

Minutes of the Ordinary Meeting of Exning Parish Council

held on Wednesday 22nd September 2021 at 7.00pm at Exning Community Church Hall

PRESENT: Parish Councillors N Barlow, J Gowing, A Hall, J London, C Nilsen, G Robinson, K Schosland, T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council) & Suffolk County Cllr R Hood. 8 members of the public in attendance.

OPEN FORUM: Two members of the public spoke to a memorial in the Lacey's Lane Cemetery. Five members of the public spoke to traffic speeding on Church Street from the direction of the White Horse junction.

Item 1.9/21: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.11pm.

- a. **To receive apologies:** Apologies were received from Cllr D Kilsby-Steele (work commitments).
- b. **To approve apologies from members:** Cllr Kilby-Steele's apologies were approved. (KS/CN/ALL)

Item 2.9/21: CO-OPTION: One new member to sign the Acceptance of Office, Suffolk Code of Conduct & Declaration of Interests: [LGA 1972, s87(1)]

Mr Nathaniel Barlow has signed the Declaration of Acceptance of Office, Suffolk Code of Conduct & Register of Councillor's Interests. He is duly co-opted onto the Parish Council committee.

Item 3.9/21: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood spoke to the members of the public regarding her role at Suffolk County Council as regards Exning & Newmarket Ward and about Suffolk County Council Highways (SCCHW). She reported that she has recently been involved in the discussion regarding the Persimmon Phase II application at Chancery Park on Burwell Road and had meetings with the Parish Council Chairman, the primary school head teacher and a member of SCCHW regarding the unacceptable traffic situation on Oxford Street. She suggested that the Parish Council and herself make a presentation and plan to SCCHW to discuss the matter. The Clerk will send Cllr Hood a summary of all issues regarding Church Street, Oxford Street and Burwell Road. Exning Parish Council (EPC) should keep raising the matter and members of the public can also keep raising it with SCCHW. Traffic monitoring request could be made for the areas concerned. A member of the public stated that the Church Street pedestrian crossing requires a warning alert from the direction of Newmarket.

- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole was not present. No apologies had been received.

FIVE MEMBERS OF THE PUBLIC LEFT THE MEETING

Item 4.9/21: DECLARATIONS OF INTEREST: [Localism Act 2011,ss.31&33]

- a. **Councillors are invited to raise any declarations of interest concerning items on the agenda:** Cllr K Schosland declared a non-pecuniary interest in agenda item 10d: Section 137 requests.
- b. **To Consider any Requests for Dispensation:** None received.

Item 5.9/21: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 28th JULY 2021: [LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved & were signed by the Chairman. (GR/AH/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None

CHAIRMAN, CLLR T WOOD, REQUESTED THAT ITEM 12 BE BROUGHT FORWARD TO THIS POINT IN THE MEETING TO ALLOW CLLR HOOD TO PARTICIPATE: (KS/CN/ALL)

Item 12.9/21: CHANCERY PARK: To receive a brief regarding the meeting with Persimmon Homes & West Suffolk Council (WSC) planning officers: [Town and Country Planning Act 1990, Sched. 1, para. 8]

The WSC planning officer had recommended to the WSC Planning Committee that the application DC/21/0152/FUL be approved. Chairman Cllr T Wood attended the committee meeting and spoke against this. The application decision was deferred as a consequence of this with the recommendation that Persimmon liaises properly with the Parish Council. A meeting was arranged between EPC, Persimmon, Bidwells & WSC Planning Officers on 9/9/2021. The meeting was unsatisfactory on many counts & at the conclusion the Senior Planning Officer requested that EPC remove its objections; declined by the Parish Council. Persimmon has rejected the Parish Council's requests for a village hall facility & a community orchard area. Also rejected is the Head Teacher's & Parish Council's request that a primary school annexe be provided to cope with additional numbers. Cllr T Wood proposed that EPC continue to object due to traffic infrastructure not being fit for purpose in the village; this taking into account the 300 new houses currently being built in Burwell. The objection will also be on the grounds of insufficient school space; the school, having recently achieved 'outstanding' in its Ofsted report will fail with the increased numbers of children this development will bring, despite insistence by SCC Local Education Authority that the school can accommodate the increase. Cllr J London also proposed objection to there being no form of response to our objection as a statutory consultee & that EPC has not been properly consulted. A submission will be formulated and submitted to this effect. (TW/JL/ALL)

CLLR R HOOD LEFT THE MEETING

FINANCE

Item 6.9/21: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for August 2021:** The finance report for August 2021 was received & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 22/9/21 was reported at £117,402.94.
- c. **To receive the Q1 Budget Report for 2021/22:** The Q1 Budget Report was noted.

