

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 23rd June 2021 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors J Gowing, A Hall, D Kilsby-Steele, G Robinson, K Schosland, T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), WSC Cllr S Cole (departed 7.10pm). There were three members of the public in attendance.

OPEN FORUM: A member of the public stated that they were attending to speak to Item 14a,iv on the agenda – planning application for Land to the East of Breach Farm, Ness Road, Burwell – as the applicant, and would be happy to answer any questions from council.

Item 1.6/21: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.00pm.

- a. **To receive apologies:** Apologies were received from Cllr J London (work commitments). Cllr C Nilsen was absent. SCC Cllr R Hood gave her apologies.
- b. **To approve apologies from members:** Cllr J London's apologies were approved. (TW/DKS/ALL)

Item 2.6/21: CO-OPTION: One new Member to sign the Acceptance of Office, Suffolk Code of Conduct & Declaration of Interests: [LGA 1972, s87(1)]

Mr Alex Hall 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 3.6/21: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood was not present and no report was received.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole reported that West Suffolk Council (WSC) had held its first face-to-face meeting since the pandemic began at racecourse facility to allow for the spacing required and the Western Way Development at Bury St Edmunds was discussed. Councillors questioned Cllr Cole regarding the previously considered Newmarket cinema & the impending increase in car parking fees.

WSC Cllr Cole left the meeting at 7.10pm.

Item 4.6/21: 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 T Wood declared a pecuniary interest in agenda item 13f, Newsletter.
- b. **To Consider any Requests for Dispensation:** Cllr T Wood will be granted dispensation to discuss, but abstain from the vote on agenda item 13f. (GR/KS/5-0-1)

Item 5.6/21: MINUTES OF THE ANNUAL MEETING OF EXNING PARISH COUNCIL HELD ON 5th MAY 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. (JG/GR/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None

FINANCE

Item 6.6/21: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for April & May 2021:** The finance reports for April & May 2021 were received & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 23/6/21 was reported at £124,103.98.
- c. **To receive the Q4 Budget Report:** The Q4 Budget Report was received & noted.

Item 7.6/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To approve receipt & payment schedule for May & June 2021:** The payment schedule for May & June 2021 was received & approved by council. (DKS/KS/ALL)
- b. **Chairman to authorise payments for the current month:** The May & June 2021 non-confidential payments & receipts were scrutinised & approved by Chairman, Cllr T Wood. (Payment & Receipt Lists May & June 2021 included under Appendix A). Confidential payments for May & June 2021 were scrutinised & approved by Chairman, Cllr T Wood.
- c. **Chairman to confirm electronic payments for the previous month:** The electronic payments for April & May 2021 were confirmed against the bank statements by Chairman, Cllr T Wood.

Item 8.6/21: BANK STATEMENTS: To confirm that the April & May 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 April & May 2021 were in balance.

Item 9.6/21: RESERVES POLICY: [The Good Councillors Guide to Finance & Transparency 2017]

- a. **To approve a Reserves Policy for Exning Parish Council:** As recommended in the Internal Auditor's report, a policy regarding council reserves was considered & adopted; to be reviewed on an annual basis following financial year end. Transfers of 2020/21 budget underspend of £7,500 to Ear-Marked Reserves was approved. (KS/GR/ALL)
- b. **To consider a recalculation of the General Reserve percentage held:** Council considered advice regarding the level of General Reserve & resolved that the Parish Council will recalculate the reserve percentage held to be 43.5% (equating to £30,000) for the current financial year; to be reviewed on an annual basis following financial year end. (DKS/TW/ALL)

ADMINISTRATION

Item 10.6/21: CO-OPTION: To note an application received for co-option to the Exning Parish Council committee for one member: [LGA 1972, s87(1)]

The application received has been withdrawn. This item will be deferred to the July agenda.

