

**NOTICE OF
ORDINARY Meeting of EXNING PARISH COUNCIL**
on Wednesday 23th June 2021 at 7.00 pm at Exning Community Church Hall
AGENDA

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. **Chairman's welcome & apologies for absence:**
 - a. To receive apologies
 - b. To approve apologies from members
2. **Co-option:** One new Member to sign the Acceptance of Office, Suffolk Code of Conduct & Declaration of Interests
3. **Councillor Reports**
 - a. Suffolk County Councillor, Rachel Hood
 - b. West Suffolk District Councillor, Simon Cole
4. **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
5. **Minutes of the Annual Parish Council Meeting held on Wednesday 5th May 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

6. **Finance Report:**
 - a. To receive the report for April & May 2021
 - b. To receive the Current Financial Position from the Clerk
 - c. To receive the Q4 Budget report for 2020/2021
7. **Submission of schedules of payments & receipts:**
 - a. To approve receipt & payment schedules for May & June 2021
 - b. Chairman to authorise payments for the current month
 - c. Chairman to confirm electronic payments for the previous month
8. **Bank Statements:** To confirm that the April & May 2021 bank statement balances & related bank reconciliations has been approved by the Chairman
9. **Reserves Policy:**
 - a. To approve a Reserves Policy for Exning Parish Council
 - b. To consider a recalculation of the General Reserve percentage held

ADMINISTRATION

10. **Co-option:** To note an application(s) received for co-option to the Exning Parish Council committee for one member
11. **Internal Audit:**
 - a. To receive the Internal Audit report for the financial year 2020/2021 by Suffolk Association of Local Councils
 - b. To receive a response to the Internal Audit report 2020/2021 from the Clerk
12. **Annual Governance & Accountability Return for 31st March 2021:**
 - a. To approve Section 1: Annual governance statement 2020/2021
 - b. To approve Section 2: Accounting statement 2020/2021
13. **Other Administrative Matters:**
 - a. To receive the Chairman's report
 - b. To receive the Clerk's Report
 - c. To receive Correspondence
 - d. To consider Section 137 requests
 - e. To receive the resolutions update for Q4, 2020/21
 - f. To receive information regarding the Exning newsletter
 - g. To approve the Asset Register for 2021/22
 - h. To consider three quotes for parish council insurance beginning 1/8/2021

PLANNING

14. **Report:** To receive the May & June 2021 report from the Planning Working Group & authorise any actions

VIRTUAL ORDINARY Meeting of EXNING PARISH COUNCIL
held by Zoom Conference on Wednesday 23rd June 2021 at 7.00 pm
AGENDA

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| a. | Responses to Planning Applications by EPC: |
| i. | Exning House, Cotton End Road, Exning: DC/21/0900/TCA – tree work in a conservation area |
| ii. | 27 Lacey's Lane, Exning: DC/21/0868/HH – householder applic – single storey rear extension |
| iii. | 24 St Wendreds Way, Exning: DC/21/099HH – householder applic – single storey rear extension (demolition of existing outbuildings) |
| iv. | 14A St Martins Close, Exning: DC/21/1067/HH – householder applic – single storey infill extension; 2 storey side extension, vehicular access |
| v. | 5 Dennis Cottages, Oxford Street, Exning: DC/21/1014/HH – householder applic – replace flat roof w lean-to roof, replace 2 rear windows, painting of brickwork |
| vi. | Land To The East of Breach Farm, Ness Road, Burwell, E. Cambs: DC/21/0968/FUL – full application – solar farm w ancillary development & vehicular access |
| vii. | 2 Oxford Street, Exning: DC/21/1164/TCA – tree work in a conservation area |
| viii. | 1 Beechwood Close, Exning: DC/21/1246/TCA – tree work in a conservation area |
| b. | Responses to Planning Applications by WSC: |
| 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 |
| ii. | 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 |
| iii. | 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 |
| iv. | 4 Swan Grove, Exning: DC/21/0587/HH – householder applic – attach double garage to side elevation |
| v. | 18 New River Green, Exning: DC/21/0639/TPO – applic to work on tree(s) with a Tree Preservation Order |
| vi. | Exeter Bungalow, Church Street, Exning: DC/21/0765/TCA – tree work in a conservation area |
| vii. | Burwell Corner, North End, Exning: DC/21/0793/TCA – tree work in a conservation area |

15. **Chancery Park:** To receive an update regarding Chancery Park matters

HIGHWAYS

16. **Report:** To receive a report from the Highways Working Group & authorise any actions
17. **Recreation Ground Approach Track:** To discuss the condition of the surfacing
18. **Chapel Street:** To discuss funding for the installation of a Traffic Regulation Order
19. **Oxford Street Crossing:** To receive an update regarding illegal parking
20. **Windmill Hill:** To receive correspondence regarding speeding issues

RECREATION & ENVIRONMENT

21. **Cemetery & Churchyard:** To receive a report regarding Cemetery & Churchyard matters & authorise any actions
- a. Lacey's Lane Cemetery: To receive feedback & approve the delegated decisions from the Cemetery Working Group meeting on 11/5/21
- b. St Martin's Churchyard: update
- c. Exning Road Old Cemetery: update on 'greening'
22. **Report:** To receive a report from the Recreation & Environment Working Group & authorise any actions
23. **Recreation Ground Equipment:**
- a. To receive quotes regarding the installation of a goal post
- b. To receive the Annual Play Area Safety Inspection report

CONFIDENTIAL

24. **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
25. **Staffing:** To discuss staffing matters & authorise any actions
26. **Other Confidential Matters:** To discuss & authorise any actions
27. **Agenda Items:** To note items for consideration at the next meeting (July 2021)
28. **Date of the next meeting:** Wednesday 28th July 2021; 7pm at Exning Community Church Hall

Cathy Whitaker; Clerk to Exning Parish Council ... *CE Whitaker* ... Date: 16th June 2021