Item 7.9/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

CLERK

Cllrs
TW& JL /
Clerk

- a. **To approve receipt & payment schedule for September 2021:** The receipt & payment schedule for September 2021 was received & approved by council. (JG/CN/7-0-1)
- b. **Chairman to authorise payments for the current month:** The August & September 2021 non-confidential payments & receipts were scrutinised & approved by Chairman, Cllr T Wood. (Payment & Receipt Lists for August & September 2021 included under Appendix A). Confidential payments for August & September 2021 were scrutinised & approved by Chairman, Cllr T Wood.
- c. **Chairman to confirm electronic payments for the previous month:** The electronic payments for July & August 2021 were confirmed against the bank statements by Chairman, Cllr T Wood.

Item 8.9/21: BANK STATEMENTS: To confirm that the August 2021 bank statement balances & related bank reconciliation have been scrutinised & approved: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]
Chairman, Cllr T Wood, confirmed that the bank statements & bank reconciliation for August 2021 were in balance.

ADMINISTRATION

Item 9.9/21: EXNING NEWSLETTER: [LGA 1972, s.142]

Cllr K Schosland briefed members regarding the first edition of the Exning News which was delivered early September to the village. The second edition deadline is in October. There have been many positive comments regarding the new newsletter and it will evolve as time passes. The parish council now has a specific email for submissions – editor@exning-pc.gov.uk

Item 10.9/21: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, stated no further report to make.
- b. **To receive the Clerk's Report:** The Clerk reported that the recreation ground shelter is now due for installation on 29/9/21. Investigations into ownership of the damaged clunch wall on Chapel Street are ongoing with aims to find a resolution to the situation.
- c. **To receive correspondence:** 1: Burwell Road layby – complaints regarding the overhanging trees and vegetation from the adjacent land; the land-owner will be sent a letter requesting that they consider cutting back the trees and hedges. 2: Forest Heath Parishes Group – now intends to meet for the first time on 19/10/21. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** [LGA 1972, s.137]
Exning Community Church Hall has applied for restart support for the Village Cinema. £200 was approved. (TW/JG/ALL)
- e. **To receive the resolutions update for Q1, 2021/22:** the report was noted.

CLERK

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PLANNING

Item 11.7/21: REPORT: To receive the August & September 2021 report from the Planning Working Group & authorise any actions: [Town & Country Planning Act 1990, Sched. 1, para. 8]

A report for August & September 2021 was received & responses & decisions noted & approved. (JG/GR/ALL)

Agenda Item 11 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

CLERK

DC/21/1335/FUL	Clinic Derby Cottage Fordham Road Exning <i>Full application – one treatment centre</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1593/HH	Cairns North End Road Exning <i>Householder application – conversion of existing outbuilding to annexe</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1525/FUL	11 Oxford Street Exning <i>Full application – additional floor & roof extension, installation of front wall</i>	EPC – OBJECTION: see comments WSC – PENDING DECISION

Agenda Item 11 b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/20/2250/FUL	Bungalow Cemetery Hill Newmarket Suffolk <i>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</i>	EPC – NO OBJECTION WSC – APPROVED
DC/21/0152/FUL	Land South Of Burwell Road Exning Suffolk <i>Hybrid Planning Application - A. Full planning for 205 dwellings, garages, new vehicular accesses, pedestrian/cycle accesses, landscaping and associated open space and B. Outline planning - early years education facility</i>	EPC – OBJECTION: SEE MINUTES 24/3/2021 WSC – PENDING DECISION
DC/21/0968/FUL	Land To The East of Breach Farm, Ness Road, Burwell, E.Cambs <i>Full application – solar farm w ancillary development & vehicular access</i>	EPC – NO OBJECTION; SEE COMMENTS WSC – PENDING DECISION
DC/21/1392/HH	2 Shepherd Close Exning <i>Householder application – single storey extension & installation of boundary fence</i>	EPC – NO OBJECTION WSC – REFUSED BY WSC

DC/21/1164/TCA	2 Oxford Street Exning Suffolk CB8 7EW <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED BY WSC
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DC/21/0968/FUL: Exning Parish Council voices no objection to this application, but has concerns regarding the proliferation of solar farms in the area; the parish of Exning becoming surrounded by them. The loss of agricultural land is concerning. (TW/DKS/ALL)

DC/21/5125/FUL: Exning Parish Council OBJECTS to this application on the grounds of Parking and Plan queries for the following reasons:- The building has no parking facility: the plans show a garage to the rear of the building, but the Parish Council understands that this is not owned by the applicants. The plans show a wall to the front of the building: this building exits directly onto the footway and the Parish Council believes that there is no ownership in that area by the applicant. All other buildings along Oxford Street are two-storey: there are no three storey buildings on Oxford Street and this would not be in keeping with the local area. The Design & Access statement is very poor and does not fully address the access issues to the flat or the shop, including parking, fire escape and the seating areas.

