

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council  
held on Wednesday 24<sup>th</sup> February 2021 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, J London, C Nilsen, K Schosland, R Stubbs (Vice Chair), T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood (departed 7.35pm). There was one member of the public in attendance until 7.12pm.

**OPEN FORUM:** A resident of St Wendred's Way spoke regarding the installation of two telegraph poles; one of which is directly outside her property.

**Item 1.2/21: Chairman's welcome & to receive/approve Councillors' apologies for absence:** Chairman, Cllr T Wood, opened the meeting at 7.00pm. No apologies were received. [LGA 1972, sch12,p40]

**Item 2.2/21: To co-opt K Schosland as a member of Exning Parish Council committee:** Mrs Schosland has signed the Declaration of Acceptance of Office, Suffolk Code of Conduct & Register of Councillor's Interests. She is duly co-opted onto the Parish Council committee. [LGA 1972, s87(1)]

**Chairman, Cllr T Wood, proposed that Item 12c,v be brought forward to this point in the meeting to enable discussion regarding a matter of correspondence to take place whilst a member of the public was present. (proposed Cllr R Stubbs, seconded Cllr C Nilsen, agreed by all present)**

**Item 12.2/21; c,v: Correspondence regarding telegraph poles in St Wendred's Way:** Two emails of complaint from residents have been received & a letter/email will be sent to the BT Telegraph Pole Objection Team supporting residents' objections & lobbying for the poles to be removed. (proposed Cllr T Wood, seconded Cllr J Gowing, agreed by all present) SCC Cllr R Hood also stated that she would support this objection.

**THE MEMBER OF THE PUBLIC LEFT THE MEETING AT 7.12PM.**

CLERK

**Item 3.2/21: Report by Suffolk County Councillor, Rachel Hood:** Cllr Hood had provided the January 2021 county report. Following the news of a new recycling centre at Haverhill, council expressed concern regarding the continued lack of a Newmarket recycling facility: WSC has told SCC that the site of the previous recycling centre in Newmarket can be offered for a peppercorn rent. The elected member for Exning & Newmarket can support the implementation of double yellow lines on Chapel Street with funding from the Highways Locality Budget after the elections on 6/5/21. [EPC Standing Order 24]

**CLLR R HOOD LEFT THE MEETING AT 7.35PM**

**Item 4.2/21: Report by West Suffolk District Councillor, Simon Cole:** Cllr Cole had some technical difficulties resulting in him being unable to attend the meeting. [EPC Standing Order 24]

**Item 5.2/21: Declarations of Interest & Requests for Dispensation:** There were no new declarations of interest or dispensation requests made. [Localism Act 2011,ss.31&33]

**Item 6.2/21: To Agree & Sign the Minutes of the Virtual Ordinary Meeting of Exning Parish Council on Wednesday 27<sup>th</sup> January 2021 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 C Nilsen, seconded Cllr J Gowing, agreed by all present) [LGA 1972, Sch12,p41(4)]

**FINANCE**

**Item 7.2/21: To receive the Finance Report for January 2021 & Current Financial Position from the Clerk:** The Finance Report for January 2021 was received. The financial position as at 24/2/21 was reported as £71,117.58. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

**Item 8.2/21: To approve receipt & payment schedules for February 2021, authorise payments for the current month & confirm electronic payments for the previous month:** The non-confidential payment schedule for February 2021 was received & approved by council. (proposed Cllr C Nilsen, seconded Cllr K Schosland, agreed by all present) The February 2021 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details February 2021 listed under Appendix A). Confidential payments for February 2021 were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for January 2021 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 9.2/21: To receive a report on the costs relating to the village Christmas tree:** The Parish Council is in a three-year contract with The Christmas Decorators, ending after Christmas 2021. New quotes would be sought for Christmas 2022 later in the year. Cllr J London will supply contacts from his dealings for a Christmas tree in Cambridgeshire.