CLERK

AGENDA

Item 11.6/21: INTERNAL AUDIT: [Accounts & Audit Regulations 2015 (SI 2015/234) reg5]

- a. **To receive the Internal Audit report for the financial year 2020/2021 by Suffolk Association of Local Councils (SALC):** The report was received & noted with no matters of concern.
- b. **To receive a response to the Internal Audit report 2020/2021 from the Clerk:** As recommended, a Reserves Policy has been adopted by Council.

Item 12.6/21: ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR 31ST MARCH 2021: [Accounts & Audit Regulations 2015 (SI 2015/234) regs 6&9]

- a. **To approve Section 1: Annual governance statement 2020/2021:** The Annual governance statement 2020/2021 was approved. (KS/DKS/ALL)
- b. **To approve Section 2: Accounting statement 2020/2021:** The Accounting statement 2020/2021 was approved. (KS/DKS/ALL)

Item 13.6/21: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had met with the Exning New River Group (ENRG) on 22/6/21 to discuss the increase of flow in the river by narrowing an area by the Ducks Lane riverside area. A report was received from the ENRG & a representative from the group was invited to speak to this & stated that there are improvements to the Brookside section, although the Duck Pond area is silted up. A report was provided & Exning Parish Council gave its support to the proposals. (TW/KS/ALL)
- b. **To receive the Clerk's Report:** No report was given.
- c. **To receive correspondence:** i: Festival of Suffolk 2022 – for Queen's Platinum Jubilee: Exning Village Fete in June 2022 would fit in with the celebrations & a meeting will be arranged for preliminary plans. ii: WSC Planning Office newsletter for Parish Councils. iii: WSC Civil Parking Enforcement (CPE) monthly report for May 2021: Showing Exning had been visited 35 times with zero Parking Restriction Notices issued. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** [LGA 1972, s.137]
No requests received.
- e. **To receive the resolutions update for Q4, 2020/21:** the update was noted.
- f. **To receive information regarding the Exning newsletter:** [LGA 1972, s142]
A member of the public, who is a technical author, has offered to take over the management of the Exning newsletter. Chairman, Cllr T Wood proposed Cllr K Schosland be the Parish Council point of contact and that the first newsletter will be published in September 2021. With local advertising the aim would be for the newsletter to be self-financing. (KS/GR/5-0-1) Cllr D Kilsby-Steele will be the Facebook/Social Media contact for the Parish Council. (TW/JG/ALL)
- g. **To approve the Asset Register for 2021/22:** The Asset Register was approved. (KS/TW/ALL)
- h. **To consider three quotes for parish council insurance beginning 1/8/2021:** [EPC Financial Risk Assessment Policy]
A long-term agreement of three years will be taken out with BHIB Councils Insurance at £1,163.32 for 2021/2022. (TW/JG/ALL)

CLERK

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CLERK

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PLANNING

Item 14.6/21: REPORT: To receive the May & June 2021 report from the Planning Working Group & authorise any actions: [Town & Country Planning Act 1990, Sched. 1, para. 8]

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

CLERK

Agenda Item 14 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/21/0900/TCA	Exning House Cotton End Road Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/0868/HH	27 Lacey's Lane Exning <i>Householder application -</i>	EPC – NO OBJECTION TO AMENDED PLANS WSC – APPROVED
DC/21/0997/HH	24 St Wendreds Way Exning <i>Householder application -</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1067/HH	14A St Martins Close Exning <i>Householder application -</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1014/HH	5 Dennis Cottage Oxford Street Exning <i>Householder application -</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/0968/FUL	Land To The East of Breach Farm Ness Road Burwell East Cambridgeshire CB25 0DB <i>Solar Farm with ancillary development & vehicular access</i>	EPC – COMMENT (SEE BELOW) following discussion with applicant during the meeting WSC – PENDING DECISION
DC/21/1164/TCA	2 Oxford Street Exning Suffolk CB8 7EW <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/1246/TCA	1 Beechwood Close Exning CB8 7EL <i>Tree work in a conservation area</i>	EPC – NO OBJECTION; REQUEST REPLANTING WSC – PENDING CONSIDERATION

