

**Minutes of the Ordinary Meeting of Exning Parish Council
held on Wednesday 23rd March 2022 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; WSC Cllr S Cole (departed 7.07pm), Cathy Whitaker (Clerk to Exning Parish Council). 4 members of the public (departed 7.15pm).

OPEN FORUM: Members of the public wished to speak to Item 16. This will be brought forward to earlier in the meeting.

Item 1.3/22: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.02pm.

- a. **To receive apologies:** Apologies were received from Cllr J Gowing (prior engagement). Also from SCC R Hood.
- b. **To approve apologies from members:** Cllr Gowing's apologies were approved. (GR/KS/ALL) Cllr C Nilsen was absent.

Item 2.3/22: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood's annual county report for 2021/22 will be circulated to council.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole attended the meeting and reported that the WSC budget had been Conservative-approved. He had provided from his Locality Budget the following:- £2,000 to Exning Scout Group and £1,000 to the SEND facility at Exning Primary School. A recent planning letter regarding Chancery Park complaints had been received & Cllr Cole will be responding. Section 106 funding from Phase 1 Chancery Park for allotments has been provided to the Exning Allotment Association. Cllr Cole enquired regarding the Exning Jubilee Fete & confirmed that he would provide some funding from his Locality Budget on receipt of an application. Cllr Cole agreed that he would provide a report to the Parish Council should he not be able to attend going forward.

CLERK

CLLR COLE LEFT THE MEETING AT 7.07PM

Item 3.3/22: DECLARATIONS OF INTEREST: [Localism Act 2011,ss.31&33]

- a. **Councillors are invited to raise any declarations of interest concerning items on the agenda:** Declarations of Interest raised by Cllr D Kilsby-Steele in respect of Item 10a,i & Cllr G Robinson in respect of Item 10a,iii.
- b. **To Consider any Requests for Dispensation:** None received.

CLERK

Item 4.3/22: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 26th JANUARY 2022 & 16th FEBRUARY 2022: [LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved, without amendment, & were signed by the Chairman. (KS/DKS/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None.

IT WAS PROPOSED TO BRING FORWARD ITEM 16 – OVERGROWN VEGETATION ON THE HIGHWAY – TO THIS POINT IN THE MEETING (TW/JL/ALL)

Item 16.3/22: OVERGROWN VEGETATION: To receive an update regarding overgrown vegetation on the highway: [...] The occupier of the property with large trees along its border on Church Street had been sent a letter requesting that they consider reducing them to allow light & sun to the neighbouring properties. There has been no response. A letter will be sent to WSC Environmental Health to request action. The Parish Council views the situation as light pollution & will support enforcement on the grounds of health & safety. (TW/JL/ALL)

FINANCE

Item 5.3/22: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for January & February 2022:** The finance report for January & February 2022 was received & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 23/3/22 was noted at £87,217.84.

AGENDA

Item 6.3/22: SUBMISSION OF SCHEDULES OF RECEIPTS & PAYMENTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To approve receipt & payment schedule for February & March 2022:** The receipt & payment schedule for February & March 2022 was received & approved. (NB/GR/ALL)
- b. **Chairman to authorise receipts & payments for the current month & February 2022:** The February & March 2022 non-confidential payments & receipts were scrutinised & approved by Chairman, Cllr T Wood. (Payment & Receipt Lists for February & March 2022 included under Appendix A). Confidential payments for February & March 2022 were scrutinised & approved by Chairman, Cllr T Wood.
- c. **Chairman to confirm electronic payments for the previous months:** The electronic payments for January & February 2022 were confirmed against the bank statements by Chairman, Cllr T Wood.

AGENDA

AGENDA

Item 7.3/22: BANK STATEMENTS: To confirm that the January & February 2022 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 January & February 2022 were in balance.

AGENDA

ADMINISTRATION

Item 8.3/22: FIRE ENGINE HUT: To receive options for the area of the Fire Engine Hut on Chapel Street: It was agreed to leave the area as it is for the present time. [LGA 1972, s111] (TW/JL/ALL)

Item 9.3/22: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, stated that he would be speaking about Chancery Park issues later in the agenda.
- b. **To receive the Clerk's Report:** None.
- c. **To receive correspondence:** Jockey Club Estates – correspondence regarding its plans for Newmarket area & a consultation in the Memorial Hall, Newmarket, on 28th – 30th March.

