

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 24th March 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, G Robinson, K Schosland, T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood (departed 7.10pm). There were two members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.3/21: 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 Parish Councillor R Stubbs (medical) & West Suffolk Councillor S Cole (work). Cllr C Nilsen was absent.
- b. **To approve apologies from members:** Cllr R Stubbs' apologies were approved. (TW/JG/ALL)

Item 2.3/21: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** The 2020/21 Annual County report was received. Chairman, Cllr T Woods, thanked Cllr Hood for her assistance & support over the last four years; in particular with Locality Budget funding & expediting matters with Suffolk County Council (SCC) on the Parish Council's behalf. Cllr Hood stated it had been a pleasure to get to know Exning better. Cllr Hood left the meeting at 7.10pm.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole did not attend the meeting, having offered his apologies. No report was provided.

Item 3.3/21: DECLARATIONS OF INTEREST: [Localism Act 2011,ss.31&33]

- a. **Councillors are invited to raise any declarations of interest concerning items on the agenda:** None.
- b. **To Consider any Requests for Dispensation:** None.

Item 4.3/21: MINUTES OF THE VIRTUAL ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 24th FEBRUARY 2021: [LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved & will be signed by Chairman, Cllr T Wood, at the next permitted face-to-face meeting. (KS/JG/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None

FINANCE

Item 5.3/21: FINANCE REPORT: To receive the report for February 2021 & Current Financial Position from the Clerk: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

The Finance Report for February 2021 was received & noted. The financial position as at 24/3/21 was reported at £67,679.03.

Item 6.3/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS: To approve receipt & payment schedule for March 2021, authorise payments for the current month & confirm electronic payments for the previous month:

[Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

The non-confidential payment schedule for March 2021 was received & approved by council. (JG/GR/ALL) The March 2021 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details March 2021 listed under Appendix A). Confidential payments for March 2021 were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for February 2021 will be confirmed against the bank statements by Cllr T Wood at the next permitted face-to-face meeting.

Item 7.3/21: BANK STATEMENTS: Chairman to confirm that the February 2021 bank statement balances & related bank reconciliation has been scrutinised & approved: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Chairman, Cllr T Wood, confirmed that the bank statements & bank reconciliation for February 2021 were in balance.

ADMINISTRATION

Item 8.3/21: CO-OPTION: To receive & vote on applications received for co-option to the Exning Parish Council committee for two members: [LGA 1972, s87(1)]

One application was received & noted from Ms Daniella Kilsby-Steele. Ms Kilsby-Steele will be co-opted onto the Parish Council at the next meeting.

CLERK

Item 9.3/21: BANKING: To review the banking arrangements for Exning Parish Council: [EPC Financial Regulation 5.1]

Investigations will be made regarding account options to consider for a potential transfer of a portion of the funds from the Barclays Active Saver account; this relating to the Financial Compensation Scheme & for consideration at the next council meeting.

CLERK

Item 10.3/21: FOREST HEATH PARISHES GROUP: To approve representation for Exning Parish Council: [LGA 1972, s.111]

Councillors T Wood & C Nilsen will represent Exning Parish Council at the meetings of this alliance. (KS/JG/ALL)

Item 11.3/21: RURAL ALLIANCE SUNNICA GROUP: To approve representation for Exning Parish Council: [Town & Country Planning Act 1990, Sched. 1, para. 8]

Councillors T Wood & G Robinson will represent Exning Parish Council at the meetings of this alliance. (GR/KS/ALL)

Item 12.3/21: EMERGENCY PLAN: To consider the creation of an Emergency Plan for Exning Parish Council: [LGA 1972, s.111]

CLERK

West Suffolk Council (WSC) has designated assistance for the development of Parish Council emergency plans. Further information will be sought for the next meeting & a working group may be considered at that time. (TW/KS/ALL)

