

Minutes of the Ordinary Meeting of Exning Parish Council

held on Wednesday 27th October 2021 at 7.00pm at Exning Community Church Hall

PRESENT: Parish Councillors N Barlow, A Hall, D Kilsby-Steele, J London, G Robinson, K Schosland, T Wood (Chairman). Also in attendance; Suffolk County Cllr R Hood. No members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.10/21: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.00pm. It was noted that the Clerk was unexpectedly absent & that Cllr K Schosland would be taking the meeting minutes. Cllr J London queried whether the meeting was legal given the absence of the Parish Clerk. The Clerk had advised the Chairman in advance that Parish Council meetings have no legal requirement to have a Clerk present. The Chairman proposed a vote to continue with the meeting on this basis; this was passed (7-0-1)

- a. **To receive apologies:** Cllrs J Gowing & C Nilsen were absent: however retrospectively it has since been noted that Cllr Gowing had provided his apologies in time (unexpected personal time restraints). Cllr S Cole had given apologies (work commitments).
- b. **To approve apologies from members:** No member apologies received at the time of the meeting.

Item 2.10/21: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood had provided a report. Cllr G Robinson raised the issue of the ongoing A14, j37 works which had been due to complete in April 2021. This is the jurisdiction of Highways England, not SCC Highways, but Cllr Hood was aware that more problems than initially expected had been discovered with the j37 bridge.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole was not present. His apologies had been given, but no report had been received.

Item 3.10/21: 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 raised.
- b. **To Consider any Requests for Dispensation:** None received.

Item 4.10/21: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 22nd SEPTEMBER 2021: [LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved, with the amendments to remove the words ANNUAL & VIRTUAL from the document, & were signed by the Chairman. (TW/GR/7-0-1)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None

FINANCE

Item 5.10/21: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for September 2021:** The finance report for September 2021 was received, but will be deferred for noting at the November meeting.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 27/10/2021 had been supplied to the meeting in advance by the Clerk (standing at £107,897.83), but will be deferred for noting at the November meeting.
- c. **To receive the Q2 Budget Report for 2021/22:** The Q2 Budget Report was received, but will be deferred for noting at the November meeting.

NOVEMBER
MEETING

Item 6.10/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

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

NOVEMBER
AGENDA

NOVEMBER
MEETING

Item 7.10/21: BANK STATEMENTS: To confirm that the September 2021 bank statement balances & related bank reconciliation have been scrutinised & approved: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

Chairman, Cllr T Wood, will confirm that the bank statements & bank reconciliation for September 2021 were in balance at the November meeting.

NOVEMBER
MEETING

Item 8.10/21: BUDGET 2022/23: To receive & discuss the draft budget for the financial year 1/4/2022-31/3/2023 in advance of approval at the November council meeting: [Local Government Finance Act, 1992, s41]

Discussion took place regarding the track to the recreation ground from Chapel Street: it was felt that the Parish Council should not pay for this as it does not own the area. There should be further investigation into who owns the land or has right of passage over it. There was discussion regarding the crumbling clunch wall on Chapel Street: a meeting with the resident will be arranged. Councillors were advised to log any comments regarding the draft budget with the Clerk before the November meeting.

ALL
CLLRS

ADMINISTRATION

Item 9.10/21: EXTERNAL AUDIT 2020/2021: To receive & note the External Audit Report from PKF Littlejohn: [Accounts & Audit Regulations 2015 (SI 2015/234) reg16]

The 2020/2021 External Audit report, with no matters of concern, was received & noted. Councillors thanked the Clerk in her absence for her work on this.