Cllr J  
London

**ADMINISTRATION**

**Item 10.2/21: To discuss the matter of insurance for the use of staff vehicles for council business:** Following discussions, staff members will continue to use their own vehicles to pull the council trailer. Should any personal costs be incurred as a result of this, the council will reimburse the staff members. Details of cars being used will be kept on file. (proposed Cllr J London, seconded Cllr K Schosland, agreed by all present) [LGA 1972, s.112]

CLERK

**Item 11.2/21: To consider whether or not to seek to co-opt two new members for the Parish Council:** Since the last meeting, Cllr V London's membership has lapsed. Democratic Services were informed. Notice has been received from WSC Democratic Services to indicate there will be no bi-election called for the two casual vacancies that have occurred.

Council will now post notices requesting co-option applications & these will be received at the March council meeting. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present) [LGA 1972, s87(1)]

CLERK

**Item 12.2/21: Other Administrative Matters**

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported he'd been approached regarding out of order streetlights. Investigations into Chapel Street double yellow lines & barriers outside the school gates on Oxford Street are on-going.
- b. **To receive the Clerk's Report:** Frogmore Paddock: communication has now been established between the owners of the paddock & the Exning New River Group.
- c. **To receive correspondence:** i: Exning New River Group update – report received. ii: WSC Planning Office newsletter – report received. iii: Correspondence regarding horse manure on pavements – a polite notice will be put on Facebook. iv: Correspondence regarding out of order streetlights – SCC Highways will be contacted & SCC Cllr R Hood informed. v: This item was discussed after Item 2.2/21. **RECENT CORRESPONDENCE:** Email from Beck Row Parish Council Clerk seeking interest in a group meeting of "Forest Heath" Town & Parish Councils. This will be for the March agenda: Cllrs C Nilsen & T Wood expressed interest in attending such a group meeting. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** West Suffolk Citizen's Advice Bureau will be awarded a Section 137 grant of £100. (proposed Cllr T Wood, seconded Cllr J London, agreed by all present) [LGA 1972, s.137]
- e. **To receive an update regarding the Quarters 1 to 3 Council Resolutions for 2020/2021:** The reports were noted.
- f. **To discuss the Annual Meeting of the Council 2021 & the Annual Parish Meeting 2021:** Further clarification is awaited regarding the date in May 2021 & also guidance regarding Covid-19 restrictions. This will be an item for the March agenda.
- g. **To review the Standing Orders for Exning Parish Council:** The Standing Orders were approved with no amendments. (proposed Cllr J Gowing, seconded Cllr C Nilsen, agreed by all present) [EPC Standing Order 26e]
- h. **To review the Financial Regulations for Exning Parish Council:** The Financial Regulations were approved with no amendments. (proposed Cllr J Gowing, seconded Cllr C Nilsen, agreed by all present) [EPC Standing Order 18b]
- i. **To review the Financial Risk Assessment for Exning Parish Council:** The Financial Risk Assessment was approved with no amendments. (proposed Cllr J Gowing, seconded Cllr C Nilsen, agreed by all present) [EPC Financial Regulation 16.1]
- j. **To review the effectiveness of Exning Parish Council's system of internal controls for Exning Parish Council:** The Internal Control Policy was approved with no amendments. (proposed Cllr J Gowing, seconded Cllr C Nilsen, agreed by all present) [EPC Financial Regulation 1.5]

CLERK

**PLANNING**

**Item 13.2/21: Report from the Planning Working Group - & to discuss issues arising –** A report for February 2021 was received & responses & decisions noted. (proposed Cllr J Gowing, seconded Cllr R Stubbs, agreed by all present) [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK

**Agenda Item 13 a: RESPONSES TO PLANNING APPLICATIONS BY EPC**

DC/21/0062/EIASCRC	Proposed Solar Farm Land To The East Of Breach Farm Off Ness Road Burwell/Exning <i>EIA screening opinion under Regulation 6 (1) of the Environmental Impact Assessment Regulations 2017 on the matter of whether or not the proposed development is considered that there are likely significant environmental impacts for which an environmental statement would be required - proposed solar farm</i>	EPC – NO COMMENT WSC – EIA REQUIRED
DC/21/0023/HH	16 Beechwood Close Exning CB8 7EL <i>Householder application – infill of integral garage door and addition of one window</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/21/0252/TCA	4 Chapel Street Exning CB8 7HA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