Item 13.3/21: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had attended the Suffolk Association of Local Councils (SALC) Local Area Forum on 3/3/21 and two Rural Alliance Sunnica Group meetings on 9/3/21 & 22/3/21. On 9/3/21 he had attended St Wendred's Way for an onsite meeting with BT & residents to discuss the issue of the two telegraph poles which were installed recently. SCC Cllr R Hood was also in attendance: there may be the possibility of SCC Highway Locality Budget funding for an alternative solution to be implemented.
- b. **To receive the Clerk's Report:** Attended SALC Speeding Webinar on 8/3/21, Rural Alliance Sunnica Group meeting on 22/3/21 & various SCRIBE training webinars in readiness for beginning the new financial year on the new accounting software.
- c. **To receive correspondence:** i: Exning New River Group update – report received. ii: SCC Local Education Authority – confirmation regarding the Exning Primary School SEND facility. iii. BT – regarding the exchange building land riparian responsibilities where recent ivy clearance has uncovered a collapsing riverbank brick wall. iv. A resident – information regarding a blocked right of way at Landwade; reported & believed now to be cleared. Suffolk Constabulary – Speeding Guidance document. v. A resident of Queensway – requesting assistance regarding trees, paths, flooding matters; this will be brought back to the next council meeting. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** [LGA 1972, s.137] West Suffolk Citizen's Advice Bureau has sent thanks for the Section 137 funding.
- e. **To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2020/2021:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg6] Suffolk Association of Local Councils will be engaged for the 2020/2021 Internal Audit. (JL/JG/ALL)
- f. **To approve the Direct Debit & Standing Order agreements for the financial year 2021/2022:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3] The Direct Debits & Standing Orders were approved for 2021/2022. (GR/TW/ALL)
- g. **To review the procedure for receiving & approving apologies for absence by councillors:** [LGA 1972, sch12,p40] A report was received regarding apologies for absence at council meetings by members & the regulations regarding extended absence. An upgrade to the current procedure was approved & will be put into a policy. (TW/JL/ALL)
- h. **To discuss the Annual Meeting of the Council 2021 & the Annual Parish Meeting 2021:** [LGA 1972, Sch 12, para 8] In accordance with the current Coronavirus regulations, the April council meeting will be cancelled & the May Annual Meeting of the Council will be rescheduled to be a virtual meeting on Wednesday 5th May at 7pm. (TW/JG/ALL) The Annual Meeting of the Parish will still take place on 26/5/21; a decision as to whether this will be face-to-face or virtually will be made at the next council meeting.
- i. **To approve training for Councillors:** [LGA 1971, s.111] Suffolk Association of Local Councils will be engaged to provide six virtual modules of new councillor training for up to 8 councillors. (TW/GR/ALL)
- j. **To approve a Safeguarding Policy for Exning Parish Council:** [LGA 1972, s.111] The Safeguarding Policy was approved & adopted. (TW/JG/ALL)

CLERK

CLERK

CLERK

PLANNING

Item 14.3/21: REPORT: To receive the March 2021 report from the Planning Working Group & authorise any actions:

[Town & Country Planning Act 1990, Sched. 1, para. 8]

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

Agenda Item 14 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

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 – EPC RESPONSE: SEE ITEM 15.3/21 WSC – PENDING DECISION
DC/21/0387/TCA	Highsett House Swan Lane Exning CB8 7EN <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION; REQUEST REPLANT WSC – PENDING CONSIDERATION

CLERK

Agenda Item 14 b: RESPONSES TO PLANNING DECISIONS BY WSC

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; COMMENT WSC – PENDING DECISION
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; COMMENT WSC – PENDING DECISION
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 – APPROVE APPLICATION
DC/21/0252/TCA	4 Chapel Street Exning CB8 7HA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

- **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.

Item 15.3/21: CHANCERY PARK: To receive an update regarding Chancery Park matters: [Town & Country Planning Act 1990, Sched. 1, para. 8]

Application DC/21/0152/FUL : Land South of Burwell Road, Exning

It is the policy of Exning Parish Council to support only small-scale developments of no more than ten dwellings. Exning Parish Council therefore objects to this application for 205 dwellings.

Persimmon 203-20-R1000_P4 Design & Access Statement for Land South of Burwell Road, Exning

In response to the Persimmon 203-20-R1000 Design & Access Statement:-

1. S106

Exning Parish Council would like to strongly request the following items for the village of Exning. Chancery Park Phase 1 contributions mainly went as contributions to services that support a wider area, such as the Library in Newmarket, rather than Exning.