Agenda Item 14 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 – PENDING DECISION
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/21/0587/HH	4 Swan Grove Exning CB8 7HX <i>Householder application – attach double garage to side elevation</i>	EPC – NO OBJECTION WSC – APPROVED
DC/21/0639/TPO	18 New River Green Exning Suffolk CB8 7HS <i>Application to work on tree(s) with a Tree Preservation Order</i>	EPC – NO OBJECTION WSC – APPROVED
DC/21/0765/TCA	Exeter Bungalow Church Street Exning CB8 7EH <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/21/0793/TCA	Burwell Corner North End Road Exning CB8 7JS <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED

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)

A member of the public left the meeting at 8.25pm.

Item 15.6/21: CHANCERY PARK: To receive an update regarding Chancery Park matters: [Town & Country Planning Act 1990, Sched. 1, para. 8]

No further update available regarding Phase 2 & the application is still pending decision.

HIGHWAYS

Item 16.6/21: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions: Cllr G Robinson reported overgrown vegetation at Ducks Lane & Windmill Hill – Highways Report will be made. The poor road condition at Turners Depot was discussed – a report to East Cambs. Highways will be made. The damaged clunch wall on Chapel Street was discussed – the Land Registry will be consulted.

CLERK

Item 17.6/21: RECREATION GROUND APPROACH TRACK: To discuss the condition of surfacing: An initial quote has been sought, but not yet received in writing. This will be deferred to the July agenda.

AGENDA

Item 18.6/21: CHAPEL STREET: To discuss funding for the installation of a Traffic Regulation Order: The surveyors will be asked to re-visit to clarify the proposed road markings & SCC Cllr Hood will be asked to fund the project from the Highways Locality Budget.

CLERK

Item 19.6/21: OXFORD STREET: To receive an update regarding illegal parking: Bollards on the hatched areas either side of the pedestrian crossing will be investigated, with involvement from SCC Cllr Hood & the Exning Primary School headteacher.

TW/
CLERK

Item 20.6/21: WINDMILL HILL: To receive correspondence regarding speeding issues: The Community SpeedWatch initiative was discussed & a resident will be contacted with information about the scheme.

CLERK

RECREATION & ENVIRONMENT

Item 21.6/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions: [LGA1972, s.214&s.215]

- Lacey's Lane Cemetery: To receive feedback & approve the delegated decisions from the Cemetery Working Group meeting on 11/5/21:** The report was noted. A complaint regarding a broken receptacle has been responded to. An application for a memorial is in dispute. The Cemetery Regulations will be reviewed at the July agenda. A noticeboard is on order for the cemetery. There will be regular & on-going monitoring of cemetery memorials. (KS/TW/ALL)
- St Martin's Churchyard: To receive an update:** The fence post at the Church Street entrance has been replaced.
- Exning Road Old Cemetery: To receive an update on 'greening' project:** First indications are positive; wildflowers are present. An information sign will be installed.

CLERK

Item 22.6/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions: Cllr K Schosland reported a meeting at the recreation ground with WSC arboricultural team: one tree has been felled & information will be posted to the village Facebook page. Cllr Schosland had also attended the ENRG meeting to discuss the river project.

Item 23.6/21: RECREATION GROUND EQUIPMENT: [Open Spaces Act 1906, ss9&10]

- To receive quotes regarding the installation of a goal post:**

This item will be deferred to the July agenda.

b. To receive the Annual Play Area Safety Inspection report: the slide is damaged, although still classed as low risk. Replacement equipment will be investigated.

Item 24.6/21: 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:

There were no confidential matters to discuss; therefore no proposal for a confidential section was made.

Item 25.6/21: STAFFING: To discuss staffing matters: [LGA 1972, s.112]

There were no staffing matters to discuss.

Item 26.6/21: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:

There were no confidential matters to discuss.

Item 27.6/21: AGENDA ITEMS: To note items for consideration at the next meeting (July 2021): Councillors' resumes. Allotments (ACV).

