

**Minutes of the Virtual Annual Meeting of Exning Parish Council
held on Wednesday 5th May 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, D Kilsby-Steele, J London, G Robinson, K Schosland, T Wood (Chairman). Also in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood & WSC Cllr S Cole (both departed 7.25pm). There were two members of the public in attendance.

OPEN FORUM: Nothing raised.

Item 1.5/21: ELECTION OF CHAIRMAN: To receive nominations & elect a Chairman: [LGA 1972, ss15(2)]

The Clerk called for nominations for Chairman: Cllr J Gowing nominated Cllr T Wood for the position of Chairman of Exning Parish Council for 2021/2022: seconded by Cllr G Robinson. Cllr J London nominated Cllr G Robinson for the position of Chairman, no seconder was forthcoming. Cllr Wood is elected as Chairman of Exning Parish Council (JG/GR/ALL)

Item 2.5/21: CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: Chairman to sign the Acceptance of Office: [LGA 1972, s83(4)]

Cllr T Wood will sign the Declaration of Acceptance of Office at the next available face-to-face opportunity.

TW

Item 3.5/21: ELECTION OF VICE CHAIRMAN: To receive nominations & elect a Vice Chairman: [LGA 1972, ss15(7)]

Cllr T Wood nominated Cllr G Robinson for the position of Vice Chairman of Exning Parish Council for 2021/2022: seconded by Cllr J London. Cllr Robinson is elected as Vice Chairman of Exning Parish Council (TW/JL/ALL)

Item 4.5/21: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.10pm.

- a. **To receive apologies:** No apologies were received. Cllr C Nilsen was absent.
- b. **To approve apologies from members:** No apologies were received.

Item 5.4/21: CO-OPTION: One new Member to sign the Acceptance of Office, Suffolk Code of Conduct & Declaration of Interests: [LGA 1972, s87(1)]

Ms Daniella Kilsby-Steele has signed the Declaration of Acceptance of Office, Suffolk Code of Conduct & Register of Councillor's Interests. She is duly co-opted onto the Parish Council committee.

CLERK

Item 6.5/21: OTHER BODIES: To resolve to invite attendance at meetings of Other Bodies & receive associated reports: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** The April 2021 County report was received. County elections will take place tomorrow (6/5/21). Following a question regarding school places at Exning Primary School, Cllr Hood stated that there had been a huge focus on education & children's services by SCC (Suffolk County Council).
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole reported that WSC (West Suffolk Council) had a change-freeze due to the pandemic. Reserves have been released where necessary & the budget has been ratified. There will be a cabinet re-shuffle in May.
- c. **Newmarket Safer Neighbourhood Team:** No representation made.

The councillors for SCC & WSC & a representative of Newmarket SNT will continue to be invited to parish council meetings. (TW/JG/ALL)

CLERK

Chairman, Cllr T Wood, proposed that Item 22.4/21 be brought forward to this point in the meeting. (TW/KS/ALL)

Item 22.5/21: ST WENDRED'S WAY: To receive an update regarding the recent telegraph pole installation:

A member of the public thanked the Chairman & County Cllr for assisting with negotiations with BT Openreach & raised concerns regarding procedure for laying cables on private property & communication. BT has a duty of care regarding the restoration of people's property whilst laying cables. The Parish Council will ask the next SCC councillor for funding from their Highways Locality Budget to proceed with the works as specified by BT's Option 1, costing £2,206.40. Once funding is agreed, the Parish Council will instruct BT. BT will liaise with all residents as necessary.

CLERK

SCC Cllr Hood & WSC Cllr Cole left the meeting at 7.25pm

Item 7.5/21: 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 8.5/21: MINUTES OF THE VIRTUAL ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 24th MARCH 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. (GR/JG/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None

FINANCE

Item 9.5/21: FINANCE REPORT: To receive the report for March 2021, Q4 Budget Report & Current Financial Position from the Clerk: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

The Finance Report for March 2021 was received & noted. The Q4 Budget Report will be presented at the June agenda. The financial position as at 5/5/21 was reported at £132,603.78.