1) *A Village Hall. The current village hall only has one single bookable room. It is booked to capacity (pre-pandemic) with a waiting list. The village of Exning requires further space for social activities.*

2) *A cycle path to Burwell, either along the B1103 or on its own alignment. We would like to draw your attention to the scheme between Stow-Cum-Quy and Anglesey Abbey on the B1102 as a design reference.*

(4 Design principles "Pedestrian, Cycle Routes and Linkages" p. 22 Design & access statement)

3) *A piece of land to use as a Community Orchard*

2. SUDS

The Phase 1 SUDS may work from a hydrological point of view as flooding mitigation, but they are not functioning as the hotspots of ecological biodiversity that would be hoped for.

04 Design principles 'Ecological Enhancements' (Pg23) states: "The site will provide ecological improvements through onsite habitat creation".

Exning Parish Council would like to see this applied to the SUDS. They should be made deeper such that permanent water is retained in the bottom, to allow aquatic ecosystems to form (An example of this is the mere that was created on the Studlands Estate on the other side of the A14 from Exning). This could support a variety of native species in a fenland ecosystem.

Alternatively if this is not deemed possible the SUDS should have shallower sides, and be mown, so that they may be used as amenity land. (An example of this would be the floodplain town of in Thatcham, Berkshire)

We do not believe the siting of a SUDS next to the nursery provision is prudent and may cause a hazard.

3. School

Chancery Park Phase 2 is outside of the effective catchment area of Exning Primary school. In the last 5 years the furthest person admitted under normal admission rules to the school has been closer to the school than the bulk of Chancery Park Phase 2 houses. Therefore it would not be possible for pupils of Chancery park to be educated in Exning Primary School in its current form, and therefore provision must be given to either extend the school, extend another school, or help create a new one.

4. On-site cycle/pedestrian routes

On the South-eastern side, the footpath diverts north and around the nursery provision rather than a straight-line pedestrian route to the rest of Exning.

(4 Design principles "Pedestrian, Cycle Routes and Linkages" p. 22 Design & access statement)

5. Building for life assessment

Exning Parish Council does not feel that this has been correctly applied.

1) *Connections – This scheme does not provide passive provision for connections to further developments or access to permissive paths on the southern boundary of the site*

2) *Facilities – this development provides only one facility within its red-line boundary; the early years provision. It does not provide any community facilities, shops, schools, workplaces, parks, play areas, pubs or a café.*

3) *Public transport – Exning Parish Council has installed bus shelters but has not been consulted on this.*

6. Consultation

We are concerned that none of the issues raised in the August meeting have been addressed, and that as far as we can see, none of our work engaging with the local community has been used to inform the design and layout of the development.

7. One Development vs. Two Developments

Either Chancery Park is one development, in which case the S106 agreement should reflect this with significant on and off-site infrastructure such as cycleways and a village hall; or it is two developments, in which case current design rules must be enforced, rather than grandfathered in from phase 1.

8. Houses

There are no bungalows for private purchase: Exning requires these for residents who wish to downsize. The houses are '1970s housing for the 21st Century'. There is no 'green agenda', no provision for play, no sustainability such as car charging points.

CLERK

HIGHWAYS

Item 16.3/21: REPORT: To receive a report from Highways Group & authorise any actions: Cllr J Gowing reported that eroded posts on Brookside bridge & rotten wooden bollard on Swan Lane had been reported.

RECREATION & ENVIRONMENT

Item 17.3/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions: [LGA1972, s.214&s.215]

- a. **Lacey's Lane Cemetery: To consider the installation of a noticeboard:** A single-bay noticeboard with a graphic panel displaying cemetery regulations will be installed; to be purchased from Greenbarnes Ltd & IMP Graphics Ltd respectively at a total cost of £950.00. (KD/GR/ALL) CLERK
- b. **St Martin's Churchyard: To consider signage:** Signage to the value of £25.00 will be installed at the three entrances to the churchyard regarding dog fouling. (TW/KS/ALL) CLERK
- c. **Exning Road Old Cemetery: To consider 'greening' of a section of the old cemetery:** A suggestion to 'green' the oldest section of the Old Cemetery was discussed & will be an item for the next agenda with a plan. CLERK