Item 12.9/21: CHANCERY PARK: To receive a brief regarding the meeting with Persimmon Homes & WSC planning officers: [Town & Country Planning Act 1990, Sched. 1, para. 8]
This item was brought forward to earlier in the meeting.

HIGHWAYS

Item 13.9/21: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions: Cllr J Gowing reported persistent re-occurrence of the Burwell Road pot-hole.

Item 14.9/21: RECREATION GROUND APPROACH TRACK: To discuss the condition of surfacing: A quote for the possible resurfacing of the track has been received for consideration at the budget meeting for 2022/23. Contributions could be requested from the garage users/owners.

Item 15.9/21: CHAPEL STREET : To receive an update regarding parking: The double yellow TRO will be chased up. The business noise abatement issue will be chased up. A resident's request of a Residents' Permit Zone (RPZ) will be looked into.

A MEMBER OF THE PUBLIC LEFT THE MEETING

RECREATION & ENVIRONMENT

Item 16.9/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions: [LGA1972, s.214&s.215]

- Lacey's Lane Cemetery:** Cllr T Wood stated that Lacey's Lane matters would be covered in the confidential section of the meeting.
- St Martin's Churchyard:** To consider options for Church Street entrance – Option of a wooden gate or a complete replacement with recycled plastic 'wood'. Further information to follow.
- Exning Road Old Cemetery:** Nothing to report.

Item 17.9/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions: There was no report.

Item 18.9/21: RECREATION GROUND EQUIPMENT: To receive an update regarding play equipment & other matters: [Open Spaces Act 1906, ss9&10]
Options for replacement of the spiral slide are being sought. The matter of a fixed goalpost is still outstanding.

Item 19.9/21: COMMUNITY SELF-HELP:

- To receive information from the Tree Council regarding the Suffolk Tree Warden Network:** Volunteer tree wardens are being sought. The next newsletter will include this information.
- To consider weed treatment within the Exning Conservation Area:** Quotes will be sought and brought to October agenda.

Item 20.9/21: CONFIDENTIAL MATTERS: 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: (TW/GR/ALL)
The remaining members of the public left the meeting.

Item 21.9/21: STAFFING: To discuss staffing matters: [LGA 1972, s.112]
There were no staffing matters to discuss.

Item 22.9/21: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:

A matter regarding a memorial request in the Lacey's Lane Cemetery was discussed. This is an ongoing matter which has previously been discussed and a resolution made. The rules & regulations of the cemetery will be upheld. No memorials outside the regulatory sizes will be approved going forward. (CN/KS/ALL)

Item 23.9/21: AGENDA ITEMS: To note items for consideration at the next meeting (September 2021): Fete for 2022. War Memorial flower bed.

Item 24.9/21: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on **Wednesday 27th October 2021 at 7.00pm** & will take place at the Exning Community Church Hall.

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

CLERK

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APPENDIX A: August & September 2021 Non-Confidential Payments & Receipts

21 September 2021 (2021 - 2022)

Exning Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
74 Salaries, PAYE, NICs, WPP	09/08/2021	PensionsAct2008	Barclays Bank Current	DDWP141409905/74	Workplace Pension	Standard Life	X	26.10		26.10
75 Street Furniture	11/08/2021	ParishCouncilAct	Barclays Bank Current	B-IB582152/75	Street Furniture R&M	Ridgeons Ltd	S	77.83	15.57	93.40
76 Lacey's Lane Grave Digging f	11/08/2021	LGA1972,s214	Barclays Bank Current	B-3448/76	Grave Digging Fees	Spring Cottage Landscaping	E	245.00		245.00
77 LL Cem Ground Maintenance	11/08/2021	LGA1972,s214	Barclays Bank Current	B-29306/77	Cemetery Groundwork	Urban Forestry	S	450.00	90.00	540.00
78 Computing	16/08/2021	LGA1972,s142	Barclays Bank Current	S-15AUG21/78	Website Management	Newmarket Day Centre	E	25.00		25.00
79 Salaries, PAYE, NICs, WPP	27/08/2021	LGA1972,112	Barclays Bank Current	B-XX0579,80,81	Net Salaries	Wages Control Account	X	2,384.15		2,384.15
80 Travel	27/08/2021	LGA1972,112	Barclays Bank Current	B-XX0579,80,81	Net Salaries	Wages Control Account	X	25.00		25.00
81 Telephone & Internet	27/08/2021	LGA1972,112	Barclays Bank Current	B-XX0579,80,81	Net Salaries	Wages Control Account	X	50.00		50.00
Total								3,283.08	105.57	3,388.65