**Agenda Item 13 b: RESPONSES TO PLANNING DECISIONS BY WSC**

DC/20/1896/HH	2 Beechwood Close Exning CB8 7EL <i>Window &amp; infill of integral garage door, new boundary wall, parking area</i>	EPC – NO OBJECTIONS WSC – APPLICATION APPROVED
DC/20/2053/FUL	Halfway House Burwell Road Exning CB8 7LA <i>Full application – a: single storey side extension b: stable block w access from existing driveway c: 3m high acoustic panel fence</i>	EPC – NO OBJECTION; <b>COMMENT</b> WSC – PENDING DECISION
DC/20/2150/TPO	12 Glanely Gardens Exning CB8 7PA <i>Application for tree work on a tree with a preservation order – TPO 016 (1957)</i>	EPC – NO OBJECTION; REQUEST REPLANT WSC – APPLICATION APPROVED
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; <b>COMMENT</b> WSC – PENDING DECISION (proposed Cllr R Stubbs, seconded Cllr J Gowing 4 : against 0 : abstentions 1)
DC/20/2111/VAR	Development Site Saxon Close Exning Suffolk <i>Variation of Conditions – removal of condition 5 of DC/17/2287/FUL for the one dwelling and access</i>	EPC – NO COMMENT MADE WSC – PENDING DECISION

- **DC/20/2053/FUL:** Exning Parish Council voices no objection to this application. **COMMENT:** It would however draw attention to the matter of the land for a cycle path at the bridge which it understands is part of the initial agreement. On querying with the planning office, the Parish Council has been informed that this matter is proceeding.
- **DC/20/2250/FUL:** Exning Parish Council would like to request that the Planning Department ensure that the new access road, from a previous

planning application for this property, be fully completed before any works regarding the construction against **this** application is commenced & that all construction traffic & other large vehicles use this access road at all times. If the new access road is not in place, then this planning permission should be refused until such a time that it is complete. From this point forward, the Restricted By-way leading from Cemetery Hill up to Brickfield Cottage should no longer be used for large commercial vehicles accessing the property. The Restricted By-way must be used for non-commercial access to properties only. Exning Parish Council would remind the Planning Department that this property is next to Exning Road Cemetery, which is still actively receiving visitors throughout the week & burials are still on-going. The Parish Council would request that conditional work hours be set at Monday to Friday only, with no work taking place at the weekends. Also, if a funeral is due to take place, the Parish Council could require that construction ceases for a notified time period.

**Agenda Item 13 c: APPEALS**

AP/20/0038/STAND	Land Adjacent To Garden Cottage Church Lane Exning <i>1no. dwelling with detached garage (previous application DC/19/1436/FUL)</i>	APPEAL DISMISSED 26/1/21 (SEE COMMENT)
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- **AP/20/0038/STAND:** PLANNING INSPECTOR COMMENT – The Council have no objection to the design of the dwelling which would be attractive and relatively modest but consider the site should remain open for conservation reasons. The proposal would provide an additional dwelling which would make a useful contribution towards local housing needs in a sustainable location and offer social and economic benefits for the village. Whilst these public benefits would outweigh the limited harm to the setting of Harrington Court Stables and to the character and appearance of the Exning CA, it has not been sufficiently proven that the proposal would be acceptable in relation to flood risk. The potential risks in this respect are overriding in this case and with alternative sites probably available elsewhere the appeal should be dismissed.

**Item 14.2/21: To receive an update regarding Chancery Park matters:** The Parish Council response to the Design & Access Statement for Phase Two of Chancery Park was discussed at a virtual meeting on 19/2/21. The planning application has now been submitted by Persimmon Homes & a request to extend the expiry date to after 24/3/21 will be made to enable full council to fully discuss the Parish Council response. [Town & Country Planning Act 1990, Sched. 1 para 8] A letter will be sent to the Planning Office requesting information regarding the outstanding road improvements on Burwell Road.

