

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

**held on Wednesday 26<sup>th</sup> January 2022 at 7.00pm at Exning Community Church Hall**

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

**OPEN FORUM:** A resident raised the matter of weeds in kerbs, footways & walls & asked the Parish Council to take Suffolk County Council (SCC) & West Suffolk Council (WSC) (where applicable) to task regarding this issue. It was noted that the Village Keepers are tackling some of this on an ongoing basis within the Exning Conservation Area – Church Lane currently. The Parish Council will be resuming the care of the areas around the War Memorial including grass cutting, weed clearance, etc. The resident offered to act in an advisory capacity; this offer was gratefully accepted. The matter of spraying within the Conservation Area will be brought back to the February agenda.

VK  
AGENDA

**Item 1.1/22: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE:** [LGA 1972, sch12,p40]

Chairman, Cllr T Wood, opened the meeting at 7.07pm.

- a. **To receive apologies:** Apologies received from Cllr C Nilsen (illness) & Suffolk County Council (SCC) Councillor, R Hood.
- b. **To approve apologies from members:** Cllr C Nilsen's apologies were approved (JG/AH/ALL)

**Item 2.1/22: COUNCILLOR REPORTS:** [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** Cllr Hood was not present & had given apologies. Her December 2021 report was received.
- b. **West Suffolk Councillor, Simon Cole:** Cllr Cole did not attend the meeting. No apologies or report were received from Cllr Cole.

**Item 3.1/22: DECLARATIONS OF INTEREST:** [Localism Act 2011,ss.31&33]

- a. **Councillors are invited to raise any declarations of interest concerning items on the agenda:** There were no declarations of interest.
- b. **To Consider any Requests for Dispensation:** None received.

**Item 4.1/22: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 24<sup>th</sup> NOVEMBER 2021:** [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. (NB/AH/ALL)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None.

**FINANCE**

**Item 5.1/22: FINANCE REPORT:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for November & December 2021:** The finance report for November & December 2021 was received & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 26/1/22 was noted at £89,690.28.

**Item 6.1/22: SUBMISSION OF SCHEDULES OF PAYMENTS & RECEIPTS:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To approve receipt & payment schedule for December 2021 & January 2022:** The receipt & payment schedule for December 2021 & January 2022 was received & approved. (KG/DKS/ALL)
- b. **Chairman to authorise payments for the current month:** The December 2021 & January 2022 non-confidential payments & receipts were scrutinised & approved by Chairman, Cllr T Wood. (Payment & Receipt Lists for December 2021 & January 2022 included under Appendix A). Confidential payments for December 2021 & January 2022 were scrutinised & approved by Chairman, Cllr T Wood.
- c. **Chairman to confirm electronic payments for the previous month:** The electronic payments for November & December 2021 were confirmed against the bank statements by Chairman, Cllr T Wood.

**Item 7.1/22: BANK STATEMENTS: To confirm that the November & December 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 November & December 2021 were in balance.

**ADMINISTRATION**

**Item 8.1/22: OTHER ADMINISTRATIVE MATTERS:**

- a. **To receive the Chairman's report:** Chairman, Cllr T Wood, reported that he had judged the Advent Windows 2021. The village Christmas tree had again been well received & complimented by the village. He had been in correspondence with Persimmon Homes regarding the delay in finishing highways works on Burwell Road & the waste still left by the contractors on the green in that area. He has been informed that works will restart in the first week of February.
- b. **To receive the Clerk's Report:** A new volunteer(s) to manage the Parish Council BookShare kiosk is required. Cllr J London volunteered to take this over in the short-term until someone is found.
- c. **To receive correspondence:** i) WSC Parish & Town Forum dates for 2022. ii) WSC Community Governance Review – the expiry date for the consultation period has been extended to May 2022. iii) A resident – Burwell Road Corner; yellow lines request & parking issues. iv) A resident – Burwell Road lay-by; leaves, over-hanging trees, overgrown footway. v) A resident – area between Stepping Stones path & track from Oxford Street; state of the land due to wet weather. vi) A resident – Duck Pond area; request for Parish Council involvement regarding grass & bollards.  
*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 a report from the Newsletter Working Group:** [LGA 1972, s.142] Following the printing delays of the Winter Edition, a new printing company has been sourced for the next print run. The Spring Edition is estimated for mid-March delivery. Volunteers are requested to communicate in advance if they are unable to deliver to prevent further delays.

