

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council
held on Wednesday 27th January 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, C Nilsen, G Robinson, R Stubbs (Vice Chair), T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood (departed 7.10pm). There were no members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.1/21: Chairman's welcome & to receive/approve Councillors' apologies for absence: Chairman, Cllr T Wood, opened the meeting at 7.00pm. Apologies were received from Cllr J London & Cllr V London. [LGA 1972, sch12,p40]

Item 2.1/21: Report by Suffolk County Councillor, Rachel Hood: Cllr Hood had provided the December 2020 county report, highlighting in particular the new pedestrian crossing on Exning Road outside Laureate School & the planned use of Automated Numberplate Recognition Speed Indicator Devices across the county. The topic of a Newmarket recycling facility is still being lobbied for. The new SEN facility for the area, based at Exning Primary School, is underway thanks to SCC Policy Development Council. The subject of the previously discussed extra roadside barrier outside the school gates will be revisited with the Head Teacher &, if still required, will be looked into again. [EPC Standing Order 24]

CLERK

CLLR R HOOD LEFT THE MEETING AT 7.10PM

Item 3.1/21: Report by West Suffolk District Councillor, Simon Cole: Cllr Cole did not attend the meeting & no report was provided. [EPC Standing Order 24]

Item 4.1/21: Declarations of Interest & Requests for Dispensation: Cllr G Robinson declared a non-pecuniary interest in Item 15, a, x; with regard to being a neighbour of the applicant. The Clerk granted dispensation to discuss the matter, being a member of the planning working group & a resident with local knowledge, but abstain from any voting regarding the matter. [Localism Act 2011,ss.31&33]

Item 5.1/21: To Agree & Sign the Minutes of the Virtual Ordinary Meeting of Exning Parish Council on Wednesday 25th November 2020 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 R Stubbs, agreed by all present) [LGA 1972, Sch12,p41(4)]

FINANCE

Item 6.1/21: To receive the Finance Reports for November & December 2020 & Current Financial Position from the Clerk, including the Q3 Budget Report: The Finance Report for November & December 2020 was received. The financial position as at 27/1/21 was reported as £80,413.48. The Q3 Budget Report was received. [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Item 7.1/21: To approve receipt & payment schedules for December 2020 & January 2021, authorise payments for the current month & confirm electronic payments for the previous months: The non-confidential payment schedules for December 2020 & January 2021 were received & approved by council. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present) The December 2020 & January 2021 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details for December 2020 & January 2021 listed under Appendix A). Confidential payments for December 2020 & January 2021 were scrutinised & approved electronically by Chairman, Cllr T Wood & Vice Chairman, Cllr R Stubbs. The electronic payments for November & December 2020 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] Cllr J Gowing raised the matter of the cost of the Christmas tree: this will be an agenda item for February 2021.

CLERK

Item 8.1/21: To approve the Local Council Tax Support Grant & its effect on the Precept figure for 2021/22: Government has provided a grant to WSC, which has been passed on to parish and town councils. The figure for Exning Parish is £732. This will be applied to the precept application, therefore reducing the amount for parishioners to pay for Exning Parish Council on their council tax. (proposed Cllr R Stubbs, seconded Cllr J Gowing, agreed by all present) [Local Government Finance Act, 1992, s41]

CLERK

ADMINISTRATION

Item 9.1/21: To receive an update of the consideration of the registration of Assets of Community Value (ACV): This item will be taken off the agenda at this time. (proposed Cllr T Wood, seconded Cllr R Stubbs, agreed by all present)

Item 10.1/21: To discuss the matter of insurance for the use of staff vehicles for council business: the matter will be investigated further for the February agenda.

CLERK

Item 11.1/21: To receive information regarding the possible provision of football facilities at Cotton End Road: A meeting on 8/12/2020 had been held with PCL Consulting Ltd, acting for Exning Estates. They have been commissioned to provide a feasibility study regarding a possible provision of football facilities adjacent to the Cotton End cricket & tennis club sites. Concerns were expressed regarding parking, noise & light pollution, destruction of natural environment & over-commercialisation of the site.

Item 12.1/21: To consider a proposal to purchase & operate the SCRIBE Accounts Parish Council software from April 2021: The software will be purchased. (proposed Cllr C Nilsen, seconded Cllr G Robinson, agreed by all present) [LGA 1972, s.111]

CLERK

Item 13.1/21: To receive an application for co-option to the Parish Council: An application was received from Mrs K Schossland & was accepted by the council. (proposed Cllr T Wood, seconded Cllr J Gowing, agreed by all present) [LGA

CLERK

1972, s87(1)] Another vacancy has occurred via the departure from the committee of Cllr S Twite. WSC Democratic Services has been informed.