JUNE
AGENDA

Item 10.5/21: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS: To approve receipt & payment schedule for April 2021, authorise payments for the month of April & confirm electronic payments for the month of March: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

The non-confidential payment schedule for April 2021 was received & approved by council. (JG/GR/ALL) The April 2021 non-confidential payments & receipts were scrutinised & approved electronically by two account signatories (Payment & Receipt Details April 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 March 2021 will be confirmed against the bank statements by Cllr T Wood at the next permitted face-to-face meeting. Cllr J London queried the Parish Council website legality regarding accessibility: the Clerk referred to the Accessibility Statement on the website.

Item 11.5/21: BANK STATEMENTS: Chairman to confirm that the March 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 March 2021 were in balance.

Item 12.5/21: ANNUAL BANK RECONCILIATION: To receive the Bank Reconciliation for the Financial Year 1st April 2020 to 31st March 2021: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]
The annual bank reconciliation was noted.

ADMINISTRATION

Item 13.5/21: CO-OPTION: [LGA 1972, s87(1)]

- a. **To note an application received for co-option to the Exning Parish Council committee for one member:** One application was received & noted from Mr Alexander Hall. Mr Hall will be co-opted onto the Parish Council at the next meeting.
- b. **To receive a Member resignation & consider seeking co-option:** Resignation has been received from Cllr R Stubbs. Chairman, Cllr T Wood, stated that this is a great loss to the Parish Council as Cllr Stubbs has done much for the village over many years. The Parish Council has received permission to seek co-option from WSC Democratic Services.. A notice will be posted. (TW/GR/ALL)

JUNE
AGENDA

CLERK

Item 14.5/21: BANKING: To receive a report regarding a new bank account: [EPC Financial Regulation 5.1]
The General Reserve Fund of £30,000 will be put into a Cambridge Building Society Council Saver Account: signatories to be the membership of the Admin & Finance Working Group. (KS/TW/ALL)

CLERK

Item 15.5/21: EMERGENCY PLAN: To receive a report regarding Emergency Plans: [LGA 1972, s.111]
The SCC Emergency Planning Officer has provided information. This will be put into a temporary Working Sub-Group on a future agenda.

CLERK

Item 16.5/21: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that this meeting will be the last virtual council meeting. He thanked the membership for re-electing him as Chairman.
- b. **To receive the Clerk's End of Year Report for 2020/21:** The report was received & is appended to these minutes under Appendix B. The Book Share Kiosk is reopening; Cllr K Schosland will monitor the kiosk.
- c. **To allocate members to outside group attendance:**
 - i. Suffolk Association of Local Councils (SALC) – Chairman, Cllr T Wood
 - ii. Bottisham United Charities – Cllr G Robinson
 - iii. Rural Alliance Sunnica Group – Cllrs T Wood, G Robinson, D Kilsby-Steele
 - iv. Forest Heath Parishes Group – Cllrs C Nilsen, T Wood, J London

(TW/DKS/ALL)
- d. **To consider membership of the working group of Exning Parish Council & confirm Terms of Reference:** [LGA 1972, s246, ss.12]
The membership was decided & is appended to these minutes under Appendix C. (JL/KS/ALL)
- e. **To approve bank signatories:** [LGA 1972, s246, ss.12]
The signatories to operate all bank accounts will be the membership of the Admin & Finance Working Group. (JG/GR/ALL)
- f. **To receive correspondence:** i: A member of the public reported an accident falling against one of the old boundary concrete posts on the recreation ground: Village Keeper to do a survey of the boundary to remove any remaining wire fencing. ii: Fly Tipping on land between St Wendred's Way & Lacey's Lane. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- g. **To consider Section 137 requests:** [LGA 1972, s.137]
No requests received.
- h. **To discuss the return to face-to-face council meetings:** [LGA 1972, Sch12, para 8]
The first Parish Council Meeting in the Exning Community Church Hall will be 23/6/2021, with full Risk Assessment & Covid-secure measures in place.
- i. **To discuss the Annual Parish Meeting 2021:** [LGA 1972, Sch 12, para 8] The Annual Meeting of the Parish will still take place on 26/5/21; this will be a virtual meeting with full publicity to inform prospective attendees. (TW/GR/ALL)
- j. **To receive an update regarding councillor training:** [LGA 1971, s.111] Six dates are booked for online training in December & January. All councillors encouraged to attend.

