

**NOTICE of
ANNUAL Meeting of EXNING PARISH COUNCIL**
on Wednesday 25th May 2022 at **7.30pm** at Exning Community Church Hall
AGENDA

OPEN FORUM: *There will be an opportunity for members of the public to speak to the council before the meeting is opened by the Chairman. The forum will last no longer than 15 minutes in total; with each individual allowed a maximum of three minutes at the discretion of the Chairman. Members of the public may stay for the duration of the meeting, but may not participate unless invited to do so by the Chairman*

1. **Election of Chairman:** To receive nominations & elect a Chairman
2. **Chairman's Declaration of Acceptance of Office:** Chairman to sign the Acceptance of Office
3. **Election of Vice Chairman:** To receive nominations & elect a Vice Chairman
4. **Chairman's welcome & apologies for absence:**
 - a. To receive apologies
 - b. To approve apologies from members
5. **Other Bodies:** To resolve to invite attendance at meetings of Other Bodies & receive associated reports
 - a. Suffolk County Councillor
 - b. West Suffolk District Councillor
 - c. Newmarket Safer Neighbourhood Team
6. **Declarations of Interest:**
 - a. Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b. To consider any requests for dispensation
7. **Minutes of the Ordinary Parish Council Meeting held on Wednesday 27th April 2022:**
 - a. To consider & adopt the minutes as a true record of the proceedings
 - b. To consider any matters arising from the minutes which are not part of this agenda

FINANCE

8. **Finance Report:**
 - a. To receive the report for April 2022
 - b. To receive the Current Financial Position from the Clerk
9. **Submission of schedules of payments & receipts:**
 - a. To approve receipt & payment schedule for April 2022
 - b. Chairman to authorise payments & receipts for the current month
 - c. Chairman to confirm electronic payments for the previous month
10. **Bank Statements:** To confirm that the April 2022 bank statement balances & related bank reconciliations have been checked and approved by the Chairman
11. **Annual Bank Reconciliation:** To receive the Bank Reconciliation for the Financial Year 1st April 2021 to 31st March 2022
12. **Ear-Marked Reserves & General Reserve:** To receive recommendations for EMR transfers & to approve the General Reserve Calculation for 2022/23

ADMINISTRATION

13. **LGA Model Councillor Code of Conduct 2020:** To adopt the new LGA Code of Conduct for Exning Parish Council
14. **Other Administrative Matters:**
 - a. To receive the Chairman's report
 - b. To receive the Clerk's End of Year Report for 2021/22
 - c. To receive Correspondence
 - d. To consider Section 137 requests
 - e. To receive a report from the Newsletter Working Group
 - f. To allocate members to outside group attendance for 2022/23:
 - i. SALC
 - ii. WSC Parish & Town Forum
 - iii. Bottisham United Charities
 - iv. Parish Alliance Sunnica Group
 - v. Forest Heath Parish Alliance Group
 - g. To consider membership of the working groups of Exning Parish Council for 2022/23 & confirm Terms of Reference
 - h. To approve the Asset Register for 2022/23
 - i. To consider adequacy of the levels of parish council insurance

PLANNING

15. **Report:** To receive the May 2022 report from the Planning Working Group & authorise any actions

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a.	Responses to Planning Applications by EPC:
i.	9 Shepherd Close, Exning: DC/22/0575/HH – householder application - a. loft conversion to create ensuite b. partial conversion of existing ground floor level garage space to create games room
ii.	Bunglow, Cemetery Hill, Newmarket: DC/22/0711/VAR – Variations of conditions for DC/20/2250/FUL
iii.	Exeter Stables, Church Street, Exning: DC/22/0735/FUL – full application - a. American barn; b. stable block of 22 horse boxes; c. stable block of 8 isolation bays and store; d. loading bays and muck bunker; e. two covered horse walkers
iv.	Rossdales Equine Hospital And Diagnostic Centre, Cotton End Road, Exning: DC/22/0653/FUL – full application - 8 floodlights to existing menage
b.	Responses to Planning Applications by WSC:
i.	Chancery Park, Burwell Road, Exning: DC/16/0597/VAR – variance to condition 17 of planning application F/2012/0552/OUT regarding highway improvements timescale relating specifically to the Chancery Park junctions
ii.	Exeter Stables, Church Street, Exning: DC/22/0348/FUL – full application – storage barn & plant room
iii.	George Gibson Close, Exning: DC/0396/TCA – application for tree work in a conservation area
iv.	Beech House, Fordham Road, Exning: DC/22/0369/FUL – full application - continued use of specialised care facility (class C2) with ancillary staff accommodation, with associated carparking and landscaping
v.	6 Brookside, Exning: DC/22/0372/HH – householder application – demolition of outhouse, one detached annexe
vi.	Barn 50m south of Northmore Farmhouse, Northmore Stud, North End Road, Exning: DC/22/0525/FUL – full application - internal structural stabilising works to existing barn
vii.	Land South of Burwell Road, Exning: DCON/21/0152/HYB – discharge of conditions for materials, boundary treatments, access, landscape & ecology & open space management plans
viii.	Crook Lodge, 2 Shepherd Close, Exning: DC/22/0406/FUL – full application – single storey side extension / boundary fence
ix.	Hatchfield Farm, Fordham Road, Newmarket: DC/22/0420/RM – reserved matters – detail of two vehicle site accesses & internal spine road

16. **Chancery Park:** To receive an update

HIGHWAYS

17. **Report:** To receive a report from the Highways Working Group & authorise any actions

RECREATION & ENVIRONMENT

18. **Cemetery & Churchyard:** To receive a report regarding Cemetery & Churchyard matters & authorise any actions

- a. Lacey's Lane Cemetery:
- b. Exning Road Old Cemetery:
- c. St Martin's Churchyard:

19. **Report:** To receive a report from the Recreation & Environment Working Group & authorise any actions

20. **Jubilee Fete 2022:** To receive a verbal report from the Jubilee Fete Working Group

21. **Agenda Items:** To note items for consideration at the next meeting (June 2022)

22. **Date of the next meeting:** Wednesday 22nd June; 7.00pm at Exning Community Church Hall

CONFIDENTIAL (if required)

23. **To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960:** the public and press to be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information

24. **Staffing:** To discuss staffing matters & authorise any actions

25. **Other Confidential Matters:** To discuss & authorise any actions

Cathy Whitaker; Clerk to Exning Parish Council ...*CE Whitaker*... Date: 20th May 2022