Item 14.1/21: Other Administrative Matters

- To receive the Chairman's report:** Chairman, Cllr T Wood, had met with SCC Highways & WSC Parks in December to discuss Chapel Street parking & village grass cutting respectively.
- To receive the Clerk's Report:** The COVID-19 Volunteer Shopping Payments Scheme has been resurrected in the current lockdown to assist vulnerable people in the parish. Two of the old concrete litter bins on the recreation ground & in the play area have been reported as showing signs of deterioration. The play area re-surfacing works are now complete. Councillors are advised that there are scam emails circulating at present.
- To receive correspondence:** 1: **A RESIDENT** - regarding traffic on Windmill Hill; this will be referred to SCC Highways. 2: **A RESIDENT** - regarding weeds on Chapel Street, Swan Lane & Ducks Lane; this will be referred to SCC Highways. 3: **CAMBRIDGESHIRE COUNTY COUNCIL ENERGY INVESTMENT UNIT** - regarding a proposal for a solar farm at Glebe Farm, Landwade Road, Fordham parish; Fordham PC will be contacted to discuss initially. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- To consider Section 137 requests:** There were no applications received. [LGA 1972, s.137]

CLERK

PLANNING

Item 15.1/21: Report from the Planning Working Group - & to discuss issues arising – A report was received & responses & decisions noted. [Town & Country Planning Act 1990, Sched. 1 para 8]

CLERK

Agenda Item 15 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/20/1937/VAR	Halfway House Burwell Road Exning CB8 7LA <i>Variation of Conditions – to amend materials & chimney detail & new vehicular access</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/20/1939/FUL	Shangrila 3 The Highlands Exning Suffolk CB8 7NT <i>Full application – one dwelling w detached double garage & shared access</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/20/1989/TCA	Leveretts Windmill Hill Exning Suffolk CB8 7PB <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION; REQUEST REPLANT WSC – APPLICATION WITHDRAWN
DC/20/2128/TCA	Barnaby House 13 Swan Grove Exning CB8 7HX <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/20/2032/OUT	New Dwelling The Mount 43 Laceys Lane Exning Suffolk <i>Outline planning application (all matters reserved) – one dwelling</i>	EPC – OBJECTION WSC – APPLICATION REFUSED
DC/20/2011/HH	Crook Lodge 2 Shepherd Close Exning CB8 7PG <i>Householder application – single storey side extension</i>	EPC – NO OBJECTION; COMMENT WSC – APPLICATION WITHDRAWN
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/20/1997/HH	5 Swan Grove Exning CB8 7HX <i>Householder application – a: single storey front extension b: single storey rear extension c: first floor extension above existing garage d: one balcony to rear elevation e: detached garage w alterations to existing driveway</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED
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 – 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 CONSIDERATION (proposed Cllr R Stubbs, seconded Cllr J Gowing, in favour 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 CONSIDERATION
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 – DISCUSSION WITH BURWELL PC BEFORE RESPONDING WSC – PENDING CONSIDERATION

- DC/20/2032/OUT:** Exning Parish Council **OBJECTS** to this application. This is a resubmission to what was turned down before. It is still backfill development and not acceptable. As previously stated, the Parish Council would not object to an application to fill in the gap alongside the existing house; but not this building on rear garden. In a letter the applicant refers to a house opposite; but the house referred to at this location was not built behind the existing house. It was built alongside and set further back so is not a relevant comparison case.
- DC/20/2011/HH:** Exning Parish Council voices no objection to this application. **COMMENT:** Although it commented that the extension appears to be very large in comparison to the rest of the properties on Shepherd Close.
- 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 15 b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/20/1173/HH	The Mill Barn Mill Lane Exning Suffolk CB8 7JW <i>Householder application – single storey side extension to existing garage</i>	EPC – NO OBJECTIONS WSC – APPLICATION APPROVED
DC/20/1643/FUL	20 Oxford Street Exning CB8 7EW <i>Full application – two storey rear extension</i>	EPC – NO OBJECTIONS WSC – APPLICATION APPROVED
DC/20/1727/HH	19 New River Green Exning Suffolk CB8 7HS <i>Single storey side extension; conversion of garage</i>	EPC – NO OBJECTIONS WSC – APPLICATION APPROVED
DC/20/1833/TCA	4 Swan Grove Exning Suffolk CB8 7HX Tree work in a conservation area	EPC – NO OBJECTIONS WSC – NO OBJECTIONS RECEIVED
DC/20/1875/TPO	12 New River Green Exning CB8 7HS Application for tree work on a tree with a preservation order	EPC – NO OBJECTIONS WSC – TPO TREE WORK APPROVED
DC/20/1896/HH	2 Beechwood Close Exning CB8 7EL Window & infill of integral garage door, new boundary wall, parking area	EPC – OBJECTION TO PART B OF APPLICATION NEW PLANS SUBMITTED EPC – NO OBJECTIONS TO AMENDED APPLICATION WSC – PENDING DECISION

