

Notice Of
VIRTUAL ANNUAL Meeting of EXNING PARISH COUNCIL
held by Zoom Conference on Wednesday 5th May 2021 at 7.00 pm
AGENDA

This meeting will be held remotely in line with recent government legislation – The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations

ZOOM PLATFORM LINK: <https://zoom.us/j/91708684028?pwd=V25zVG8weWRKbGpQYUtMNDc3SDNJQT09>
or phone 0208 0806591 & use Meeting ID: 2997204651 with Passcode: 414438

OPEN FORUM: *There will be an opportunity for members of the public to speak to the council before the meeting is opened by the Chairman. The forum will last no longer than 15 minutes in total; with each individual allowed a maximum of three minutes at the discretion of the Chairman. Members of the public may stay for the duration of the meeting, but may not participate unless invited to do so by the Chairman*

1. **Election of Chairman:** To receive nominations & elect a Chairman
2. **Chairman's Declaration of Acceptance of Office:** Chairman to sign the Acceptance of Office
3. **Election of Vice Chairman:** To receive nominations & elect a Vice Chairman
4. **Chairman's welcome & apologies for absence:**
 - a. To receive apologies
 - b. To approve apologies from members
5. **Co-option:** One new Member to sign the Acceptance of Office, Suffolk Code of Conduct & Declaration of Interests
6. **Other Bodies:** To resolve to invite attendance at meetings of Other Bodies & receive associated reports
 - a. Suffolk County Councillor
 - b. West Suffolk District Councillor
 - c. Newmarket Safer Neighbourhood Team
7. **Declarations of Interest:**
 - a. Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b. To consider any requests for dispensation
8. **Minutes of the Virtual Ordinary Parish Council Meeting held on Wednesday 24th March 2021:**
 - a. To consider & adopt the minutes as a true record of the proceedings
 - b. To consider any matters arising from the minutes which are not part of this agenda

FINANCE

9. **Finance Report:** To receive the report for March 2021, Q4 Budget Report & Current Financial Position from the Clerk
10. **Submission of schedules of payments & receipts:** To approve receipt & payment schedule for April 2021, authorise payments for the month of April & confirm electronic payments for the month of March
11. **Bank Statements:** To confirm that the March 2021 bank statement balances & related bank reconciliation has been approved by the Chairman
12. **Annual Bank Reconciliation:** To receive the Bank Reconciliation for the Financial Year 1st April 2020 to 31st March 2021

ADMINISTRATION

13. **Co-option:**
 - a. To note an application received for co-option to the Exning Parish Council committee for one member
 - b. To receive a Member resignation & consider seeking co-option
14. **Banking:** To receive a report regarding a new bank account
15. **Emergency Plan:** To receive a report regarding Emergency Plans
16. **Other Administrative Matters:**
 - a. To receive the Chairman's report
 - b. To receive the Clerk's End of Year Report for 2020/21
 - c. To allocate members to outside group attendance:
 - i. SALC
 - ii. Bottisham United Charities
 - iii. Rural Alliance Sunnica Group
 - iv. Forest Heath Parishes Group
 - d. To consider membership of the working groups of Exning Parish Council & confirm Terms of Reference
 - e. To approve bank signatories
 - f. To receive Correspondence
 - g. To consider Section 137 requests
 - h. To discuss the return to face-to-face council meetings
 - i. To discuss the Annual Parish Meeting 2021
 - j. To receive an update regarding Councillor training

PLANNING

17. **Report:** To receive the April 2021 report from the Planning Working Group & authorise any actions

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| <p>a. Responses to Planning Applications by EPC:</p> <p>i. 4 Swan Grove, Exning: DC/21/0587/HH – householder application – attach double garage to side elevation</p> <p>ii. The Gables, 21 Church Street, Exning: DC/21/0588/TCA – tree work in a conservation area</p> <p>iii. 18 New River Green, Exning: DC/21/0639/TPO – application for work on tree(s) with a Tree Preservation Order</p> <p>iv. Exeter Bungalow, Church Street, Exning: DC/21/0765/TCA – tree work in a conservation area</p> <p>v. Burwell Corner, North End Road, Exning: DC/21/0793/TCA – tree work in a conservation area</p> <p>b. Responses to Planning Applications by WSC:</p> <p>i. Chancery Park, Burwell Road, Exning: DC/16/0597/VAR – variance to condition 17 of planning application F/2012/0552/OUT regarding highway improvements timescale relating specifically to the Chancery Park junctions</p> <p>ii. Halfway House, Burwell Road, Exning: DC/20/2053/FUL – full application – change of use of land, stable block, acoustic fence</p> <p>iii. Bungalow, Cemetery Hill, Exning: DC/20/2250/FUL – full application – one dwelling, stable block of 10 stables and extension to existing stables to provide laundry room following demolition of existing 6 timber stable block and removal of mobile home</p> <p>iv. 4 Chapel Street, Exning: DC/21/0252/TCA – tree work in a conservation area</p> <p>v. Land South of Burwell Road, Exning: DC/21/0152/FUL – Hybrid Planning Application A. Full planning for 205 dwellings, garages, new vehicular accesses, pedestrian/cycle accesses, landscaping and associated open space & B. Outline planning - early years education facility</p> <p>vi. Highsett House, Swan Lane, Exning: DC/21/0387/TCA – application for tree work in a conservation area</p> |
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18. **Chancery Park:** To receive an update regarding Chancery Park matters
19. **Parish Alliance – Sunnica Group:** To discuss the 'Inadequacy of Consultation' document and formulate a submission from Exning Parish Council

HIGHWAYS

20. **Report:** To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions
21. **Recreation Ground Approach Track:** To discuss the condition of the surfacing
22. **St Wendred's Way:** To receive an update regarding the recent telegraph pole installation
23. **Oxford Street:** To discuss safety at the zebra crossing

RECREATION & ENVIRONMENT

24. **Report:** To receive a report regarding Cemetery & Churchyard matters & authorise any actions
- a. **Lacey's Lane Cemetery:** To receive correspondence regarding a grave plot
- b. **St Martin's Churchyard:** To consider the installation of an outside electrical point
- c. **St Martin's Churchyard:** To consider the replacement of a tree
- d. **St Martin's Churchyard:** To consider repairs to the Church Street gate entrance
- e. **Exning Road Old Cemetery:** To consider 'greening' of a section of the old cemetery
25. **Report:** To receive a report from the Recreation & Environment Working Group regarding matters not on this agenda & authorise any actions
26. **Recreation Ground Equipment:**
- a. To receive a report regarding a proposal for a teen shelter
- b. To receive quotes regarding the installation of a goal post
27. **Queensway Report:** To consider environmental issues reported to council by a resident

CONFIDENTIAL

28. **To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960:** the public and press to be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information
29. **Staffing:** To discuss staffing matters & authorise any actions
30. **Other Confidential Matters:** To discuss & authorise any actions

31. **Agenda Items:** To note items for consideration at the next meeting (June 2021)
32. **Date of the next meeting:** 23rd June 2021; 7pm at Exning Community Church Hall

Cathy Whitaker; Clerk to Exning Parish Council ... *CE Whitaker* ... Date: 28th April 2021