Exning Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
13 Exclusive Rights Fees	15/08/2021		Barclays Bank Current		Purchase of Exclusive Rights of Burial	Mr and Mrs JB	Z	300.00		300.00
Total								300.00		300.00

Exning Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
82 Water charges	01/09/2021	LGA1972,s214	Barclays Bank Current	D-9354977/82	Water Bill	Anglian Water (Wave)	Z	12.58		12.58
83 Subscriptions	03/09/2021	Data Protection /	Barclays Bank Current	D-ZA271589/83	Information Commission Office	Information Commissioner's I	Z	35.00		35.00
84 Salaries, PAYE, NICs, WPP	08/09/2021	contract	Barclays Bank Current	D-WP141409906/84	Net Salaries	Standard Life	X	26.10		26.10
85 Computing	15/09/2021	LGA1972,s142	Barclays Bank Current	S-15SEP21/85	Net Salaries	Newmarket Day Centre	E	25.00		25.00
86 Hall Hire	20/09/2021	LGA1972,s111	Barclays Bank Current	B-690/86	Hall Hire	Exning Community Church H	Z	24.00		24.00
87 St Martin's paths	20/09/2021	OpenSpacesAct1	Barclays Bank Current	B-202103/87	Garden Maintenance	Harmony Gardens	E	59.00		59.00
88 Audit Fees	20/09/2021	LGA1972,s111	Barclays Bank Current	B-SF0133/88	Audit Fees	PKF Littlejohn LLP	S	300.00	60.00	360.00
89 Play Area Equipment	20/09/2021	OpenSpacesAct1	Barclays Bank Current	B-SIN042329/89	Play Area Maintenance	Fenland Leisure Products	S	323.56	64.71	388.27
90 Stationery & Printing	20/09/2021	LGA1972,s142	Barclays Bank Current	B-21165/90	Newsletter	Burwell Print Centre	Z	473.25		473.25
91 Computing	22/09/2021	OpenSpacesAct1	Barclays Bank Current	B-REIMB05/91-95	Reimbursements	Reimbursements	S	33.98	6.80	40.78
92 Petrol Costs	22/09/2021	OpenSpacesAct1	Barclays Bank Current	B-REIMB05/91-95	Reimbursements	Reimbursements	S	25.16	5.03	30.19
93 LL Cem Ground Maintenance	22/09/2021	OpenSpacesAct1	Barclays Bank Current	B-REIMB05/91-95	Reimbursements	Reimbursements	S	46.67	9.33	56.00
94 Play Area Equipment	22/09/2021	OpenSpacesAct1	Barclays Bank Current	B-REIMB05/91-95	Reimbursements	Reimbursements	S	8.33	1.67	10.00
95 Machinery/equipment purcha	22/09/2021	OpenSpacesAct1	Barclays Bank Current	B-REIMB05/91-95	Reimbursements	Reimbursements	S	51.45	10.30	61.75
96 Salaries, PAYE, NICs, WPP	22/09/2021	LGA1972,s112	Barclays Bank Current	B-xx06/96-98	Net Salaries	Wages Control Account	X	2,213.56		2,213.56
97 Travel	22/09/2021	LGA1972,s112	Barclays Bank Current	B-xx06/96-98	Net Salaries	Wages Control Account	X	25.00		25.00
98 Telephone & Internet	22/09/2021	LGA1972,s112	Barclays Bank Current	B-xx06/96-98	Net Salaries	Wages Control Account	X	50.43		50.43
Total								3,733.07	157.84	3,890.91

Exning Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
14 Exclusive Rights Fees	14/09/2021		Barclays Bank Current		Transfer of Exclusive Rights of Burial	Mrs JLR	Z	50.00		50.00
15 Exclusive Rights Fees	14/09/2021		Barclays Bank Current		Purchase of Exclusive Rights of Burial	Mrs DB	Z	300.00		300.00
16 Memorial Fees	14/09/2021		Barclays Bank Current		Cemetery Memorial Application	Ivett & Reed Ltd	Z	100.00		100.00
17 Exclusive Rights Fees	14/09/2021	LGA1972,s214	Barclays Bank Current		Interment Fee Cremated Remains	N.L	Z	180.00		180.00
18 Exclusive Rights Fees	14/09/2021	LGA1972,s214	Barclays Bank Current		Interment Fee Cremated Remains	N.L	Z	50.00		50.00
19 Burial Fees	14/09/2021	LGA1972,s214	Barclays Bank Current		Interment Fee Cremated Remains	N.L	Z	100.00		100.00
20 Burial Fees	14/09/2021	LGA1972,s214	Barclays Bank Current		Interment Fee Cremated Remains	N.L	Z	120.00		120.00
21 Memorial Fees	18/09/2021		Barclays Bank Current		Memorial Inscription Application	Ivett & Reed Ltd	Z	50.00		50.00
Total								950.00		950.00