- **DC/20/1896/HH:** Exning Parish Council **OBJECTS to PART B** of this application for the following reason:- Beechwood Close is an open plan area with no front garden walls or fences. The 5foot, 3inch high proposed brick wall is out of character with the frontages of other properties on the road. We understand that other properties on Beechwood Close have a covenant preventing high walls/fences on the frontages. The Parish Council has no issues with parts A & C of this application. If a wall is allowed; the Parish Council requests that a maximum height restriction of 2feet be imposed.

Agenda Item 15 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 IN PROGRESS
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Item 16.1/21: To receive an update regarding Chancery Park matters: A Design & Access Statement has been received from Persimmon Homes; currently in its confidential stage at this time & will be discussed under the confidential agenda section.

HIGHWAYS

Item 17.1/21: Report from Highways Group – & to discuss issues arising: Following a meeting with SCC Highways & SCC Cllr R Hood, it has been confirmed that it is possible to put opposing double yellow lines at the chapel pinch point on Chapel Street to prevent obstructions occurring. Funding for this would be required & costs are awaited. A meeting with WSC Parks in December regarding grass cutting & trees took place: responses are awaited. The BT Exchange building land has now been cleared & damage to the building windows has been reported to the owners. Most reported potholes are being repaired on an on-going basis.

CLERK

Item 18.1/21: To receive information regarding major works on the A14 Brickfield Bridge: A report of the works dates & diversion details, as provided by Highways England, was received. There has been some confusion reported regarding the diversion not being signed early enough to allow drivers to change route to avoid having to use the A14. Highways England will be contacted advising of this matter.

CLERK

RECREATION & ENVIRONMENT

Item 19.1/21: To receive a report regarding Cemetery & Churchyard matters & discuss issues arising: A recent grave sinkage will be addressed.

VILLAGE
KEEPER

Item 20.1/21: Report from the Recreation & Environment Group – & to discuss issues arising: Following concerns from a resident regarding the condition of the Frogmore Paddock, a letter will be sent to the new owners. (proposed Cllr R Stubbs, seconded Cllr T Wood, agreed by all present)

CLERK

Item 21.1/21: 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 R Stubbs, seconded Cllr G Robinson, agreed by all present)

Item 22.1/21: To discuss staffing matters: A phased return to work plan was discussed for a member of staff from 1/2/21.

CLERK

From Item 16.1/21: The confidential Design & Access Statement was discussed. Persimmon Homes will be contacted to ascertain the procedure going forward & a virtual meeting of councillors will occur within two weeks to discuss the document in more depth.

CLERK

From Item 19.1/21: The owners of a grave in Lacey's Lane cemetery had been met in December to discuss planting & an unauthorised memorial; agreement had been made for removal of the items.

Item 23.1/21: Item requests for the next agenda (February 2021): Insurance for council staff using own vehicles for work purposes. Village Christmas Tree costs.

Item 24.1/21: Date of next meeting: The next Virtual Parish Council Meeting will be held on **Wednesday 24th February 2021 at 7.00pm**; hosted via the Zoom conference platform. **Chairman, Cllr T Wood, closed the meeting at 8.46pm.**

