

**Minutes of the ANNUAL Meeting of Exning Parish Council**

**held on Wednesday 25<sup>th</sup> May 2022 at 7.00pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors N Barlow, J Gowing, A Hall, D Kilsby-Steele, J London, C Nilsen, K Schosland, T Wood (Chairman). Also in attendance; Cathy Whitaker (Clerk to Exning Parish Council). 3 members of the public.

**OPEN FORUM:** None.

**1.5/22: 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 the municipal Year of 2022/2023: seconded by Cllr K Schosland. Cllr Wood is elected as Chairman of Exning Parish Council.

**2.5/22: CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: Chairman to sign the Acceptance of Office:** [LGA 1972, s83(4)]

Cllr T Wood signed the Declaration of Acceptance of Office.

**3.5/22: 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 the municipal year of 2022/2023: seconded by Cllr C Nilsen. Cllr Robinson is elected as Vice Chairman of Exning Parish Council.

**4.5/22: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE:** [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.05pm.

a. **To receive apologies:** Apologies received from Cllr G Robinson (work commitment). SCC Cllr R Hood had also sent apologies.

b. **To approve apologies from members:** Cllr Robinson's apologies were approved.

**5.5/22: OTHER BODIES: To resolve to invite attendance at Exning Parish Council meetings by Other Bodies & receive associated reports:** [EPC Standing Order 24]

a. **Suffolk County Councillor, Rachel Hood:** Cllr R Hood did not attend the meeting, having sent apologies.

b. **West Suffolk Councillor, Simon Cole:** Cllr S Cole did not attend the meeting; no apologies received.

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.

**6.5/22: DECLARATIONS OF INTEREST:** [Localism Act 2011,ss.31&33]

a. **Councillors are invited to raise any declarations of interest concerning items on the agenda:** No declarations of interest were made.

b. **To Consider any Requests for Dispensation:** None received.

**7.5/22: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 27<sup>th</sup> APRIL 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.

b. **To consider any matters arising from the minutes which are not on this agenda:** None.

## FINANCE

**8.5/22: FINANCE REPORT:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

a. **To receive the report for April 2022:** The finance report for April 2022 was received & noted.

b. **To receive the Current Financial Position from the Clerk:** The financial position as at 27/4/22 was noted at £144,164.60.

**9.5/22: SUBMISSION OF SCHEDULES OF RECEIPTS & PAYMENTS:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

a. **To approve receipt & payment schedule for May 2022:** The receipt & payment schedule for May 2022 was received & approved.

b. **Chairman to authorise receipts & payments for the current month:** The May 2022 non-confidential payments & receipts were scrutinised & approved by Chairman, Cllr T Wood. (Payment & Receipt Lists for May 2022 included under Appendix A). Confidential payments for May 2022 were scrutinised & approved by Chairman, Cllr T Wood.

c. **Chairman to confirm electronic payments for the previous months:** The electronic payments for April 2022 were confirmed against the bank statements by Chairman, Cllr T Wood.

**10.5/22: BANK STATEMENTS: To confirm that the April 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 April 2022 were in balance.

**11.5/22: ANNUAL BANK RECONCILIATION: To receive the Bank Reconciliation for the Financial Year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

This item will be deferred to the June Parish Council meeting.

AGENDA

**12.5/22: EAR-MARKED RESERVES & GENERAL RESERVE: To receive recommendations for EMR transfers & to approve the General Reserve calculation for 2022/23:** [The Good Councillors Guide to Finance & Transparency 2017]

The Finance Working Group will meet to discuss this & provide recommendations to the June Parish Council meeting

Finance  
WG

## ADMINISTRATION

**13.5/22: LGA MODEL COUNCILLOR CODE OF CONDUCT 2020: To adopt the new LGA Code of Conduct for Exning Parish Council:**

Further information regarding the differences between this and the Suffolk Code of Conduct will be sought & brought to the June Parish Council meeting.

AGENDA

**14.5/22: OTHER ADMINISTRATIVE MATTERS:**

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, stated that he is submitting a joint Exning News article with SCC Cllr R Hood regarding WSC Planning.
- b. **To receive the Clerk's End of Year Report for 2021/22:** The report is appended to these minutes under Appendix B.
- c. **To receive correspondence:** (i) Sunnica update. (ii) West Suffolk Local Plan Consultation details – a Planning Working Group meeting will be arranged to consider this.  
*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 applications received.
- e. **To receive a report from the Newsletter Working Group:** [LGA 1972, s.142] Submissions for the Summer edition are now closed, with printing next week.
- f. **To allocate members to outside group attendance for 2022/23:** [EPC Standing Order 24]
- i. Suffolk Association of Local Councils (SALC) – Chairman, Cllr T Wood
  - ii. WSC Parish & Town Forum – Cllrs J London, C Nilsen
  - iii. Bottisham United Charities – Cllr G Robinson
  - iv. Parish Alliance Sunnica Group – Cllrs T Wood, G Robinson
  - v. Forest Heath Parishes Group – Cllrs C Nilsen, J London
- g. **To consider membership of the working groups of Exning Parish Council for 2022/23 & confirm Terms of Reference:** [LGA 1972, s246, ss.12]  
The membership was decided & is appended to these minutes under Appendix C.
- h. **To approve the Asset Register for 2022/23:** [XXX] The register was approved.
- i. **To consider adequacy of the levels of parish council insurance:** [XXX] The levels of insurance were deemed to be adequate. Updated building rebuild surveys will be obtained for 1/8/22.