CLERK

**HIGHWAYS**

**Item 15.2/21: Report from Highways Group – & to discuss issues arising:** Cllr J Gowing gave a report on the parish pothole status & noted that Exning Parish roads are in better condition overall compared to neighbouring towns & villages; possibly due to our good reporting regime. The Clerk reported that a request has been made to SCC Road Safety Management Team for Windmill Hill to become an ANRS site (Automatic Number Recognition System). The Parish Council fixed speed sign on Burwell Road appears to be set to a wrong speed limit following its reconnection by SCC Highways recently: SCC Highways have been informed. There appears to be a misconception regarding ownership of the sign: further clarification will be sought.

**Item 16.2/21: To receive an update on possible traffic restrictions on Chapel Street:** SCC Highways has provided a quote range of £6,500 to £8,500 for the implementation of double yellow lines at the chapel pinch point. Initially funding will be sought before any decision to go ahead is considered. It was noted that the plan provided didn't reflect exactly what was discussed onsite & would be re-visited should a decision to proceed be made.

CLERK

**RECREATION & ENVIRONMENT**

**Item 17.2/21: To receive a report regarding Cemetery & Churchyard matters & discuss issues arising:** Lacey's Lane Cemetery: The outstanding weed & feed treatment will be carried out in April 2021. St Martin's Churchyard: The coping stones resetting work is scheduled for March 2021. Exning Road Old Cemetery: Reports of a rough sleeper onsite: police have been informed.

**Item 18.2/21: Report from the Recreation & Environment Group – & to discuss issues arising:** Cllr R Stubbs reported that the two recently refurbished areas of safer surfacing in the play area are to a good standard.

**Item 19.2/21: To discuss the increased occurrences of dog fouling in the parish:** A report received from WSC gives advice & suggestions to parishes regarding the problem. Exning Parish Council will utilise the WSC social media campaign on the Exning Facebook page. (proposed Cllr J Gowing; seconded Cllr J London, agreed by all present) [LGA 1972, s142] Signage for St Martin's Churchyard will be investigated for the March agenda.

CLERK

**Chairman, Cllr T Wood requested that council go into a confidential session. Whilst this is a non-agenda item where no resolutions can be made, discussion is permitted.**  
**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:** The public & press were excluded. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present)  
 A discussion took place regarding confidential staff matters.

**Item 20.2/21: Item requests for the next agenda (March 2021):** To receive applications for co-option and vote if necessary. Exning Recreation Ground teen equipment. Training for councillors. Dog fouling signage for churchyard. 'Forest Heath' parishes group. Annual Meeting of the Council/Annual Parish Meeting. Confidential staff matters. Attendance procedure review.

**Item 21.2/21: Date of next meeting:** The next Virtual Parish Council Meeting will be held on **Wednesday 24<sup>th</sup> March 2021 at 7.00pm**; hosted via the Zoom conference platform. **Chairman, Cllr T Wood, closed the meeting at 8.44pm.**

**APPENDIX A: February 2021 Non-Confidential Payments & Receipts**

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Feb-21				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Fenland Leisure Products Ltd	£ 7,561.46	£ 1,512.29	£ 9,073.75	Resurfacing of 2 areas of play area	Open Spaces Act 1906, ss.9&10
Starboard Systems Ltd	£ 468.00	£ 93.60	£ 561.60	Scribe Accounts Annual Subscription	LGA 1972, s111
Spring Cottage Landscaping	£ 290.00	£ -	£ 290.00	Grave Digging Fees	LGA 1972, s214
Reimbursements	£ 381.75	£ 4.10	£ 385.85	Admin Fees, Virtual Conferencing, Website Fees, Stationery	LGA 1972, s111, LGA 1972, s142
	<b>£ 8,701.21</b>	<b>£ 1,609.99</b>	<b>£ 10,311.20</b>		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
Ivett & Reed	£ 50.00	£ -	£ 50.00	Memorial fees	LGA 1972, s214
GR Peachey & Son	£ 1,080.00	£ -	£ 1,080.00	Burial fees	LGA 1972, s214
Mildenhall Monumentals	£ 50.00	£ -	£ 50.00	Memorial fees	LGA 1972, s214
	<b>£ 1,180.00</b>	<b>£ -</b>	<b>£ 1,180.00</b>		