Council thanks Cllr Needham for service to the council & parish since May 2019.
- f. **To discuss the membership of the Planning Working Group:** Cllr G Robinson will join the Planning Working Group. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) [EPC Standing Orders,4]

PLANNING

Item 17.10/20: Report from the Planning Working Group - & to discuss issues arising – A report was received & responses & decisions noted. A counter response to a re-consultation on application DC/20/1418/HH will be formulated & submitted after email approval. [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK

17a: RESPONSES TO PLANNING APPLICATIONS BY EPC

5 Harraton House Church Lane Exning CB8 7HF <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
Orchard Farm Cottage North End Road Exning CB8 7JS <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
20 Oxford Street Exning CB8 7EW <i>Full application – two storey rear extension</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
2 Glanely Gardens Exning CB8 7PA <i>Householder application – single storey rear extension; demolition of existing extension</i>	EPC – NO OBJECTIONS WSC – PENDING DECISION
19 New River Green Exning Suffolk CB8 7HS <i>Single storey side extension; conversion of garage</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION
Glenmoor Lodge Ducks Lane Exning Suffolk CB8 7HQ <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – PENDING CONSIDERATION

CLERK

17b: RESPONSES TO PLANNING DECISIONS BY WSC

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
2 Swan Grove Exning CB8 7HX <i>Tree work in a conservation area</i>	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
39 King George Avenue Exning CB8 7ET <i>Householder application – two storey rear extension</i>	EPC – UNDER RE-CONSULTATION 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 – NO OBJECTIONS RECEIVED
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Item 18.10/20: To receive details of non-statutory planning consultation (SEND Exning) for Exning Primary School: This was noted as a good plan & provision for children in the area, although concerns regarding parking in the vicinity were raised.

Item 19.10/20: To receive an update regarding Chancery Park matters: No further information available.

HIGHWAYS

Item 20.10/20: Report from Highways Group – & to discuss issues arising: The Clerk reported that a response had been received from SCC Highways regarding the Chapel Street request for double yellow lines. An onsite meeting with the Community Engineer has been requested in the first instance & County Cllr Hood has agreed her support. CPE (Civil Parking Enforcement) Officers have been present in the village on several occasions & have been ticketing where necessary.

RECREATION & ENVIRONMENT

Item 21.10/20: To receive a report regarding Cemetery & Churchyard matters & discuss issues arising:

- To receive a report regarding fencing posts in the Lacey's Lane Cemetery:** The fencing will be removed where the hedging is well established; initially the parts facing the road. Infilling will take place as necessary. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present) [LGA 1972, s.214] VK
- To discuss a memorial in Lacey's Lane Cemetery:** An unauthorised memorial & planting has occurred. A letter requesting removal will be sent to the owners of the Exclusive Rights of Burial for the plot. (proposed Cllr C Nilsen, seconded Cllr G Robinson, agreed by all present) [LGA 1972, s.214] CLERK
- To receive a report regarding the churchyard wall coping stones:** Only one quote has been forthcoming, despite best efforts to obtain further quotes. The contractor is well known & reliable. The quote for £2,200 from CPS Carpentry Services for the re-bedding of the coping stones will be accepted. (proposed Cllr G Robinson, seconded Cllr T Wood, agreed by all present) [LGA 1972, s.215] CLERK

Item 22.10/20: Report from the Recreation & Environment Group – & to discuss issues arising: Exning Parish Council is grateful to County Cllr R Hood for the Locality Budget Grant towards the cost of the play area safer surfacing upgrade.

Item 23.10/20: To receive an update regarding equipment on the recreation ground & funding options: A further grant opportunity was discussed & a letter of application will be sent to Exning Charities. (proposed Cllr R Stubbs, seconded Cllr G Robinson, agreed by all present) [Open Spaces Act 1906, ss.9&10] CLERK

Item 24.10/20: To receive a recommendation for the purchase of a replacement ride-on mower: Cllr G Robinson reported that he had received some quotes for flexible Z-axis machines which are also environmentally friendly. Further quotes are awaited for the November agenda. CLLR G ROBINSON

Item 25.10/20: 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 C Nilsen, seconded Cllr G Robinson, agreed by all present)

Item 26.10/20: To discuss staffing matters: Having reached the end of their probation period, a member of staff will transition to permanent employee status. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) [LGA 1972, s.112] A member of staff will be supported through illness by Exning Parish Council, with flexible working & full-pay; to be reviewed in January. (proposed Cllr T Wood, seconded Cllr J Gowing, agreed by all present) [LGA 1972, s.112]

Item 27.10/20: Item requests for the next agenda (November 2020): To receive a report regarding the West Suffolk Local Plan Issues & Options Consultation. Assets of Community Value. To discuss co-option following the resignation of a councillor. To receive a recommendation & quote for a replacement ride-on mower. Confirmation of council meeting dates for 2021.

Item 28.10/20: Date of next meeting: The next Virtual Parish Council Meeting will be held on **Wednesday 25th November 2020 at 7.00pm**; hosted via the Zoom conference platform.

Chairman, Cllr T Wood, closed the meeting at 8.55pm.

APPENDIX A: October 2020 Non-Confidential Payments & Receipts

Date:	Oct-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
C Whitaker (reimbursements)	£ 844.49	£ 66.31	£ 910.80	Software licence, virtual conferencing, website, tree, signage	LGA 1972, s.142; LGA 1972, s.111
CW Kirk Lawnmowers Ltd	£ 49.83	£ 9.97	£ 59.80	Horticultural machinery repair	Open Spaces Act 1906, ss.9&10
The Christmas Decorators	£ 528.00	£ -	£ 528.00	Deposit on Christmas Tree decoration service	LGA 1972, s.111
Harmony Gardens	£ 439.01	£ -	£ 439.01	Wildlife garden; war memorial garden	Open Spaces Act 1906, ss.9&10; LGA 1972, s.215
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management	LGA 1972, s.142
	£ 1,886.33	£ 76.28	£ 1,962.61		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
HL Perfitt Ltd	£ 60.00	£ -	£ 60.00	Memorial fee	LGA 1972, s.214
HMRC	£ 1,016.77	£ -	£ 1,016.77	VAT Refund	VAT Act 1994, s.42
LD [redacted for GDPR]	£ 220.00	£ -	£ 220.00	Ashes interment fee	LGA 1972, s.214
Ivett & Reed	£ 100.00	£ -	£ 100.00	Memorial fee	LGA 1972, s.214
Ivett & Reed	£ 60.00	£ -	£ 60.00	Memorial fee	LGA 1972, s.214
Suffolk County Council	£ 1,000.00	£ -	£ 1,000.00	Locality Budget grant	Open Spaces Act 1906, ss.9&10
	£ 2,456.77	£ -	£ 2,456.77		