Item 18.3/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions: Cllr J Gowing reported that the finger signpost to the recreation ground on Chapel Street requires maintenance work. VILLAGE KEEPERS

Item 19.3/21: RECREATION GROUND EQUIPMENT:

- a. **To receive a report regarding a proposal for teen activity & socialisation equipment:** [Open Spaces Act 1906, ss9&10]
A report was received regarding updated quotes for a teen shelter & table tennis table installation. After further discussion, the table tennis table option was viewed as unsuitable. The option of a goalpost will be explored & brought to the next agenda. CLERK
- b. **To receive a quote for a replacement litter bin on the recreation ground:** [Litter Act 1983, ss.5,6]
The quote will be accepted from Broxap Ltd at £280.00. (GR/JG/ALL) CLERK

Item 20.3/21: 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:
The public & press were excluded. (GR/JL/ALL)

Item 21.3/21: STAFFING: To discuss staffing matters: [LGA 1972, s.112]
A staff update was received. A temporary six-monthly contract of an additional 5 hours per week will be drawn up initially for a member of staff; to be kept under regular review & the Village Keeper position rate of pay will be increased from 1/4/21 by the equivalent rate increase of the National Living Wage. (TW/KS/ALL) CLERK

Item 22.3/21: AGENDA ITEMS: To note items for consideration at the next meeting (May 2021): .Co-option of one Member, Banking Arrangement Review, Emergency Plan, Queensway matters, Annual Meeting of the Parish, Councillor training update, Old Cemetery 'greening' plan, Recreation ground equipment.

Item 23.3/21: DATE OF THE NEXT MEETING: The next Virtual Parish Council Meeting will be held on **Wednesday 5th May 2021 at 7.00pm**; hosted via the Zoom conference platform, this will be Annual Meeting of the Council.

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

APPENDIX A: March 2021 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Mar-21				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Anglian Business / Wave	£ 14.76	£ -	£ 14.76	Water Bill Lacey's Lane Cemetery	LGA 1972, s214
E.ON	£ 49.25	£ -	£ 49.25	Electricity Bill Old Cemetery Chapel	LGA 1972, s214
Citizens Advice Suffolk West	£ 100.00	£ -	£ 100.00	Section 137 Small Grant	LGA 1972, s137
Suffolk Association of Local Councils	£ 25.00	£ 5.00	£ 30.00	Staff Training	LGA 1972, s112
Suffolk County Council	£ 971.26	£ 194.26	£ 1,165.52	Street Lighting Maintenance & Energy costs	Parish Councils Act 1957, s3
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website Management	LGA 1972, s142
Vertas Group Ltd	£ 255.09	£ 51.02	£ 306.11	Grass Cutting Recreation Ground	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 63.82	£ 12.76	£ 76.58	Horticultural Machinery supplies	Open Spaces Act 1906, ss.9&10
C Whitaker (reimbursements)	£ 141.32	£ 28.24	£ 169.56	Cemetery & Churchyard maintenance, General Equipment, Virtual Conferencing fees, Website hosting fees	LGA 1972, s214; LGA 1972, s215, LGA 1972, s142, LGA 1972 s111
E.ON	£ 36.16	£ 1.81	£ 37.97	Electricity Bill Old Cemetery Office/Store	LGA 1972, s214
	£ 1,681.66	£ 293.09	£ 1,974.75		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
JDF	£ 300.00	£ -	£ 300.00	Exclusive Rights of Burial purchase	LGA 1972, s214
RGR Memorials (Co-op FC) Haverhill	£ 120.00	£ -	£ 120.00	Memorial fees	LGA 1972, s214
Suffolk County Council	£ 2,000.00	£ -	£ 2,000.00	Locality Budget Funding	Open Spaces Act 1906, ss.9&10
West Suffolk Council	£ 1,500.00	£ -	£ 1,500.00	Locality Budget Funding	Open Spaces Act 1906, ss.9&10
	£ 3,920.00	£ -	£ 3,920.00		