

**Minutes of the Virtual Ordinary Meeting of Exning Parish Council  
held on Wednesday 28<sup>th</sup> July 2021 at 7.00pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors J Gowing, A Hall, D Kilsby-Steele, C Nilsen, G Robinson, T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council. There were no members of the public in attendance.

**OPEN FORUM:** None

**Item 1.7/21: 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 Cllr J London (work commitments) & Cllr K Schosland (prior appt). SCC Cllr R Hood gave her apologies.
- b. **To approve apologies from members:** Cllrs London & Schosland's apologies were approved. (GR/AH/ALL)
- c. **Councillor introductions:** all members and the Clerk gave a brief introduction to the committee

**Item 2.7/21: COUNCILLOR REPORTS:** [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood was not present, having given her apologies.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole was not present. No apologies had been received.

**Item 3.7/21: 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 T Wood declared a pecuniary interest in agenda item 9a, Newsletter.
- b. **To Consider any Requests for Dispensation:** None received.

**Item 4.7/21: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 22rd JUNE 2021:** [LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved & were signed by the Chairman. (AH/JG/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None

#### FINANCE

**Item 5.7/21: FINANCE REPORT:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for June 2021:** The finance report for June 2021 was received & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 28/7/21 was reported at £117,881.94.
- c. **To receive the Q1 Budget Report:** The Q1 Budget Report was noted.

**Item 6.7/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

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

**Item 7.7/21: BANK STATEMENTS: To confirm that the June 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 June 2021 were in balance.

#### ADMINISTRATION

**Item 8.7/21: CO-OPTION: To note an application received for co-option to the Exning Parish Council committee for one member:** [LGA 1972, s87(1)]

An application was noted from Nathaniel Barlow, who will be co-opted onto Exning Parish Council at the September agenda.

**Item 9.7/21: EXNING NEWSLETTER:** [LGA 1972, s.142]

- a. **To approve standing payment to the Editor for time & expenses:** The Editor will be paid a sum of £30 per month by standing order for time & expenses. (JG/GR/ALL)
- b. **To approve the printing costs of a quarterly newsletter:** Burwell Print will be engaged to print the quarterly newsletter at an approximate cost of £475 per quarter. (JG/GR/ALL)

**Item 10.7/21: OTHER ADMINISTRATIVE MATTERS:**

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had received communication from residents regarding West Suffolk Council (WSC) grass cutting service & obstructive parking on Chapel Street.
- b. **To receive the Clerk's Report:** The Clerk reported that there had been graffiti occurrences at the play area.
- c. **To receive correspondence:** There were no items of correspondence. *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 receive the resolutions update for Q1, 2021/22:** the report was noted.

#### PLANNING

**Item 11.7/21: REPORT: To receive the July 2021 report from the Planning Working Group & authorise any actions:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

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

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

DC/21/1183/HH	Andromeda Windmill Hill Exning <i>Householder application – 1.8m gate &amp; fence</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/1261/FUL	4 The Highlands, Exning <i>Full application – conversion of garages to dwelling</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1210/HH	5 Swan Grove Exning <i>Householder application – single &amp; first floor extensions, detached garage, alterations to driveway</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1323/TCA	Exning Allotments, Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1413/TCA	Exeter Lodge, Church Street Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1430/TCA	2 Swan Grove Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1392/HH	2 Shepherd Close Exning Suffolk CB8 7EW <i>Householder application – single storey extension &amp; boundary fencing installation</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/1518/TCA	2 Oxford Street Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

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

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 WSC – PENDING DECISION
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 24/3/2021</b> 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 &amp; vehicular access</i>	EPC – NO OBJECTION; <b>SEE COMMENTS</b> WSC – PENDING DECISION
DC/21/1246/TCA	1 Beechwood Close Exning <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING DECISION

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)

**Item 12.7/21: CHANCERY PARK: To receive an update regarding Chancery Park matters:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

Cllr T Wood gave a summary of the Chancery Park development history; Phases 1 & 2.

**HIGHWAYS**

**Item 13.7/21: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions:** Cllr J Gowing gave a report regarding overgrowth of vegetation on Windmill Hill & Ducks Lane. Cllr C Nilsen reported resident complaints from Chapel Street regarding businesses not using their designated parking spaces which causes resident parking issues.

**Item 14.7/21: RECREATION GROUND APPROACH TRACK: To discuss the condition of surfacing:** Deferred to the September agenda.

**Item 15.7/21: OXFORD STREET CROSSING: To receive an update regarding illegal parking:** A meeting with SCC Highways has taken place with SCC Cllr Hood, Cllr T Wood & Exning Primary School headteacher to discuss barriers & the effect of the SEND unit on the crossing area.

**Item 16.7/21: BURWELL ROAD: To receive an update on roadworks connected with Chancery Park development:** A letter of complaint will be sent to SCC Highways regarding the unacceptable timescale of these works which are still not

AGENDA

CLERK

completed.