Item 28.6/21: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on **Wednesday 28th July 2021 at 7.00pm** & will take place at the Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 9pm.

APPENDIX A: May & June 2021 Non-Confidential Payments & Receipts

May 2021

Exning Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22 Salaries, PAYE, NICs, WPP	10/05/2021	PensionsAct2006	Barclays Bank Current	DDR WP1414099 02/2	Workplace Pension	Standard Life	X	26.10	0.00	26.10
23 Computing	15/05/2021	LGA1972,s142	Barclays Bank Current	SO 15MAY21/23	Website Management	Newmarket Day Centre	E	25.00	0.00	25.00
24 Training	23/05/2021	LGA1972,112	Barclays Bank Current	BACS24766/24	Staff Training	Suffolk Association of Local C	S	600.00	120.00	720.00
25 Audit Fees	23/05/2021	Accounts & Audit	Barclays Bank Current	BACS24791/25	Annual Internal Audit Fee	Suffolk Association of Local C	S	286.00	57.20	343.20
26 Street Furniture	23/05/2021	LitterAct1983;ss1	Barclays Bank Current	BACS275504/26	Litter Bin	Broxap Ltd	S	278.95	55.79	334.74
27 Play Area Equipment	23/05/2021	OpenSpacesAct1	Barclays Bank Current	BACS118374/27	Recreation Ground Equipment	Sovereign/Alexanders Invoice	S	1,617.74	323.55	1,941.29
28 St Martin's paths	24/05/2021	LGA1972,s215	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	6.94	1.39	8.33
29 LL Cem Ground Maintenance	24/05/2021	LGA1972,s214	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	42.35	8.47	50.82
30 Exning Road Cemetery Grou	24/05/2021	LGA1972,s214	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	6.95	1.39	8.34
31 Petrol Costs	24/05/2021	OpenSpacesAct1	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	49.30	9.87	59.17
32 Machinery/equipment purcha	24/05/2021	OpenSpacesAct1	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	22.50	4.49	26.99
33 Computing	24/05/2021	LGA1972,s142&1	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	167.91	3.40	171.31
34 Stationery & Printing	24/05/2021	LGA1972,s111	Barclays Bank Current	BACSREIMB02/28-34	Reimbursements	Reimbursements	S	1.30	0.26	1.56
37 Salaries, PAYE, NICs, WPP	25/05/2021	contract	Barclays Bank Current	BACSXX02/37-39	Salary payments	Wages Control Account	X	2,332.78	0.00	2,332.78
38 Telephone & Internet	25/05/2021	contract	Barclays Bank Current	BACSXX02/37-39	Salary payments	Wages Control Account	E	52.31	0.00	52.31
39 Travel	25/05/2021	contract	Barclays Bank Current	BACSXX02/37-39	Salary payments	Wages Control Account	E	25.00	0.00	25.00
40 St Martin's paths	29/05/2021	ongoing	Barclays Bank Current	BACS202102/40-41	Garden Maintenance	Harmony Gardens	E	40.00	0.00	40.00
41 Street Furniture	29/05/2021	ongoing	Barclays Bank Current	BACS202102/40-41	Garden Maintenance	Harmony Gardens	E	34.00	0.00	34.00
Total								5,615.13	585.81	6,200.94

Exning Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
4 Burial Fees	14/05/2021		Barclays Bank Current	2	Interment in Earthen Grave	Southgate of Newmarket Ltd	Z	530.00	0.00	530.00
5 Grants Received	14/05/2021	ongoing	Barclays Bank Saver A	1	Local Council Support Grant	West Suffolk Council	X	-732.00	0.00	-732.00
6 Grants Received	14/05/2021	ongoing	Barclays Bank Saver A	1	Local Council Support Grant	West Suffolk Council	X	732.00	0.00	732.00
7 Burial Fees	18/05/2021		Barclays Bank Current	1	Interment of Cremated Remain	Joanne Whittlely	Z	220.00	0.00	220.00
Total								750.00	0.00	750.00

