

**Minutes of the Ordinary Meeting of Exning Parish Council**

**held on Wednesday 24<sup>th</sup> November 2021 at 7.00pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors N Barlow, J Gowing, A Hall, J London, C Nilsen (from 7.16pm), G Robinson, K Schosland, T Wood (Chairman). Also in attendance; Cathy Whitaker (Clerk to Exning Parish Council) & West Suffolk Councillor S Cole. No members of the public in attendance.

**OPEN FORUM:** Nothing raised.

**Item 1.11/21: 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 received from Cllr D Kilsby-Steele (work commitments) & Suffolk County Council (SCC) Councillor, R Hood.
- b. **To approve apologies from members:** Cllr D Kilsby-Steele's apologies were approved (KS/JL/ALL)

**Item 2.11/21: COUNCILLOR REPORTS:** [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood was not present & had given apologies. No report was received.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole reported regarding the planned new Bury St Edmunds Leisure facility & the problems that Exning Allotment Society are having accessing the Section 106 funding from the Phase 1 Chancery Park development.

CLLR S COLE LEFT THE MEETING

**Item 3.11/21: 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 G Robinson declared an interest in Item 11a,ii. in regard to being the applicant.
- b. **To Consider any Requests for Dispensation:** None received.

**Item 4.11/21: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 27<sup>th</sup> OCTOBER 2021:** [LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved, without amendment, & were signed by the Chairman. (GR/NB/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** At the Chairman's request, the Clerk clarified the rules on meeting attendance regarding the Clerk: there is no legal requirement for a Clerk to be present at a parish council meeting. There must be a Chairman of the meeting & there must be a minimum (quorum) of three councillors in attendance (including the chairman).

**FINANCE**

**Item 5.11/21: FINANCE REPORT:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for October 2021:** The finance report for October 2021 was received & noted. The finance report for September 2021 was received & noted, having been deferred from the October Parish Council meeting.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 24/11/2021 was noted at £98,425.94. The financial position as at 27/10/2021 was noted at £107,897.83, having been deferred from the October Parish Council meeting.

**Item 6.11/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

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

**Item 7.11/21: BANK STATEMENTS: To confirm that the September & October 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 September & October 2021 were in balance.

**Item 8.11/21: BUDGET 2022/23: To receive, discuss & approve the budget for the financial year 1/4/2022-31/3/2023:** [Local Government Finance Act, 1992, s41]

A proposal was made, after discussion, to increase the precept to £79,350 for the financial year 2022/2023; in real terms this being an increase of £10.29 per annum for a Band D property. This increase will cover further play equipment replacement & safer surfacing extension, a probable required contribution to a Permanent Road Traffic Order on Chapel Street & the Government increases in the Living Wage. Depending on the 2022/2023 End Net Position, there will be consideration given to having a minimal increase or freeze of the precept for 2023/2024. (KS/JL/4-4-0 – with the Chairman exercising his deciding vote in favour)

CLERK

**ADMINISTRATION**

**Item 9.11/21: EXNING CEMETERIES: To approve the Table of Fees for September 2021 to September 2022:** [LGA 1972, s214]

The cemetery fees, having been frozen last year, will be increased by 5% until September 2022. (KS/JL/ALL)

CLERK

**Item 10.11/21: OTHER ADMINISTRATIVE MATTERS:**

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had attended the West Suffolk Council (WSC)

Planning Committee to speak again in objection to the Chancery Park Phase 2 application. However, the application was approved. Thanks were given to councillors who had attended & assisted at the Remembrance Day Ceremony; specifically Cllr J London who had operated the PA system. The Christmas Tree has been erected in the churchyard awaiting decoration. The second edition of the newsletter is at the printers: Burwell Print has increased its costs & research will now be done regarding costs with other services.

NL W.  
GROUP

- b. To receive the Clerk's Report:** The new shelter installation on the recreation ground is now complete. The Christmas Tree will be decorated on 26/11/21. This is the end of the current contract with The Christmas Decorators & new quotes will be sought going forward. The Exning New River Group of residents has cleared a section of the stream. The Parish Council engaged WSC to remove & dispose of the waste at £70 under the Clerk's delegated powers. [Public Health Act 1936, s260 ss1c]. The councillor training dates were reconfirmed to all councillors.
- c. To receive correspondence:** An email from the Parish Council Alliance Sunnica Group was noted informing of Sunnica's submission to the Planning Inspectorate.  
*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 approve the dates for the 2022 Exning Parish Council meetings:** [LGA 1972, Sch12, paras 10(1) & 26(1)] The dates were approved & are appended to these minutes under Appendix B. (CN/NB/ALL)

CLERK

**PLANNING**

**Item 11.11/21: REPORT: To receive the November 2021 report from the Planning Working Group & authorise any actions:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

A report for November 2021 was received & responses & decisions noted & approved. (JG/KS/ALL)