Planning  
WG

**PLANNING**

**15.5/22: REPORT: To receive the May 2022 report from the Planning Working Group & authorise any actions:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

A report for May 2022 was received & responses & decisions noted & approved.

CLERK

**Agenda Item 15a: RESPONSES TO PLANNING APPLICATIONS BY EPC**

DC/22/0575/HH	9 Shepherd Close, Exning <i>Householder Application – a) loft conversion to create ensuite b) partial conversion of existing ground floor garage space to create games room</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/22/0711/VAR	Bungalow, Cemetery Hill, Exning, Newmarket <i>Variations of Conditions on application DC/20/2250/FUL</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/22/0735/FUL	Exeter Stables, Church Street, Exning <i>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</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/22/0653/FUL	Rossdales Equine Hospital & Diagnostic Centre, Cotton End, Exning <i>Full application - 8 floodlights to existing menage</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

**Agenda Item 15b: RESPONSES TO PLANNING DECISIONS BY WSC**

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 &amp; landscaping</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/22/0372/HH	6 Brookside, Exning <i>Householder Application – demolition of outhouse, one detached annexe</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/22/0525/FUL	Barn 50m south of Northmore Farmhouse, Northmore Stud, North End Road, Exning <i>Full Application – internal structural stabilising works to existing barn</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DCON/21/0152/HYB	Land South of Burwell Road, Exning <i>Hybrid Application – discharge of conditions for materials, boundary treatments, access, landscape &amp; ecology &amp; open space management plans</i>	EPC – <b>OBJECT : SEE SUMMARY</b> WSC – PENDING CONSIDERATION (Application to discharge condition 13 (access Glebe Drive/Mallard Way) of DC/21/0152/HYB <b>has been WITHDRAWN</b> )
DC/22/0406/FUL	Crook Lodge, 2 Shepherd Close, Exning <i>Full application – single storey side extension / boundary fence</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/22/0420/RM	Hatchfield Farm, Fordham Road, Newmarket <i>Reserved Matters application – detail of two vehicle site accesses &amp; internal spine road</i>	EPC – <b>COMMENT : SEE SUMMARY</b> WSC – PENDING CONSIDERATION

- **DCON/21/0152/HYB:** “Yet again there is non-compliance with planning conditions. The access was originally stated as a ‘field entrance’, then it was ‘only pedestrian access’, now it is ‘vehicular access’.”
- **DC/22/0420/RM:** “Concerns regarding the northern access to the development, which is approximately 100 yards from the Bury Road A14 exit slip road & 100 yards from the roundabout (Homebase/Burger King). This area is already severely congested; to put a junction at this point will only add to this congestion. What provision is there for j37 bridge traffic light improvements?”

**16.5/22: CHANCERY PARK: To receive an update:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

An on-site meeting will be setup with Persimmon for further discussions. Exning Parish Council is very disappointed at the response to its complaint to WSC Planning regarding the planning process and a planning officer.

Cllr TW

**HIGHWAYS**

**17.5/22: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions:** Awaiting the repair of the marked-up potholes. Cllr J London reported that the streetlight on St Wendred’s Way had now been identified as one maintained by Samphire Homes & this is now working. Cllr T Wood reported overhanging trees at Church Street bus shelter from a property – this will be reported on the online SCC Highways reporting tool.

CLERK

**RECREATION & ENVIRONMENT**

**18.5/22: REPORT: To receive a report regarding Cemetery & Churchyard matters not on this agenda & authorise any actions:** [LGA1972, s.214&s.215]

- Lacey’s Lane Cemetery:** Planting on graves will be addressed.
- Exning Road Old Cemetery:** Flint wall repairs are ongoing, with an annual programme being put in place going forward.
- St Martin’s Churchyard:** Nothing to report.

CLERK

**19.5/22: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions:** Complaints received from residents on Chapel Street regarding noise from the bike training business and the business in the old Scout Hut. Both will be investigated with WSC planning & environmental.

CLERK

**20.5/22: JUBILEE FETE 2022: To receive a report from the Jubilee Fete Working Group:** [Local Government Act 1972,s145] An update was given verbally by members of the working group. Further call for volunteers.

**21.5/22: AGENDA ITEMS: To note items for consideration at the next meeting (June 2022):** Debrief on Jubilee Fete. Footpath at the junction at the bottom of Windmill Hill. Community Speed Watch. Jockey Club Estate update (as a standing agenda item).

AGENDA

**22.5/22: DATE OF THE NEXT MEETING:** The next Parish Council Meeting will be held on Wednesday 22<sup>nd</sup> June at 7pm & will take place at the Exning Community Church Hall.