Item 10.10/21: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had met with the head teacher at Exning Primary School & with the SCC Schools Planning Officer to discuss the possible extension of the primary school in the context of the Chancery Park Phase 2 development. This will be discussed at the Planning Committee at WSC. The issue of the school crossing was raised with SCC HW; this will be reviewed again. Reports of vandalism on Burwell Road where saplings had been removed. Persimmon had reported that the mess & equipment left at Burwell Road had been sorted, but all equipment is still at the location.
- b. **To receive the Clerk's Report:** The Clerk submitted a report that the recreation ground shelter installation was delayed due to damaged parts.
- c. **To receive correspondence:** i. WSC Markets Review Group: To receive information regarding a Markets Review Survey – noted. ii. Draft Police & Crime Plan 2022-2025: To receive the consultation information – noted.
Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.
- d. **To consider Section 137 requests:** [LGA 1972, s.137] A thank you letter was received from the organiser of the Village Cinema for the grant previously awarded. There were no other applications received.
- e. **To receive the resolutions update for Q2, 2021/22:** the report was noted.
- f. **To review & approve the Working Group membership for Exning Parish Council:** [LGA 1972, s246, ss.12] Newly appointed Cllr N Barlow will be part of the Planning & Highways Working Groups. It was suggested that each group meets two to three times annually & that there will be a co-ordinator of the meetings for each group. Co-ordinators appointed: Administration & Finance – Cllr T Wood, Recreation & Environment – Cllr K Schosland, Highways – Cllr G Robinson, Planning – Cllr D Kilsby-Steele.
- g. **To receive a report regarding Remembrance Day Ceremony on Sunday 14th November 2021:** [LGA 1972, s.111] A report from the Clerk was received detailing the logistics. Cllr J London volunteered to run the public address system. Cllrs A Hall & G Robinson volunteered to be stewards on the day.
- h. **To receive an update regarding the village Christmas Tree:** [Open Spaces Act 1906, ss9&10] A report was received from the Clerk detailing the arrangements for the delivery, installation & decoration of the tree.

ALL
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PLANNING

Item 11.10/21: REPORT: To receive the October 2021 report from the Planning Working Group & authorise any actions:

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

A report for October 2021 was received & responses & decisions noted & approved. (DKS/GR/7-0-1)

CLERK

Agenda Item 11 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/21/1868/HH	Woodside Windmill Hill Exning <i>Householder application – front & side single story extension</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1913/TPO	Street Record Beechwood Close Exning <i>Application for tree work on a tree with a protection order</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/2086/TCA	3 Church Close Exning <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING DECISION

Agenda Item 11 b: 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 – OBJECTION: SEE MINUTES 24/3/2021 WSC – PENDING DECISION
DC/21/0968/FUL	Land To The East of Breach Farm, Ness Road, Burwell, E.Cambs <i>Full application – solar farm w ancillary development & vehicular access</i>	EPC – NO OBJECTION; SEE COMMENTS WSC – PENDING DECISION
DC/21/1335/FUL	Clinic Derby Cottage Fordham Road Exning <i>Full application – one treatment centre</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1593/HH	Cairns North End Road Exning <i>Householder application – conversion of existing outbuilding to annexe</i>	EPC – NO OBJECTION WSC – APPROVED
DC/21/1525/FUL	11 Oxford Street Exning <i>Full application – additional floor & roof extension, installation of front wall</i>	EPC – OBJECTION: see comments WSC – APPLICATION WITHDRAWN

Agenda Item 11 c: PLANNING RE-CONSULTATIONS ON PLANNING APPLICATIONS

DC/21/0968/FUL	Land to the East of Breach Farm Burwell <i>Amended plans & additional information & Environmental Statement Addendum</i>	EPC – NO FURTHER COMMENT WSC – PENDING DECISION (MEETING 3/11/21)
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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.

Item 12.10/21: CHANCERY PARK: To receive an update: [Town & Country Planning Act 1990, Sched. 1, para. 8]

No additional information.

HIGHWAYS

Item 13.10/21: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions: It was noted that streetlights around the village were being upgraded by SCC HW to LED. The Burwell to Exning cycleway was queried: this is under discussion by SCC.

Item 14.10/21: CHAPEL STREET : To receive information regarding the Permanent Road Traffic Order: Further correspondence with SCC HW regarding the double yellow line proposals was received & noted. A response is awaited.

RECREATION & ENVIRONMENT

Item 15.10/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions: [LGA1972, s.214&s.215]

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

Item 16.10/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions: There was no report.

Item 17.10/21: FLOWER BEDS: To consider maintenance of the war memorial flower bed & village planters: [Open Spaces Act 1906, ss9&10]
It was suggested that volunteers may be sought via the newsletter.

Item 18.10/21: QUEEN'S GREEN CANOPY (QGP) 2022: To discuss options for taking part in the tree-bilee initiative for the Platinum Jubilee: [Open Spaces Act 1906, ss9&10]

The 2022 Tree-bilee initiative for the Platinum Jubilee is to encourage tree planting to aid the environment. Parish Councils have been offered free packs of tree saplings to plant within the parishes. The Clerk has applied for a pack for Exning Parish Council and has had a confirmation. The trees can be planted in the recreation ground, churchyard, cemeteries, highway green areas. Any remaining saplings could be offered to the community.