CLERK

**Agenda Item 11a: RESPONSES TO PLANNING APPLICATIONS BY EPC**

DC/21/2075/HH	67 St Wendreds Way Exning CB8 7HJ <i>Householder application – Access ramp</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/2180/TCA	6 Brookside Exning CB8 7HP <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/2225/TCA	5 Swan Grove Exning CB8 7HX <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/2253/TCA	2 Beechwood Close Exning CB8 7EL <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

**Agenda Item 11b: RESPONSES TO PLANNING DECISIONS BY WSC**

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 – <b>OBJECTION: SEE MINUTES 24/3/21</b> WSC – APPROVED
DC/21/0968/FUL	Land To The East of Breach Farm Ness Road Burwell East Cambridgeshire CB25 0DB <i>Solar Farm with ancillary development &amp; vehicular access</i>	EPC – NO OBJECTION; <b>COMMENT SEE MINUTES 28/7/21</b> WSC – PENDING DECISION
DC/21/1335/FUL	Clinic Derby Cottage Fordham Road Exning Full application – one treatment centre	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1868/HH	Woodside Windmill Hill Exning Suffolk CB8 7PB Householder Application – front & side single storey extension	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1913/TPO	Street Record Beechwood Close Exning CB8 7EH Application for work on a tree with a protection order	EPC – NO OBJECTION WSC – GRANTED
DC/21/2086/TCA	3 Church Close Exning Application for tree work in a conservation area	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)

DC/21/1525/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.

It was noted that an appeal has been launched against the North End Lodge WSC Enforcement Notice.

**Item 12.11/21: CHANCERY PARK: To receive an update:** [Town & Country Planning Act 1990, Sched. 1, para. 8]  
Chairman, Cllr T Wood, attended the WSC Planning Committee & spoke against the application again. The application was approved by WSC. The Parish Council will continue to apply pressure to SCC Highways (SCC HW) & liaise with Persimmon Homes regarding the Burwell Road upgrade/improvements which are still outstanding from the Chancery Park Phase 1 agreement.

CLLR TW

**HIGHWAYS**

**Item 13.11/21: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions:** Cllr J Gowing reported seriously overgrown vegetation on Church Close & Ducks Lane. Cllr J London informed that there was a Greater Cambridgeshire Partnership consultation regarding transport routes & altered bus

time schedules; this included Exning to some degree. The St Wendred's telegraph poles removal will now not take place. The SCC Locality Budget funding has been released on this basis.

**Item 14.11/21: CHAPEL STREET : To receive an update regarding the Permanent Road Traffic Order:** SCC HW are looking into the request by the Parish Council for additional double yellow lines at the chapel pinch point & also at the junction of New River Green to address inappropriate parking & aid traffic flow. Once further information is received, funding will be discussed.

**RECREATION & ENVIRONMENT**

**Item 15.11/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions:** [LGA1972, s.214&s.215]

- a. **Lacey's Lane Cemetery:** Nothing to report.
- b. **St Martin's Churchyard:** Nothing to report.
- c. **Exning Road Old Cemetery:** Nothing to report.

**Item 16.11/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions:** Cllr K Schosland reported that a R&E Working Group meeting had been deferred due to another planned meeting of the Jubilee Fete Working Group. Preparation for the Advent Windows 2021 event is progressing well.

**Item 17.11/21: JUBILEE FETE 2022: To receive a report from the Jubilee Fete Working Group:** [Local Government Act 1972,s145] An initial meeting of the working group had been deferred due to scheduling issues & will be re-organised.

CLLR KS

**Item 18.11/21: AGENDA ITEMS: To note items for consideration at the next meeting (January 2022):** Speed Limits in Exning & environs. Exning to Burwell cycle path information update. The Newsletter Working Group report to be a standing item on agendas.

**Item 19.11/21: DATE OF THE NEXT MEETING:** The next Parish Council Meeting will be held on **Wednesday 26<sup>th</sup> January 2022 at 7.00pm** & will take place at the Exning Community Church Hall. **THERE IS NO PARISH COUNCIL MEETING IN DECEMBER.**

**Item 20.11/21: 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/KS/ALL) There were no press or public in attendance. The meeting entered a confidential section.

**Item 21.11/21: STAFFING: To discuss staffing matters:** [LGA 1972, s.112] Nothing to report.

**Item 22.11/21: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:** Information had been received that the Phase 2 Persimmon Homes application details had been signed off by the Exning Ward WSC District Councillor: the Parish Council had not been notified of this or consulted by the District Councillor. It was noted that the Exning Ward District Councillor had moved from standing as a Conservative to an Independent. Discussion was had about issues of communication, with information not being passed through via the District Councillor to the Parish Council. Chairman, Cllr T Wood, will be in contact with District Councillor, S Cole.