KS

CLERK

VK

CLERK

CLERK

PLANNING

Item 17.5/21: REPORT: To receive the April 2021 report from the Planning Working Group & authorise any actions: [Town & Country Planning Act 1990, Sched. 1, para. 8]
A report for April 2021 was received & responses & decisions noted. (JG/TW/ALL)
Halfway House development on Burwell Road: the new application has been approved; any land for a cycle path is not clear now.

CLERK

Agenda Item 17 a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/21/0587/HH	4 Swan Grove Exning CB8 7HX	EPC – NO OBJECTION WSC – PENDING DECISION
---------------	-----------------------------	--

	<i>Householder application – attach double garage to side elevation</i>		
DC/21/0588/TCA	The Gables 21 Church Street Exning CB8 7EH <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED	
DC/21/0639/TP O	18 New River Green Exning Suffolk CB8 7HS <i>Application to work on tree(s) with a Tree Preservation Order</i>	EPC – NO OBJECTION WSC – PENDING DECISION	
DC/21/0765/TCA	Exeter Bungalow Church Street Exning CB8 7EH <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION	
DC/21/0793/TCA	Burwell Corner North End Road Exning CB8 7JS <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION	

Agenda Item 17 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 WSC – APPLICATION APPROVED	
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/21/0252/TCA	4 Chapel Street Exning CB8 7HA <i>Tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED	
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: MINUTES 24/3/2021 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 – NO OBJECTIONS RECEIVED	

Item 18.5/21: CHANCERY PARK: To receive an update regarding Chancery Park matters: [Town & Country Planning Act 1990, Sched. 1, para. 8]
No further update available regarding Phase 2.

Item 19.5/21: PARISH ALLIANCE – SUNNICA GROUP: To discuss the ‘Inadequacy of Consultation’ document & formulate a submission from Exning Parish Council: [Town & Country Planning Act 1990, Sched. 1, para. 8]
A response of agreement with the document will be formulated with additional comment regarding the land being quality farming grade. (TW/DKS/ALL)

HIGHWAYS

Item 20.5/21: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions: Cllr J Gowing reported that the new entrance driveway into Brickfield Cottage Stud on Cemetery Hill is progressing; pot-holes have been yellow-marked by WSC; Church Lane Cut – Anglian Water has been informed regarding a damaged man-hole cover. Exning Community Facebook page has discussion regarding Chapel Street inconsiderate parking again: information will be posted regarding progression of a Traffic Regulation Order by the Parish Council.

Item 21.5/21: RECREATION GROUND APPROACH TRACK: To discuss the condition of surfacing:
Ownership of this track (from Chapel Street) is a grey area of the village infrastructure. Costs & options will be researched & brought to June agenda.

Item 22.5/21: ST WENDRED’S WAY: To receive an update regarding the recent telegraph pole installation: This item was discussed between Items 6 and 7.

Item 23.5/21: OXFORD STREET: To discuss safety at the zebra crossing:
Illegal parking on the hatched areas of the crossing blocks the vision of pedestrians & approaching traffic. The newly-elected County Councillor will be contacted to progress this unacceptable situation with SCC Highways.