AGENDA
CLERK

Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.

- d. **To consider Section 137 requests:** [LGA 1972, s.137] Cllr J London declared a non-pecuniary interest. An application was received from the Exning Scout Group for funding. Having heard that WSC Cllr Cole had provided £2,000 funding recently, it was decided to decline this application at this time. (TW/GR/7-0-1)
- e. **To receive a report from the Newsletter Working Group:** [LGA 1972, s.142] The Spring edition has been printed & is being delivered this week. The working group will meet to discuss allocation of responsibilities. CLERK
- f. **To discuss the Annual Parish Meeting 2022:** [...] The Annual Parish Meeting will take place on 25th May 2022 at 6.30pm before the Annual Meeting of the Council at 7.30pm. (TW/GR/ALL)
- g. **To review the Standing Orders for Exning Parish Council:** The Standing Orders for Exning Parish Council were reviewed & approved. (KS/GR/ALL)
- h. **To review the Financial Regulations for Exning Parish Council:** The Financial Regulations for Exning Parish Council were reviewed & approved. (KS/GR/ALL)
- i. **To review the Financial Risk Assessment for Exning Parish Council:** The Financial Risk Assessment for Exning Parish Council were reviewed & approved. (KS/GR/ALL)
- j. **To review the effectiveness of Exning Parish Council's system of internal controls:** The Internal Control document for Exning Parish Council was reviewed & approved. (KS/GR/ALL)
- k. **To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2021/2022:** Suffolk Association of Local Councils will be engaged to carry out the Internal Audit for Exning Parish Council for 2021/2022. (NB/GR/ALL)
- l. **To approve the Direct Debit & Standing Order agreements for the financial year 2022/2023:** The Direct Debit & Standing Orders for 2022/23 were approved. (NB/GR/ALL)

PLANNING

Item 10.3/22: REPORT: To receive the March 2022 report from the Planning Working Group & authorise any actions: [Town & Country Planning Act 1990, Sched. 1, para. 8]
A report for March 2022 was received & responses & decisions noted & approved. (GR/NB/ALL)

Agenda Item 10a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/22/0348/FUL	Exeter Stables, Church Street, Exning <i>Full Application – storage barn & plant room</i>	EPC – NO OBJECTION WSC – PENDING DECISION	CLERK
DC/22/0396/TCA	George Gibson Close, Exning <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION; REQUEST REPLANT WSC – PENDING CONSIDERATION	CLERK
DC/22/0369/FYL	Beech House, Fordham Road, Exning <i>Full Application – continue use of specialised care facility with ancillary staff accommodation, with associated carparking & landscaping</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION	CLERK
DC/22/0372/HH	6 Brookside, Exning <i>Householder Application – demolition of outhouse, one detached annexe</i>	EPC – NO DOCUMENTS AVAILABLE WSC – PENDING CONSIDERATION	

Agenda Item 10b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/21/2513/HH	Driftend, The Drift, Exning, CB8 7EZ <i>Householder Application – two storey side extension</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED	CLERK
DC/21/0132/TCA	Exning Tennis Club, Cotton End Road, Exning <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED BY WSC	CLERK

Item 11.3/22: CHANCERY PARK: To receive an update: [Town & Country Planning Act 1990, Sched. 1, para. 8]
A letter from the planning department had been received regarding the Chancery Park Phase 1 non-adherence to planning conditions. The content of this letter is unacceptable & synonymous with WSC lack of enforcement. A letter will be written to all senior officers in WSC regarding this matter. In addition, the matter of flooding on Burwell Road following the recent roadworks is being followed up with Persimmon/SCC Highways. Going forward, there will be 6-weekly meetings between the Parish Council and Persimmon Homes as Phase 2 progresses; to include Cllrs Wood, Robinson, London & a resident of Burwell Road. (NG/JL/ALL)
CHAIR / CLERK / ALL Cllrs
CLERK

Item 12.3/22: SUNNICA: To receive an update regarding heavy traffic accessing site: Information was noted regarding a Construction Management Plan & Traffic Management Plan.

Item 13.3/22: NEIGHBOURHOOD PLAN: To discuss: Reasons for the Parish Council's past decisions not to create a Neighbourhood Plan were discussed. This will be reviewed as necessary.

HIGHWAYS

Item 14.3/22: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions: No report was offered.