CLLR TW

Chairman, Cllr T Wood, closed the meeting at 8.45pm.

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

**Exning Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
113 Machinery/equipment purch	10/11/2021	LGA1972,112	Barclays Bank Current	B 736230/113	PPE Workwear	Ben Burgess Newmarket	Z	25.50		25.50
114 Machinery/equipment purch	10/11/2021	LGA1972,112	Barclays Bank Current	B 7357543/114	PPE Workwear	Ben Burgess Newmarket	Z	54.95		54.95
115 Play Area Equipment	14/11/2021	OpenSpacesAct1	Barclays Bank Current	B 121796/115	Recreation Ground Equipment	Sovereign/Alexanders Invoice	S	6,470.97	1,294.19	7,765.16
116 Salaries, PAYE, NICs, WPP	08/11/2021	PensionsAct2006	Barclays Bank Current	D-WP141409908/116	Workplace Pension	Standard Life	X	26.10		26.10
117 Computing	15/11/2021	LGA1972,s142	Barclays Bank Current	SO 15NOV21/117	Website Management	Newmarket Day Centre	E	25.00		25.00
118 Stationery & Printing	20/11/2021	LGA1972,s142	Barclays Bank Current	B NL06-12 2021/118	Newsletter	SA Wood	E	180.00		180.00
119 Computing	20/11/2021	LGA1972,s142	Barclays Bank Current	B REIMB08/119	Reimbursements	Reimbursements	S	16.99	3.40	20.39
120 Petrol Costs	20/11/2021	LGA1972,s142	Barclays Bank Current	B REIMB08/120	Reimbursements	Reimbursements	S	38.90	7.78	46.68
121 LL Cem Ground Maintenance	20/11/2021	LGA1972,s142	Barclays Bank Current	B REIMB08/121	Reimbursements	Reimbursements	S	15.00	3.00	18.00
122 Street Furniture	20/11/2021	LGA1972,s142	Barclays Bank Current	B REIMB08/122	Reimbursements	Reimbursements	S	90.81	18.16	108.97
123 St Martin's gates	10/11/2021	LGA1972,s215	Barclays Bank Current	B 839155/123	General Equipment	Ridgeons Ltd	S	12.89	2.58	15.47
124 Salaries, PAYE, NICs, WPP	22/11/2021	LGA1972,112	Barclays Bank Current	BXX08/124	Salary payments	Wages Control Account	X	2,151.44		2,151.44
125 Travel	22/11/2021	LGA1972,112	Barclays Bank Current	BXX08/125	Salary payments	Wages Control Account	X	50.00		50.00
126 Telephone & Internet	22/11/2021	LGA1972,112	Barclays Bank Current	BXX08/126	Salary payments	Wages Control Account	X	51.38		51.38
<b>Total</b>								<b>9,209.93</b>	<b>1,329.11</b>	<b>10,539.04</b>

**Exning Parish Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
24 Donations Received	01/11/2021	LGA1972,s142	Barclays Bank Current	inv 18	Newsletter	Strawberry Fields Stud	Z	120.00		120.00
25 Donations Received	11/11/2021	LGA1972,s142	Barclays Bank Current	inv19	Newsletter	Wheatsheaf Exning	Z	120.00		120.00
26 Donations Received	11/11/2021	LGA1972,s142	Barclays Bank Current	inv20	Newsletter	Wheatsheaf Exning	Z	45.00		45.00
27 Burial Fees	18/11/2021	LGA1972,s214	Barclays Bank Current	inv 22	Interment of Cremated Remains	JB	Z	220.00		220.00
28 Burial Fees	23/11/2021	LGA1972,s214	Barclays Bank Current	BACS 28	Interment in Earthen Grave	Southgate of Newmarket Ltd	Z	530.00		530.00
<b>Total</b>								<b>1,035.00</b>		<b>1,035.00</b>

**APPENDIX B: DATES OF EXNING PARISH COUNCIL MEETINGS FOR 2022**

*Meetings are held in the Exning Community Church Hall at 7pm.*

**\*\* Please note that, unless otherwise stated, all PC meetings are held on the FOURTH WEDNESDAY OF THE MONTH, which is not necessarily the last Wednesday of the month.**

Wednesday 26<sup>th</sup> January  
“ 16<sup>th</sup> February \*\* (NB: 3<sup>rd</sup> Wednesday)  
“ 23<sup>rd</sup> March \*\*  
“ 27<sup>th</sup> April  
“ 25<sup>th</sup> May (7pm: Annual Parish Meeting and 7.30pm: Council Annual Meeting).  
“ 22<sup>nd</sup> June \*\*  
“ 27<sup>th</sup> July  
**NO MEETING IN AUGUST**  
“ 28<sup>th</sup> September  
“ 26<sup>th</sup> October  
“ 23<sup>rd</sup> November \*\*  
**NO MEETING IN DECEMBER**