**23.5/22: 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:** No confidential section was required.

**24.5/22: STAFFING: To discuss staffing matters:** [LGA 1972, s.112] Not required

**25.5/22: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:** Not required.

Chairman, Cllr T Wood, closed the meeting at 8.30pm.

**APPENDIX A: May 2022 Non-Confidential Receipts & Payments**

**May 2022 Receipts & Payments**

EXNING PARISH COUNCIL											
RECEIPTS LIST											
Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
	Precept	29/04/2022	LG Finance Act 1992	Barclays Active Saver	-	Precept 100% 2022/23	West Suffolk Council	X	79,350.00	-	79,350.00
	Memorials	29/04/2022	LGA1972,s214	Barclays Current	-	Inscription	Ivett & Reed Ltd	Z	53.00	-	53.00
	Donations	10/01/1900	LGA1972,s142	Barclays Current	-	Newsletter	TH Tree Surgery	Z	70.00	-	70.00
							<b>Total</b>		<b>79,473.00</b>	<b>-</b>	<b>79,473.00</b>
EXNING PARISH COUNCIL											
PAYMENTS LIST											
Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211	Hall Hire	02/05/2022	LGA1972,s111	Barclays Current	BACS780/211	Hall Hire Apr-Nov22	ECCH	E	210.00	-	210.00
212	Salaries, PAYE,NICs,WPP	09/05/2022	PensionsAct2008	Barclays Current	DD WP M2 / 212	Workplace Pension	Standard Life	X	26.10	-	26.10
213	Exning Fete	18/05/2022	LGA1972,s145	Barclays Current	BACS20/213	Entertainment	Three Years Younger	E	100.00	-	100.00
214	Village Equipment	18/05/2022	Open Spaces Act	Barclays Current	BACS IC385634	Cable Ties	Huws & Gray	S	5.31	1.06	6.37
215	Herbage	18/05/2022	Open Spaces Act	Barclays Current	BACS0623/215	Weed Killing	Tilbrooks Landscape Ltd	S	269.94	53.99	323.93
216	Street Furniture	18/01/1900	LGA1972,s142	Barclays Current	BACS16662/216	Noticeboard	Greenbarnes Ltd	S	1,748.95	349.79	2,098.74
217	Exning Fete	20/01/1900	LGA1972,s145	Barclays Current	BACS C20689a / 217	Portable Toilets	Hallmark Event Hire Ltd	S	360.00	72.00	432.00
218	Computing	16/05/2022	LGA1972,s142	Barclays Current	SO 16MAY22/218	Website Management	Newmarket Day Centre	E	25.00	-	25.00
219	Old Cemetery R&M	24/05/2022	LGA1972,s214	Barclays Current	BACS 702/219	Flint Wall Repairs	Collaboration 23 Cons	S	1,000.00	200.00	1,200.00
220-222	Net Salaries	25/05/2022	LGA1972,s112	Barclays Current	BACSXX02/220-222	Salaries, Mileage, Phone allow.	Net Salaries	X	2,432.78	-	2,432.78
223-226	Reimbursements	25/05/2022	LGA1972, s111	Barclays Current	BACSREIMB02/223-226	Reimbursements	Staff	S	201.22	40.25	241.47
							<b>Total</b>		<b>6,379.30</b>	<b>717.09</b>	<b>7,096.39</b>

**APPENDIX B: Clerk's End of Year Report 2021/22**

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 totaling £25,912.

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 2021-2022 budget continues to be a 'budget-to-save' year to replenish ear-marked reserves.

Zoom council meetings thankfully became a thing of the past this year with council returning to in-person meetings in the church hall.

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 2022/23: It is difficult to see how any noticeable savings can be made whilst the Parish Council faces on-going increases in general expenses and energy and petrol bills. It remains to be seen what impact the current situation in the Ukraine and also the pandemic will have on costs for the council. Council will need to be mindful of this & practice caution around its spending decisions.

Projects in 2021/22:

The Parish Council:

- Ran a successful third Advent Windows event for Exning
- Provided a Christmas Tree for the village
- Provided a teen socialisation area on the recreation ground
- Provided the new Exning News for the parish
- Planned for the Jubilee Fete for June 2022
- Forged ahead with plans to introduce double yellow lines in areas of Chapel Street to ease parking problems there

Plans for projects in 2022/23

The Parish Council plans to:

- Look at speeding throughout the village, lobbying the Highways Authority for traffic calming measures and requesting a 20MPH central village zone
- Deliver the Jubilee Fete on 5/6/22

Cathy Whitaker, Clerk/RFO to Exning Parish Council 31/3/2022

**APPENDIX C: Working Group Membership for 2022/2023**

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 (C) Vice Chair, Cllr G Robinson 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 War Memorial Village Events	Cllr K Schosland (C) Cllr D Kilsby-Steele Cllr A Hall
Highways	Roads Footways Street Lighting A14 Matters Public Rights of Way Cycle Paths	Cllr J Gowing Cllr G Robinson (C) Cllr J London Cllr N Barlow
Planning	Planning Responses Associated Planning Matters Chancery Park Matters Special Development Matters	Cllr J Gowing Cllr G Robinson Cllr D Kilsby-Steele (C) Cllr N Barlow

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