RECREATION & ENVIRONMENT

Item 24.5/21: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions: [LGA1972, s.214&s.215]

a. **Lacey’s Lane Cemetery: To receive correspondence regarding a grave plot:** This item will be deferred to the confidential section of the meeting. (TW/JL/ALL)

CLERK

CLERK

CLERK

CLERK

- b. **St Martin's Churchyard: To consider the installation of an outside electrical point:** A point to allow the Parish Council to connect the annual Christmas Tree lighting will be installed onto the Exning Community Church Hall building. The quote from EIC (Cambridge) Ltd will be accepted at £250.34. (TW/KS/ALL) CLERK
- c. **St Martin's Churchyard: To consider the replacement of a tree:** A tree which fell during storms last year will be replaced with a Silver Birch tree. (TW/KS/ALL) CLERK
- d. **St Martin's Churchyard: To consider repairs to the Church Street gate entrance:** A rotten fence post will be replaced as soon as possible. The Clerk will have delegated power to approve & engage a contractor. (TW/JG/ALL) CLERK
- e. **Exning Road Old Cemetery: To consider 'greening' of a section of the old cemetery:** The oldest section of the cemetery will be 'greened'. Ongoing assessment will take place. (TW/DKS/ALL) VK

Item 25.5/21: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions: No report was made.

Item 26.5/21: RECREATION GROUND EQUIPMENT: [Open Spaces Act 1906, ss9&10]

- a. **To receive a report regarding a proposal for a teen shelter:** CLERK
The Sovereign Play quotation was accepted at £8,088.71. (JL/DKS/ALL)
- b. **To receive quotes regarding the installation of a goal post:** CLERK
This item will be deferred to the June agenda. Exning Football Club will be consulted for advice.

Item 27.5/21: QUEENSWAY REPORT: To consider environmental issues reported to council by a resident:

Correspondence received regarding issues with the trees, footway & parking area in Queensway was received. Ownership will be established & contact made to request action. Contact will be made with Persimmon Homes again to request litter & dog bin provision on the existing Phase 1 site. Facebook will be updated to inform residents of Parish Council actions. CLERK

Item 28.5/21: 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. (TW/DKS/ALL)

Item 29.5/21: STAFFING: To discuss staffing matters: [LGA 1972, s.112]

There were no staffing matters to discuss.

Item 30.5/21: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions: CLERK

- a. A gift for a retiring councillor was agreed. [LGA 1972, s15(5)] (KS/GR/ALL)

An extension to the meeting was called by the Chairman at 9pm. [Suspension of EPC Standing Order 3x] (TW/JL/ALL)

- b. Correspondence & a memorial application for Lacey's Lane Cemetery was received. A meeting of the Recreation & Environment Working Group will be convened with delegated powers for decisions regarding these matters & reporting back to full council on the June agenda. (TW/GR/ALL) CLERK / R&E WG

Item 31.5/21: AGENDA ITEMS: To note items for consideration at the next meeting (June 2021): Annual Internal Audit Report 2020/21. Annual Governance & Accountability Report approval. Newsletter.

Item 32.5/21: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on Wednesday 23rd June 2021 at 7.00pm & will take place at the Exning Community Church Hall.