**RECREATION & ENVIRONMENT**

**Item 17.7/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions:** [LGA1972, s.214&s.215]

- a. **Lacey's Lane Cemetery:** The weed & feed has been completed. The noticeboard is installed.
- b. **St Martin's Churchyard:** A gate is being sourced for the Church Street entrance.
- c. **Exning Road Old Cemetery:** Nothing to report.

CLERK

**Item 18.7/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions:** There was no report.

**Item 19.7/21: RECREATION GROUND EQUIPMENT: To receive an update regarding play equipment & other matters:** [Open Spaces Act 1906, ss9&10]  
Deferred to the September agenda.

AGENDA

**Item 20.7/21: 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:**

There were no confidential matters to discuss; therefore no proposal for a confidential section was made.

**Item 21.7/21: STAFFING: To discuss staffing matters:** [LGA 1972, s.112]

There were no staffing matters to discuss.

**Item 22.7/21: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:**

There were no confidential matters to discuss.

**Item 23.7/21: AGENDA ITEMS: To note items for consideration at the next meeting (September 2021):** Fete for 2022.

**Item 24.7/21: DATE OF THE NEXT MEETING:** The next Parish Council Meeting will be held on **Wednesday 22<sup>nd</sup> September 2021 at 7.00pm** & will take place at the Exning Community Church Hall.

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

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

Exning Parish Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59 Storage Rental	01/07/2021	OpenSpacesAct1	Barclays Bank Current	DDR DEXN1001 Q1 / 5	Garage Storage	Flagship Homes	S	113.40	22.68	136.08
60 Grass Cutting	02/07/2021	OpenSpacesAct1	Barclays Bank Current	BACS SIN07144/60	Grass Cutting	Vertas Group Limited	S	267.87	53.57	321.44
61 St Martin's gates	02/07/2021	LGA1972,s215	Barclays Bank Current	BACS240621/61	Gate/Fencing Repairs	D Telfer	E	350.00	0.00	350.00
62 Lacey's Lane Grave Digging f	02/07/2021	LGA1972,s214	Barclays Bank Current	BACS344/62	Grave Digging Fees	Spring Cottage Landscaping	E	245.00	0.00	245.00
63 Salaries, PAYE, NICs, WPP	08/07/2021	LGA1972,112	Barclays Bank Current	DDR WP1414099 04 /	Workplace Pension	Standard Life	X	26.10	0.00	26.10
64 Computing	15/07/2021	LGA1972,s142	Barclays Bank Current	SO 15JULY21 / 64	Website Management	Newmarket Day Centre	E	25.00	0.00	25.00
65 St Martin's gates	27/07/2021	LGA1972,s215	Barclays Bank Current	BACS IB475485/65	Gate/Fencing Repairs	Huws Gray Ridgeons	S	9.00	1.80	10.80
66 Insurance	27/07/2021	LGA1972,s111	Barclays Bank Current	BACS531945/66	Insurance Premium	BHIB Ltd	Z	1,163.32	0.00	1,163.32
67 Street Furniture	27/07/2021	LGA1972,s214	Barclays Bank Current	BACS16107/67	Noticeboard	Greenbarnes Ltd	S	1,158.65	231.73	1,390.38
68 Salaries, PAYE, NICs, WPP	27/07/2021	LGA1972,112	Barclays Bank Current	BACSXX04/68 69 70	Net Salaries	Wages Control Account	X	2,951.16	0.00	2,951.16
69 Travel	27/07/2021	LGA1972,112	Barclays Bank Current	BACSXX04/68 69 70	Net Salaries	Wages Control Account	X	25.00	0.00	25.00
70 Telephone & Internet	27/07/2021	LGA1972,112	Barclays Bank Current	BACSXX04/68 69 70	Net Salaries	Wages Control Account	X	50.00	0.00	50.00
71 Computing	28/07/2021	OpenSpacesAct1	Barclays Bank Current	BACSREIMB04/71 72 7	Reimbursements	C Whitaker	S	76.98	3.40	80.38
72 Petrol Costs	28/07/2021	OpenSpacesAct1	Barclays Bank Current	BACSREIMB04/71 72 7	Reimbursements	C Whitaker	S	50.82	10.16	60.98
73 LL Cem Ground Maintenance	28/07/2021	OpenSpacesAct1	Barclays Bank Current	BACSREIMB04/71 72 7	Reimbursements	C Whitaker	S	13.67	2.73	16.40
<b>Total</b>								<b>6,525.97</b>	<b>326.07</b>	<b>6,852.04</b>

28 July 2021 (2021 - 2022)

Exning Parish Council  
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
11 Memorial Fees	28/07/2021		Barclays Bank Current	6	Cemetery Memorial Applicator	Ivett & Reed Ltd	Z	100.00	0.00	100.00
12 Burial Fees	28/07/2021		Barclays Bank Current	5	Interment in Earthen Grave	Southgate of Newmarket Ltd	Z	530.00	0.00	530.00
<b>Total</b>								<b>630.00</b>	<b>0.00</b>	<b>630.00</b>