Item 15.3/22: CHAPEL STREET: To receive an update regarding the Permanent Road Traffic Order: The onsite visit on 17/2/22 had clarified the new requirements for yellow lines at the chapel pinch-point & on the junction of New River Green & Chapel Street. The updated quote remains the same - £3,875.62 – for the design & application stage. A request for 50% of the costs will now be made to SCC Cllr R Hood, as previously agreed. (GR/JL/ALL)

Item 16.3/22: OVERGROWN VEGETATION: To receive an update regarding overgrown vegetation on the highway: this item was brought forward to earlier in the meeting.

Item 17.3/22: EV CHARGING POINTS: To discuss access to charging points on North End Road: The two points are often blocked by parked cars. Clerk will contact WSC for advice.

Item 18.3/22: SPEEDING: To discuss speeding on Church Street: Further concerns following a recent accident opposite the church have been raised by residents regarding the speed at which traffic travels in both directions. The requested 20MPH zone, physical raised tables at the crossing site & near the White Horse roundabouts, & Community Speed Watch were discussed. SCC Highways will be contacted to initiate discussions. Enquiries will be made into the possibility of borrowing Community Speed Watch equipment.

Item 19.3/22: STREET NAMING: To approve street names for eight new roads on Chancery Park: Eight names as follows were decided for suggestion to WSC for the streets in Phase 2 of the development:- Foxglove, Primrose, Honeysuckle, Bluebell, Poppy, Thistle, Cowslip, Garlic. (KS/DKS/ALL)

Item 20.3/22: STREET LIGHTING: To receive a quote from SCC Streetlighting for LED upgrades to Parish Council-owned lights: A quote has been received for the upgrade of the 19 units owned by the Parish Council to the value of £15,610.67. This will need to be included in the budget for 2023/24, although it is noted that this costing will have changed by that time.

RECREATION & ENVIRONMENT

Item 21.3/22: REPORT: To receive a report regarding Cemetery & Churchyard matters & authorise any actions: [LGA1972, s.214&s.215]

- a. **Lacey's Lane Cemetery:** Nothing to report.
- b. **Exning Road Old Cemetery:** Quotes were received for wall repairs & tree surgery. TH Tree Surgery will be engaged to remove the Acacia tree & stump that is damaging the flint wall - £1,440. Collaboration 23 Construction will be engaged at a cost of £500 labour-only contract to start on-going repairs to the flint wall. (KS/NB/ALL)
- c. **St Martin's Churchyard:** Nothing to report.

Item 22.3/22: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions: No report was offered.

Item 23.3/22: JUBILEE FETE 2022: To receive a report from the Jubilee Fete Working Group & approve the plans: [Local Government Act 1972,s145] The Extra-Ordinary Meeting had not been possible. An informal meeting to receive information regarding the plans for the Fete had occurred before this Parish Council meeting. It was agreed that 1) £3,500 will be allocated to the running of the Fete. 2) The proposal of the plans for the Fete by the Fete Working Group will be approved. 3) On completion, the Fete accounts will be audited separately. (JL/GR/ALL)

Item 24.3/22: RECREATION GROUND: To receive quotes for the installation of a goalpost: A quote from Soccertackle for £610.99 was approved. Exact location & installation will be arranged on delivery. (JL/NB/ALL)

Item 25.3/22: AGENDA ITEMS: To note items for consideration at the next meeting (April 2022): None.

Item 26.3/22: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on **Wednesday 27th April 2022 at 7.00pm** & will take place at the Exning Community Church Hall.

Item 21.3/22: 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 meeting entered into the confidential section. (TW/NB/ALL)

Item 22.3/22: STAFFING: To discuss staffing matters: [LGA 1972, s.112]
A 2% pay increase for some members of staff was agreed. (TW/KS/ALL)

Item 23.3/22: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:
Not required.

Chairman, Cllr T Wood, closed the meeting at 9.00pm.