Chairman, Cllr T Wood, closed the meeting at 9.10pm

APPENDIX A: April 2021 Non-Confidential Payments & Receipts

**Exning Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Power Used	Description	Supplier	VAT Type	Net	VAT	Total
1	Subscriptions	01/04/2021	ongoing	LGA 1972, s143	Annual Membership Subscripti	Suffolk Association of Local C	Z	794.31	0.00	794.31
2	Storage Rental	01/04/2021	ongoing	Open Spaces Act 1906, ss.9&10	Garage Storage	Flagship Homes	S	113.40	22.68	136.08
3	Computing	15/04/2021	ongoing	LGA 1972, s142	Website Management	Newmarket Day Centre	E	25.00	0.00	25.00
4	Salaries, PAYE, NICs, WPP	08/04/2021	ongoing	Pensions Act 2008	Workplace Pension	Standard Life	X	26.10	0.00	26.10
5	Grass Cutting	19/04/2021	contract	Open Spaces Act 1906, ss.9&10	Grass Cutting	Vertas Group Limited	S	267.87	53.57	321.44
6	Street Furniture	19/04/2021	ongoing	Open Spaces Act 1906, ss.9&10	Garden Maintenance	Harmony Gardens	E	20.00	0.00	20.00
7	St Martin's paths	19/04/2021	ongoing	LGA 1972, s215	Garden Maintenance	Harmony Gardens	E	20.00	0.00	20.00
8	Stationery & Printing	19/04/2021	delegated	LGA 1972, s111	A4 Laminator Pouches	Viking Direct	S	59.97	11.99	71.96
9	St Martin's gates	19/04/2021	17.3/21;b	LGA 1792, s215	Signage	Multisigns Ltd	S	25.00	5.00	30.00
10	Machinery/equipment R&M	19/04/2021	ongoing	Open Spaces Act 1906, ss.9&10	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	40.41	8.08	48.49
11	Exning Road Cemetery Group	25/04/2021	contract	LGA 1972, s214	Brown Bin Emptying	West Suffolk Council	Z	101.14	0.00	101.14
12	Dog Bin/FE Hut Bin	25/04/2021	contract	Open Spaces Act 1906, ss.9&10	Dog Bin Emptying	West Suffolk Council	Z	800.90	0.00	800.90
13	Dog Bin/FE Hut Bin	25/04/2021	contract	Open Spaces Act 1906, ss.9&10	Trade Waste	West Suffolk Council	Z	150.39	0.00	150.39
14	Ground Maintenance	25/04/2021	contract	LGA 1972, s214	Brown Bin Emptying	West Suffolk Council	Z	202.28	0.00	202.28
15	Lacey's Lane Cemetery Rates	25/04/2021	contract	LGA 1972, s214	National Non-Domestic Rates	West Suffolk Council	X	208.28	0.00	208.28
16	Fire Engine Hut Rates	25/04/2021	contract	Open Spaces Act 1906, ss.9&10	National Non-Domestic Rates	West Suffolk Council	X	98.80	0.00	98.80
17	Salaries, PAYE, NICs, WPP	28/04/2021	contract	LGA 1972, s112	Net Salaries	Wages Control Account	X	2,920.69	0.00	2,920.69
18	Computing	27/04/2021	delegated	LGA 1972, s111	Reimbursements	C Whitaker	S	16.99	3.40	20.39
19	Hall Hire	27/04/2021	delegated	LGA 1972, Sch12,para8	Reimbursements	C Whitaker	S	8.61	1.72	10.33
20	Ground Maintenance	27/04/2021	delegated	Open Spaces Act 1906, ss.9&10	Reimbursements	C Whitaker	S	40.00	8.00	48.00
21	Petrol Costs	27/04/2021	delegated	Open Spaces Act 1906, ss.9&10	Reimbursements	C Whitaker	S	48.73	9.75	58.48
Total								5,988.87	124.19	6,113.06

**Exning Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Minute	Power Used	Description	Supplier	VAT Type	Net	VAT	Total
1	Precept	29/04/2021	ongoing	LG Finance Act 1992	Precept	West Suffolk Council	X	68,268.00	0.00	68,268.00
2	Grants Received	29/04/2021	ongoing	Local Council Tax Support Grant	Local Council Support Grant	West Suffolk Council	X	732.00	0.00	732.00
3	VAT Refunds	08/04/2021	n/a	VAT Act 1994, s.42	VAT Refund	HMRC	R	0.00	2,099.65	2,099.65
Total								69,000.00	2,099.65	71,099.65

APPENDIX B: End of Year Clerk's Report: 2020-21

We started the year in a sound financial position, with the required general reserve of £30,000 (being 50% of our current annual precept) & ear-marked reserve pots totalling £25,198.

Parish Council spending in this financial year is raised against the previous one due to an increase in projects. On-going general spending throughout the year has been controlled & checked against the budget plan on a quarterly basis. There has been some overspend against some of the budget lines; mostly small-scale or offset by income & received grants. However spending within each section is stable & the Parish Council has made use of its reserves to the value of £8,111.