June 2021

Exning Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
42 Water charges	02/06/2021		Barclays Bank Current	Direct Debit	Water Bill	Anglian Water (Wave)	Z	14.04	0.00	14.04
43 St Martin's paths	06/06/2021	24.4/21,b	Barclays Bank Current	BACS12168/43	Electrical Work	Electrical Installation Cambric	S	250.34	50.06	300.40
44 Salaries, PAYE, NICs, WPP	10/06/2021	ongoing	Barclays Bank Current	DDR WP1414099 03/4	Workplace Pension	Standard Life	X	26.10	0.00	26.10
45 Computing	15/06/2021	LGA1972,142	Barclays Bank Current	SO15JUNE21/45	Website Management	Newmarket Day Centre	E	25.00	0.00	25.00
46 Lacey's Lane Grave Digging I	16/06/2021	LGA1972,214	Barclays Bank Current	BACS3430/46	Grave Digging Fees	Spring Cottage Landscaping E	E	730.00	0.00	730.00
47 Electricity	22/06/2021	LGA1972,s111	Barclays Bank Current	DDR 2206291449/47	Electricity Fees	E.ON	L	61.89	3.09	64.98
48 Electricity	22/06/2021	LGA1972,s111	Barclays Bank Current	DDR 2406297365/48	Electricity Fees	E.ON	L	35.39	1.77	37.16
49 Hall Hire	22/06/2021	LGA1972,s111	Barclays Bank Current	BACS662/49	Hall Hire	Exning Community Church H	E	138.00	0.00	138.00
50 Computing	25/06/2021	various	Barclays Bank Current	BACSREIMB03/50-54	Reimbursements	Reimbursements	S	102.99	20.60	123.59
51 Petrol Costs	25/06/2021	various	Barclays Bank Current	BACSREIMB03/50-54	Reimbursements	Reimbursements	S	48.58	9.72	58.30
52 Street Furniture	25/06/2021	various	Barclays Bank Current	BACSREIMB03/50-54	Reimbursements	Reimbursements	S	15.79	3.16	18.95
53 LL Cem Ground Maintenance	25/06/2021	various	Barclays Bank Current	BACSREIMB03/50-54	Reimbursements	Reimbursements	S	8.29	1.66	9.95
54 St Martin's gates	25/06/2021	various	Barclays Bank Current	BACSREIMB03/50-54	Reimbursements	Reimbursements	S	29.17	5.83	35.00
55 Salaries, PAYE, NICs, WPP	25/06/2021	LGA1972.112	Barclays Bank Current	BACSXX03/55-57	Net Salaries	Wages Control Account	X	2,438.95	0.00	2,438.95
56 Travel	25/06/2021	LGA1972.112	Barclays Bank Current	BACSXX03/55-57	Net Salaries	Wages Control Account	E	25.00	0.00	25.00
57 Telephone & Internet	25/06/2021	LGA1972.112	Barclays Bank Current	BACSXX03/55-57	Net Salaries	Wages Control Account	E	51.23	0.00	51.23
58 Salaries, PAYE, NICs, WPP	25/06/2021	LGA1972.112	Barclays Bank Current	BACS126PA001507452	Salary payments	HMRC	X	1,048.01	0.00	1,048.01
Total								5,048.77	95.89	5,144.66

**Exning Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
8	Burial Fees	04/06/2021		Barclays Bank Current	3	Interment in Earthen Grave	Peasgood & Skeates	Z	880.00	0.00	880.00
9	Exclusive Rights Fees	04/06/2021		Barclays Bank Current	3	Interment in Earthen Grave	Peasgood & Skeates	Z	600.00	0.00	600.00
10	Burial Fees	04/06/2021		Barclays Bank Current	4	Interment in Earthen Grave	Southgate of Newmarket Ltd	Z	530.00	0.00	530.00
Total									2,010.00	0.00	2,010.00