Item 19.10/21: JUBILEE FETE 2022: To discuss a village fete for the Queen's Platinum Jubilee on the extended bank holiday weekend of 2nd – 5th June 2022: [Local Government Act 1972,s145] Exning Jubilee Fete will take place. (TW/AH/7-0-1). A Jubilee Fete Working Group will be set up consisting of Cllr A Hall as co-ordinator, Cllr K Schosland as admin support. Members are Cllrs D Kilsby-Steele & J London. Members of the community will also be appointed.

Item 20.10/21: 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/GR/7-0-1)

Item 21.10/21: STAFFING: To discuss staffing matters: [LGA 1972, s.112]
A staff update was provided by Chairman, Cllr T Wood.

Item 22.10/21: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:
Chairman, Cllr T Wood, updated the council about recent news articles regarding Exning Parish Council.

Item 23.10/21: AGENDA ITEMS: To note items for consideration at the next meeting (November 2021): None suggested.

Item 24.10/21: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on **Wednesday 24th November 2021 at 7.00pm** & will take place at the Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 8.50pm.

CLERK

NL
WORKING
GROUP

JUBILEE
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WORKING
GROUP

APPENDIX A: October 2021 Non-Confidential Payments & Receipts

Exning Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99 Storage Rental	01/10/2021	OpenSpacesAct1	Barclays Bank Current	DDR DEXN001 Q3 /9/	Garage Storage	Flagship Homes	S	113.40	22.68	136.08
100 Salaries, PAYE, NICs, WPP	08/10/2021	PensionsAct200E	Barclays Bank Current	DDR WP1414099 07/1	Workplace Pension	Standard Life	X	26.10		26.10
101 Computing	15/10/2021	LGA1972,s142	Barclays Bank Current	SO 15OCT21/101	Website Management	Newmarket Day Centre	E	25.00		25.00
102 Grass Cutting	18/10/2021	OpenSpacesAct1	Barclays Bank Current	BACSSIN080971/102	Grass Cutting	Vertas Group Limited	S	267.87	53.57	321.44
103 Lacey's Lane Grave Digging I	18/10/2021	LGA1972,s214	Barclays Bank Current	BACS 3482/103	Grave Digging Fees	Spring Cottage Landscaping E	E	485.00		485.00
104 Section 137 Grants	18/10/2021	LGA1972,s137	Barclays Bank Current	BACS s137v.cin/104	Section 137 grant	Exning Community Church H	X	200.00		200.00
105 Computing	25/10/2021	LGA1972,s142	Barclays Bank Current	BACSREIMB07/105,10	Reimbursements	Reimbursements	E	501.60		501.60
106 Cllr expenses	25/10/2021	LGA1972,s142	Barclays Bank Current	BACSREIMB07/105,10	Reimbursements	Reimbursements	E	204.34		204.34
107 Computing	25/10/2021	LGA1972,s142	Barclays Bank Current	BACSREIMB07/105,10	Reimbursements	Reimbursements	S	16.99	3.40	20.39
108 Salaries, PAYE, NICs, WPP	26/10/2021	LGA1972,112	Barclays Bank Current	BACSXX07/108-110	Net Salaries	Wages Control Account	X	2,426.73		2,426.73
109 Travel	26/10/2021	LGA1972,112	Barclays Bank Current	BACSXX07/108-110	Net Salaries	Wages Control Account	X	50.00		50.00
110 Telephone & Internet	26/10/2021	LGA1972,112	Barclays Bank Current	BACSXX07/108-110	Net Salaries	Wages Control Account	X	50.00		50.00
111 Electricity	26/10/2021	LGA1972,s214	Barclays Bank Current	DDKI-FB4ECE18-001/1	Electricity Fees	E.ON	L	9.20	0.46	9.66
112 Electricity	26/10/2021	LGA1972,s214	Barclays Bank Current	DDKI-DC69F7A6-001/1	Electrical Work	E.ON	L	15.01	0.75	15.76
Total								4,391.24	80.86	4,472.10

Exning Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
22 Burial Fees	15/10/2021		Barclays Bank Current		Interment in Earthen Grave	Southgate of Newmarket Ltd	Z	530.00		530.00
23 Memorial Fees	22/10/2021		Barclays Bank Current		Memorial Application	Ivett & Reed Ltd	Z	120.00		120.00
Total								650.00		650.00