CLLR JL

VK

NL  
WORKING  
GROUP

**PLANNING**

**Item 9.1/22: REPORT: To receive the December 2021 & January 2022 report from the Planning Working Group & authorise any actions:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

A report for December 2021 & January 2022 was received & responses & decisions noted & approved. (JG/NB/ALL)

**Agenda Item 9a: RESPONSES TO PLANNING APPLICATIONS BY EPC**

DC/21/2470/TCA	The Gables, 21 Church Street, Exning, CB8 7EH <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/21/2513/HH	Driftend, The Drift, Exning, CB8 7EZ <i>Householder Application – two storey side extension</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

**Agenda Item 9b: RESPONSES TO PLANNING DECISIONS BY WSC**

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: SEE MINUTES 24/3/21 WSC – PENDING DECISION
DC/21/0968/FUL	Land To The East of Breach Farm Ness Road Burwell East Cambridgeshire CB25 0DB <i>Solar Farm with ancillary development &amp; vehicular access</i>	EPC – NO OBJECTION; COMMENT SEE MINUTE S 28/7/21 WSC – APPLICATION APPROVED
DC/21/1335/FUL	Clinic Derby Cottage Fordham Road Exning <i>Full application – one treatment centre</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/21/1868/HH	Woodside Windmill Hill Exning Suffolk CB8 7PB <i>Householder Application – front &amp; side single storey extension</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/21/2075/HH	67 St Wendreds Way Exning CB8 7HJ <i>Householder application – Access ramp</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/21/2180/TCA	6 Brookside Exning CB8 7HP <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/21/2225/TCA	5 Swan Grove Exning CB8 7HX <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/21/2253/TCA	2 Beechwood Close Exning CB8 7EL <i>Application for tree work in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED

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)

DC/21/1525/FUL: Exning Parish Council OBJECTS to this application on the grounds of Parking & Plan queries for the following reasons:- The building has no parking facility: the plans show a garage to the rear of the building, but the Parish Council understands that this is not owned by the applicants. The plans show a wall to the front of the building: this building exits directly onto the footway & the Parish Council believes that there is no ownership in that area by the applicant. All other buildings along Oxford Street are two-storey: there are no three storey buildings on Oxford Street, & this would not be in keeping with the local area. The Design & Access statement is very poor & does not fully address the access issues to the flat or the shop, including parking, fire escape & the seating areas.

Cllr J Gowing requested that the members of the Planning Working Group respond in good time to all planning application consultations to avoid the comments of the Parish Council being invalid.

**Item 10.1/22: CHANCERY PARK: To receive an update:** [Town & Country Planning Act 1990, Sched. 1, para. 8]  
Nothing further at this time.

**HIGHWAYS**

**Item 11.1/22: REPORT: To receive a report from the Highways Working Group regarding matters not on this agenda & authorise any actions:** The Memorial junction double roundabout markings have been refreshed. Streetlights have been upgraded by SCC to LED. A quote is awaiting from SCC to EPC regarding an upgrade to the Parish Council-owned units.

**Item 12.1/22: CHAPEL STREET : To receive an update regarding the Permanent Road Traffic Order:** A quote has been received from Suffolk Highways for £3,478.62; this being the estimated cost for drawing & design. SCC Cllr Hood has indicated that she would be willing to fund 50% of this figure. This cost does not include a road safety audit or the actual installation works. There is no indication as yet regarding the potential cost for installation. Another onsite visit will be requested before proceeding with stage 1 of this project.

**Item 13.1/22: SPEED LIMITS : To discuss the limits in Exning & its environs:** Discussion around the options – 20MPH throughout the whole village / pushing the 30MPH limits out to the edges of the village entrances / temporary 20MPH speed limit to assess the benefit / staggered limit (40 / 30 / 20MPH). Investigations will be made with SCC.

**Item 14.1/22: CYCLE PATH : To receive information regarding the Exning-Burwell cycle path:** This will be part of the Section 106 agreement from the Burwell Phase II development. There are no plans available at present. Chairman, Cllr T Wood, will write to WSC planners.

**RECREATION & ENVIRONMENT**

**Item 15.1/22: 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. **St Martin’s Churchyard:** The long-awaited repairs to the Church Street/Wests Garage-side wall have now been completed.
- c. **Exning Road Old Cemetery:** Nothing to report.

**Item 16.1/22: REPORT: To receive a report from the Recreation & Environment Group & authorise any actions:** Nothing to report that is not covered on this agenda.