APPENDIX A: February & March 2022 Non-Confidential Payments & Receipts

February 2022 Receipts & Payments

**Exning Parish Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
0										
Total										

**Exning Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
159	01/02/2022	LGA1972,s145	Barclays Bank Current	BACSC20689/159	Jubilee Fete Expenses	Hallmark Event Hire Ltd	E	144.00		144.00
160	01/02/2022	LGA1972,s215	Barclays Bank Current	BACS680/160	Church Wall maintenance	Collaboration 23 Constructor	S	2,700.00	540.00	3,240.00
161	08/02/2022	PensionsAct2006	Barclays Bank Current	DD WPP M11/161	Workplace Pension	Standard Life	X	26.10		26.10
162	14/02/2022	LGA1972,s111	Barclays Bank Current	BACS748/162	Hall Hire	Exning Community Church H.	E	90.00		90.00
163	15/02/2022	LGA1972,s142	Barclays Bank Current	SO 15FEB22/163	Website Management	Newmarket Day Centre	E	25.00		25.00
166	23/02/2022	LGA1972,112	Barclays Bank Current	BACSXX11/164-166	Net Salaries	Wages Control Account	X	50.00		50.00
164	23/02/2022	LGA1972,112	Barclays Bank Current	BACSXX11/164-166	Net Salaries	Wages Control Account	X	2,151.64		2,151.64
165	23/02/2022	LGA1972,112	Barclays Bank Current	BACSXX11/164-166	Net Salaries	Wages Control Account	X	50.00		50.00
Total								5,236.74	540.00	5,776.74

March 2022 Receipts & Payments

**Exning Parish Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
36	14/03/2022	LGA1972,s214	Barclays Bank Current	Inv 25	Interment Fee Cremated Rem	Ashley	Z	105.00		105.00
37	14/03/2022	LGA1972,s214	Barclays Bank Current	Inv 25	Grave Digging Fees	Ashley	Z	140.00		140.00
35	14/03/2022	LGA1972,s214	Barclays Bank Current	Inv 25	Purchase of Exclusive Rights o	Ashley	Z	576.00		576.00
34	20/03/2022	LGA1972,s214	Barclays Bank Current	Inv 27	Memorial Application	Hanchets Monumental Masons	Z	105.00		105.00
Total								926.00		926.00

**Exning Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
167	01/03/2022	LGA1972,s214	Barclays Bank Current	DD 255858001/167	Water Bill	Anglian Water (Wave)	Z	11.09		11.09
168	08/03/2022	PensionsAct2006	Barclays Bank Current	DD WPP M12 / 168	Workplace Pension	Standard Life	X	26.10		26.10
169	15/03/2022	LGA1972,s142	Barclays Bank Current	SO 15MAR22 / 169	Website Management	Newmarket Day Centre	E	25.00		25.00
170	20/03/2022	Parish councils A	Barclays Bank Current	BACS9516090/170	Street Lighting Energy & Maint	Suffolk County Council	S	991.51	198.30	1,189.81
171	20/03/2022	LGA1972,s215	Barclays Bank Current	BACS202201/171	Garden Maintenance	Harmony Gardens	E	48.00		48.00
172	20/03/2022	LGA1972,s214	Barclays Bank Current	BACS3528/172	Grave Digging Fees	Spring Cottage Landscaping	E	120.00		120.00
173	20/03/2022	Litter Act 1983, :	Barclays Bank Current	BACS1174647/173	Dog Bin Emptying	West Suffolk Council	Z	800.90		800.90
174	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	S	41.19	8.24	49.43
177	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	S	28.75	5.75	34.50
180	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	S	5.00	1.00	6.00
181	23/03/2022	various	Barclays Bank Current	BACSREIMB11/181	PA system purchase	Reimbursements	E	1,749.00		1,749.00
178	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	S	33.98	6.80	40.78
183	23/03/2022	LGA1972,112	Barclays Bank Current	BACSXX12/182-184	Reimbursements	Wages Control Account	X	50.00		50.00
175	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	S	26.75	5.35	32.10
176	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	S	6.67	1.33	8.00
182	23/03/2022	LGA1972,112	Barclays Bank Current	BACSXX12/182-184	Net Salaries	Wages Control Account	X	2,273.89		2,273.89
185	23/03/2022	LGA1972,112	Barclays Bank Current	BACS00150745Q4/185	PAYE/NICS	HMRC	X	590.49		590.49
184	23/03/2022	LGA1972,112	Barclays Bank Current	BACSXX12/182-184	Reimbursements	Wages Control Account	X	50.00		50.00
179	23/03/2022	various	Barclays Bank Current	BACSREIMB12/174-18	Reimbursements	Reimbursements	E	300.00		300.00
Total								7,178.32	226.77	7,405.09