APPENDIX A: December 2020 & January 2021 Non-Confidential Payments & Receipts

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Dec-20				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
Grangewood Plastic Packaging Ltd	£ 75.00	£ 15.00	£ 90.00	Litter Bin Liners	Litter Act 1983 ss 5,6
Anglian Water (Wave)	£ 26.73	£ -	£ 26.73	Water Bill - Lacey's Lane Cemetery	LGA 1972, s214
Ridgeons Ltd	£ 15.44	£ 3.09	£ 18.53	Tree Stake / Tarmac Repair	LGA 1972, s214 & s215
Rougham Estate Sales	£ 195.21	£ 39.04	£ 234.25	Christmas Tree for village	Open Spaces Act 1906, ss.9&10
Community Heartbeat Trust	£ 87.00	£ 17.40	£ 104.40	Replacement pads for defibrillator	Public Health Act 1936, s234
Newmarket & District Swimming Club	£ 150.00	£ -	£ 150.00	Grant to Swimming Club	LGA 1972, s137
Royal British Legion:Exning Branch	£ 20.00	£ -	£ 20.00	Remembrance Day Wreath	LGA 1972, s111
CW Kirk Lawnmowers Ltd	£ 3,000.00	£ 600.00	£ 3,600.00	Purchase of Horticultural equipment	Open Spaces Act 1906, ss.9&10
M K Whitaker	£ 100.00	£ -	£ 100.00	IT Services	LGA 1972, s111
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Website management	LGA 1972, s142
C Whitaker (reimbursements)	£ 25.70	£ 3.34	£ 29.04	Stationery, postage, publicity	LGA 1972, s111
The Christmas Decorators	£ 352.00	£ 176.00	£ 528.00	Decoration of village Christmas tree	Open Spaces Act 1906, ss.9&10
N-CIS	£ 90.00	£ 18.00	£ 108.00	Technical hardware support	LGA 1972, s111
Ben Burgess, Newmarket	£ 28.95	£ -	£ 28.95	Personal Protective Equipment	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 61.43	£ 12.29	£ 73.72	Horticultural Equipment maintenance	Open Spaces Act 1906, ss.9&10
	£ 4,252.46	£ 884.16	£ 5,136.62		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
NK	£ 230.00	£ -	£ 230.00	Purchase of Exclusive Rights of Burial	LGA 1972, s214
Mildenhall Monumentals	£ 50.00	£ -	£ 50.00	Memorial work	LGA 1972, s214
	£ 280.00	£ -	£ 280.00		

Schedule of Non-Confidential Payments & Receipts to inform Full Council					
Date:	Jan-21				
Supplier / Payee	Nett	VAT	Gross	Description	POWER USED
E.ON	£ 48.96	£ 2.45	£ 51.41	Old Cemetery Chapel Electricity Bill	LGA 1972, s214
E.ON	£ 35.78	£ 1.79	£ 37.57	Old Cemetery Office Electricity Bill	LGA 1972, s214
Flagship Homes	£ 112.17	£ 22.43	£ 134.60	Storage fees	Open Spaces Act 1906, ss.9&10
Harmony Gardens	£ 82.50	£ -	£ 82.50	Churchyard Eco-bed; War Memorial bed	LGA 1972, s215; Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 60.26	£ 12.06	£ 72.32	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 46.91	£ 9.39	£ 56.30	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 63.79	£ 12.76	£ 76.55	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 79.08	£ 15.82	£ 94.90	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
TT Logistics	£ 65.00	£ -	£ 65.00	Christmas Tree installation/removal	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 54.21	£ 10.85	£ 65.06	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
Newmarket Day Centre	£ 25.00	£ -	£ 25.00	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
CW Kirk Lawnmowers Ltd	£ 179.92	£ 35.98	£ 215.90	Horticultural Machinery Annual Servicing	Open Spaces Act 1906, ss.9&10
Fenland Leisure Products Ltd	£ 160.00	£ 32.00	£ 192.00	Repair to play area equipment	Open Spaces Act 1906, ss.9&10
Reimbursements	£ 208.04	£ 41.04	£ 249.08	Cemetery maint; Village grass maint; website; virtual conferencing; office stationery	LGA 1972, s214; Open Spaces Act 1906, ss.9&10; LGA 1972, s142; LGA 1972, s111
	£ 1,221.62	£ 196.57	£ 1,418.19		
Purchaser / Payer	Nett	VAT	Gross	Description	POWER USED
CB	£ 50.00	£ -	£ 50.00	Memorial fees	LGA 1972, s214
Barclays Bank	£ 80.96	£ -	£ 80.96	Interest received	LGA 2003, s.12
Ivett & Reed	£ 100.00	£ -	£ 100.00	Memorial fees	LGA 1972, s214
HMRC	£ 1,151.89	£ -	£ 1,151.89	VAT Refund	VAT Act 1994, s.42
LC	£ 520.00	£ -	£ 520.00	Interment of ashes fees	LGA 1972, s214
	£ 1,902.85	£ -	£ 1,902.85		