CLERK

CLERK

CLERK

CLLR TW

**Item 17.1/22: QUEEN'S GREEN CANOPY SAPLINGS: To discuss placement of 50 tree saplings:** [Open Spaces 1906, ss. 9&10] Areas of suggestion were Lacey's Lane Cemetery, St Martin's churchyard, Ducks Lane, the school. Not on the recreation ground. The saplings will be planted in a sheltered area to grow-on before planting in location.

CLERK

**Item 18.1/22: JUBILEE FETE 2022: To receive a report from the Jubilee Fete Working Group:** [Local Government Act 1972,s145] Two meetings had taken place. A poster with save the date for 5<sup>th</sup> June 2022; 12noon until 8pm is out. Chairman, Cllr T Wood, expressed thanks to the working group members for their work. Plans will progress with the organisation of food & drink vendors, entertainment schedule, raffle prize requests, toilets, shelter, licencing, etc.

FETE  
Working  
Group

**Item 19.1/22: AGENDA ITEMS: To note items for consideration at the next meeting (February 2022):** Parish Council noticeboard at Chancery Park.

**Item 20.1/22: DATE OF THE NEXT MEETING:** The next Parish Council Meeting will be held on **Wednesday 16<sup>th</sup> February 2022 at 7.00pm** & will take place at the Exning Community Church Hall. **NOTE: THIS IS THE THIRD WEDNESDAY OF FEBRUARY.**

**Item 21.1/22: 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:** (TW/DKS/ALL) The member of public left the meeting. The meeting entered a confidential section.

**Item 22.1/22: STAFFING: To discuss staffing matters:** [LGA 1972, s.112] Nothing to report.

**Item 23.1/22: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:** Following the Chairman's letter to WSC Cllr Cole, there had been no response – no apologies or report received for this meeting. The Chairman will send a further formal letter to Cllr Cole.

CLLR TW

Chairman, Cllr T Wood, closed the meeting at 8.58pm.

**APPENDIX A: December 2021 & January 2022 Non-Confidential Payments & Receipts**

**DECEMBER 2021 Receipts & Payments**

**Exning Parish Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
29 Memorial Fees	01/12/2021	LGA1972,s214	Barclays Bank Current	inv 21	Memorial Application	Rebecca Jaques	Z	60.00		60.00
30 Donations Received	01/12/2021	LGA1972,s142	Barclays Bank Current	INV 16	Newsletter	Newmarket Day Centre	Z	120.00		120.00
31 Exclusive Rights Fees	06/12/2021	LGA1972,s214	Barclays Bank Current	Inv 24	Purchase of Exclusive Rights of	Mrs JA Chapman	Z	180.00		180.00
32 Exclusive Rights Fees	06/12/2021	LGA1972,s214	Barclays Bank Current	Inv 24	Purchase of Exclusive Rights of	Mrs JA Chapman	Z	50.00		50.00
33 Grants Received	02/12/2021	OpenSpacesAct1	Barclays Bank Current		Grant Received	Groundworks	X	500.00		500.00
<b>Total</b>								<b>910.00</b>		<b>910.00</b>