Two lots of grant assistance has been applied for & received during this financial year from the Locality Budget of our Suffolk County Councillor, Rachel Hood; this being £1,000 towards the upgrade of areas of safety surfacing in the play area & £2,000 towards the provision of a teen shelter for the recreation ground. West Suffolk Councillor, Simon Cole has provided a locality budget grant of £1,500 towards the teen shelter also.

The 2020/21 was a 'budget-to-save' year to replenish ear-marked reserves, with £8,825 being reallocated into those reserves at the beginning of the 2021/22 financial year.

Throughout most of this financial year, the community has been in lockdowns or government restrictions of various categories. Parish Council business continued as necessary, with full compliance regarding staff working & council meetings; these being via the Zoom Conferencing Platform throughout the year.

Savings in this financial year have been made where possible, but unfortunately are small-scale: the Parish Council continues to source the best prices from its suppliers & contractors & to make full use of available grants.

Future saving projections for 2021/22: It is difficult to see how any noticeable savings can be made whilst the Parish Council faces on-going increases in general expenses. However, attempts to reduce costs & achieve the best deals wherever possible will continue with applications for relevant grants being made. The pandemic has not financially impacted the council. However, it remains to be seen what future ramifications there may be for local councils over the next years & council will need to be mindful of this & practice caution around its spending decisions.

Projects in 2020/21:

The Parish Council:

- Installed a fixed speed indicator device on Burwell Road
- Resurfaced two areas of the safety surfacing in the children's play area
- Provided the British Legion with a memorial oak tree in the Lacey's Lane Cemetery
- Continued to develop the churchyard wildlife area & maintain the flowerbed at the war memorial & the Burwell Road planter
- Ran a successful third Advent Windows event for locked-down Exning
- Provided a Christmas Tree for the village
- Supported the Newmarket & District Swimming Club with a Section 137 small grant
- Supported the 'Exning Neighbours' volunteer group with practical help & advice regarding General Data Protection & Safeguarding to enable them to provide help to people who are isolating & shielding during the coronavirus lockdown
- Continued to provide a Volunteer Shopping Scheme (in conjunction with Exning Neighbours) to assist the volunteers to provide safe cashless shopping assistance for people who are isolating & shielding during the coronavirus lockdown
- Purchased new accounting software
- Employed a new Village Keeper

Plans for projects in 2021/22

The Parish Council plans to:

- Continue to support local organisations with small grants
- Plan for a Village Fete for 2022
- Resurrect the village newsletter; previously due March 2020, but deferred due to the coronavirus lockdown
- Provide a teen socialisation area on the recreation ground
- Explore the possibility of a village community orchard
- Continue to lobby for additional measures for parking safety on Chapel Street & Oxford Street

Cathy Whitaker

Clerk/RFO to Exning Parish Council

31/3/2021

APPENDIX C: Membership of Exning Parish Council Working Groups 2021/22

Working Group	Responsibilities	Membership
Administration & Finance	Publicity HR (including wages / pensions) Policies & Procedures Insurances Assets Standing Orders Financial Regulations Risk Management Website Matters On-going Internal Audit Budget & Precept Management Payment & Receipt Monitoring Bank Account Management Audit Matters Stakeholder liaison (school, etc) Cemetery Tariffs & Regulations	Chairman, Cllr T Wood Vice Chair, Cllr G Robins Cllr K Schosland
Recreation & Environment	Village Environment & Safety Recreation Ground Env & Safety Play Area Safety River Matters Horticultural Services Cemetery Environment & Safety Churchyard Environment & Safety Village Events	Cllr C Nilsen Cllr K Schosland Cllr D Kilsby-Steele
Highways	Roads Footways Street Lighting A14 Matters Public Rights of Way Cycle Paths	Cllr J Gowing Cllr G Robinson Cllr J London
Planning	Planning Responses Associated Planning Matters Chancery Park Matters Special Development Matters	Cllr J Gowing Cllr G Robinson Cllr D Kilsby-Steele

NB: Chairman & Vice Chairman are ex-officio members of all Working Groups