**Exning Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
127 Water charges	01/12/2021	LGA1972,s214	Barclays Bank Current	DD 255858001/127	Water Bill	Anglian Water (Wave)	Z	14.08		14.08
128 Salaries, PAYE, NICs, WPP	08/12/2021	LGA1972,112	Barclays Bank Current	DD WPP M10/128	Workplace Pension	Standard Life	X	26.10		26.10
129 Lacey's Lane Grave Digging f	10/12/2021	LGA1972,s214	Barclays Bank Current	BACS3493/129	Grave Digging Fees	Spring Cottage Landscaping	E	245.00		245.00
130 Street Furniture	10/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS S1555/130	Xmas Tree	Rougham Estates	S	197.29	39.46	236.75
131 Street Furniture	10/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS165/131	Xmas Tree	The Christmas Decorators	S	880.00	176.00	1,056.00
132 Computing	15/12/2021	LGA1972,s142	Barclays Bank Current	SO 15DEC21/132	Website Management	Newmarket Day Centre	E	25.00		25.00
133 Machinery/equipment purcha	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS IB944548/133	General Equipment	Ridgeons Ltd	S	124.50	24.90	149.40
134 Machinery/equipment R&M	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS3382/134	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	252.75	50.54	303.29
135 Machinery/equipment R&M	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS3376/135	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	62.25	12.46	74.71
136 Machinery/equipment R&M	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS3375/136	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	55.41	11.09	66.50
137 Machinery/equipment purcha	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS3373/137	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	44.49	8.90	53.39
138 Machinery/equipment R&M	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS3374/138	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	16.67	3.33	20.00
139 Machinery/equipment R&M	29/12/2021	OpenSpacesAct1	Barclays Bank Current	BACS3386/139	Horticultural Equipment Repair	CW Kirk Lawnmowers	S	39.68	7.93	47.61
140 Stationery & Printing	29/12/2021	LGA1972,s142	Barclays Bank Current	BACS21401/140	Newsletter	Burwell Print Centre	Z	486.85		486.85
141 Computing	29/12/2021	LGA1972,s111	Barclays Bank Current	BACS2349/141	Software Licence	Starboard Systems Ltd (Scrib	S	468.00	93.60	561.60
142 Salaries, PAYE, NICs, WPP	22/12/2021	LGA1972,112	Barclays Bank Current	BACSXX09/142-144	Salary payments	Wages Control Account	X	2,176.01		2,176.01
143 Travel	22/12/2021	LGA1972,112	Barclays Bank Current	BACSXX09/142-144	Salary payments	Wages Control Account	X	50.00		50.00
144 Telephone & Internet	22/12/2021	LGA1972,112	Barclays Bank Current	BACSXX09/142-144	Salary payments	Wages Control Account	X	50.62		50.62
145 Salaries, PAYE, NICs, WPP	22/12/2021	LGA1972,112	Barclays Bank Current	BACSQ3/145	Salary payments	HMRC	X	612.06		612.06
<b>Total</b>								<b>5,826.76</b>	<b>428.21</b>	<b>6,254.97</b>

**JANUARY 2022 Receipts & Payments**

**Exning Parish Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
0										
<b>Total</b>										

Exning Parish Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
146 Storage Rental	04/01/2022	OpenSpacesAct1	Barclays Bank Current	DD DEXNI001Q4/146	Garage Storage	Flagship Homes	S	113.40	22.68	136.08
147 Salaries, PAYE, NICs, WPP	10/01/2022	PensionsAct2006	Barclays Bank Current	D-WP141409910/147	Workplace Pension	Standard Life	X	26.10		26.10
148 Cllr expenses	26/01/2022		Barclays Bank Current	BACSCHAIREXP/148	Chairperson's expenses	T Wood	S	74.56	14.73	89.29
149 Computing	17/01/2022	LGA1972,s142	Barclays Bank Current	SO 15JAN22 / 149	Website Management	Newmarket Day Centre	E	25.00		25.00
150 Electricity	24/01/2022	LGA1972,s214	Barclays Bank Current	DDKI-DC69F7A6-002/1	Electricity Fees	E.ON	L	59.53	2.98	62.51
151 Electricity	24/01/2022	LGA1972,s214	Barclays Bank Current	DDKI-FB4ECE18-0002/	Electricity Fees	E.ON	L	37.46	1.87	39.33
152 Grass Cutting	26/01/2022	OpenSpacesAct1	Barclays Bank Current	BACSSIN084629/152	Grass Cutting	Vertas Group Limited	S	267.87	53.57	321.44
153 Street Furniture	26/01/2022	OpenSpacesAct1	Barclays Bank Current	BACS Parish9/153	Xmas Tree	TT Logistics	E	95.00		95.00
154 Computing	26/01/2022	LGA1972,s111	Barclays Bank Current	BACSREIMB010/154-1	Reimbursements	Reimbursements	S	35.98	6.80	42.78
155 Stationery & Printing	26/01/2022	LGA1972,s111	Barclays Bank Current	BACSREIMB010/154-1	Reimbursements	Reimbursements	S	252.96	50.60	303.56
156 Salaries, PAYE, NICs, WPP	26/01/2022	LGA1972,112	Barclays Bank Current	BACS??10/156	Salary payments	Wages Control Account	X	2,131.64		2,131.64
157 Travel	26/01/2022	LGA1972,112	Barclays Bank Current	BACS??10/157	Salary payments	Reimbursements	X	83.75		83.75
158 Telephone & Internet	26/01/2022	LGA1972,112	Barclays Bank Current	BACS??10/158	Salary payments	Reimbursements	X	50.00		50.00
<b>Total</b>								<b>3,253.25</b>	<b>153.23</b>	<b>3,406.48</b>