

**MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 23rd July 2025 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors L Morgan (Chair), R Cizevsky, B Grzech, Alex Hall, C Ireland, J London, K Schosland, A Zitoun. Also in attendance; C Whitaker (Clerk to Exning Parish Council). 1 member of the public.

1.07.25: ELECTION OF CHAIRPERSON:

- a. **To receive nominations and elect a Chairperson for the Municipal Year 2025-2026:** LGA 1972, ss15(2)] Cllr J London nominated Cllr L Morgan, seconded by Cllr B Grzech. The vote was unanimous and Cllr Morgan was duly elected.
- b. **Chairperson to sign the Declaration of Acceptance of Office:** The Declaration of Office was duly signed by Cllr Morgan.

2.07.25: ELECTION OF VICE CHAIRPERSON:

- a. **To receive nominations and elect a Vice Chairperson for the Municipal Year 2025-2026:** [LGA 1972, s83(4)] Cllr J London nominated Cllr K Schosland, seconded by Cllr B Grzech. The vote was unanimous and Cllr Schosland was duly elected.
- b. **Vice Chairperson to sign the Declaration of Acceptance of Office:** The Declaration of Office was duly signed by Cllr Schosland.

3.07.25: CHAIR'S WELCOME and APOLOGIES FOR ABSENCE: [LGA 1972, sch12, p40]

- a. **To receive apologies:** Chair, Cllr L Morgan, opened the meeting at 7.12pm. Apologies received from SCC Cllr R Hood.
- b. **To approve apologies from members:** No apologies requiring approval.

4.07.25: COUNCILLOR VACANCIES:

- a. **To receive the resignation of a Council Member:** The resignation of D Kilsby-Steele was received and WSC Democratic Services will be notified. Thanks were offered to D Kilsby-Steele for her work with the Council over past years.
- b. **To make co-option of candidates to the three casual vacancies for Exning Parish Council; taking a vote if there are more candidates than vacancies:** There were three candidates present. All being qualified and not disqualified, were duly co-opted onto the committee of Exning Parish Council as co-opted members and took their seats at the council table. New members are Roxana Cizevsky, Andrew Hall, Akram Zitoun.

5.07.25: OTHER BODIES: To resolve to invite attendance at Parish Council meetings representation of Other Bodies and receive associated reports: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood** – Cllr Hood did not attend the meeting, having given apologies; the monthly report was received.
- b. **West Suffolk Councillor, Jon London** – Cllr London spoke regarding the impending acquisition of responsibility for Chancery Park Phase 1 green spaces and an impending agreement with Belpot Estates regarding a woodland link between Chancery Park Phase 2 and the recreation ground.
- c. **Exning Community Policing Team, PC N Chapman** – PC Chapman did not attend the meeting; and no report was offered.
It was agreed to continue to invite Cllrs Hood, London and PC Chapman to all meetings. (LM/Alex H)

6.07.25: DECLARATIONS OF INTEREST: [Localism Act 2011, ss.31 and 33]

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

7.07.25: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 23rd APRIL 2025: [LGA 1972, Sch12, p41(4)]

- a. **To consider and adopt the minutes as a true record of the proceedings:** The minutes were approved, with no amendments, and were signed by the Chair. (LM/KS)
- b. **To consider any matters arising from the minutes which are not on this agenda:** None.

FINANCE and ADMINISTRATION

8.07.25: FINANCE REPORT: [Accounts and Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for May 2025:** The finance report for May 2025 was noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position was reported as £219,126.11 at 25/6/2025.

9.07.25: SUBMISSION OF SCHEDULES OF RECEIPTS and PAYMENTS: [Accounts and Audit Regulations 2015 (SI 2015/234), reg3]

- a. **Approval of receipt and payment schedules for May and June 2025:** The receipt and payment schedules for May and June 2025 were approved and are appended to these minutes under Appendix A. (JL/LM)
- b. **Authorisation of receipts and payments for the current month:** The May and June 2025 confidential and non-confidential payments and receipts were scrutinised and authorised by Cllr Morgan.

CLERK

MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 23rd July 2025 at 7.00pm at Exning Community Church Hall

- c. Confirmation of electronic payments for the previous month:** The electronic payments for April and May 2025 were confirmed against the bank statements by Cllr Morgan.

10.07.25: BANK STATEMENTS: Confirmation that the April and May 2025 bank statement balances and related bank reconciliation have been scrutinised and approved: [Accounts and Audit Regulations 2015 (SI 2015/234), reg3]. The bank statements and bank reconciliations for April and May 2025 were confirmed as being in balance by Cllr Morgan.

11.07.25: ANNUAL ADMINISTRATIVE MATTERS:

- a. MEMBER ATTENDANCE/REPRESENTATION AT OUTSIDE GROUPS: To confirm Member attendance for:-** (KS/LM)

- i: Suffolk Association of Local Councils – Cllr K Schosland
- ii: WSC Town and Parish Forum – Cllr L London
- iii: Bottisham United Charities – Cllr B Grzech
- iv: Forest Heath Parish Alliance Group (Sunnica) – Cllr J London

- b. POLICIES, CODES & PROTOCOLS FOR EXNING PARISH COUNCIL: To amend the annual review dates for the review of the following documents to the Annual Meetings going forward and approve:**

- i: Standing Orders
- ii: Financial Regulations
- iii: Risk Management
- iv: Internal Control Statement

The documents were approved for 2025/2026 and will be reviewed at the 2026 Annual Meeting of the Council. (KS/LM)

- c. INSURANCE SCHEDULE: To consider the adequacy of the levels of Parish Council insurance for the current year:** Council approved the current schedule. (KS/BG)

- d. ASSET REGISTER: To approve and note the Asset Register for 2025/2026:** The Asset List was approved. (LM/KS)

- e. WORKING GROUP MEMBERSHIP: To allocate membership of the working groups of Exning Parish Council for 2025/2026 and confirm Terms of Reference:** The newly updated Working Group list is appended to these minutes under Appendix B. Terms of reference of the groups were approved. (LM/JL)

- f. SUBSCRIPTIONS TO OTHER BODIES: To review Council subscriptions to other bodies and approve for the year 2025/2026:** The annual subscriptions were approved. (LM/BG)

- g. MEETING DATES: To receive and approve dates and times of council meetings (May 2025-May 2026):** This item was deferred to the July Council meeting.

- h. ANNUAL PARISH MEETING: To approve the date of the 2026 Annual Parish Meeting:** This item was deferred to the July Council meeting.

12.6/25: OTHER ADMINISTRATIVE MATTERS:

- a. To receive the Chair's Report:** No further report.
- b. To receive the Clerk's Report:** Clerk gave verbal information to the new Councillors.
- c. To receive the Village Keeper's Report:** None given.
- d. To receive Correspondence:** None.
- e. To consider Section 137 requests:** [LGA1972, s.137]. No new applications received.
- f. To receive a report from the Media Working Group:** [LGA1972, s.142] October 2026 MS Publisher will no longer be supported. Cllr Zitoun suggested considering NL to be offered via email to residents.

PLANNING

13.07.25: REPORT: To receive and authorise the May and June 2025 report from the Planning Working Group: [Town and Country Planning Act 1990, Sched. 1, para. 8] The planning report was received and approved. (LM/BG) The vote was unanimous.

Agenda Item 13a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/25/0749/HH	Harraton Square, Church Lane, Exning <i>Householder application – fenestration changes/changes to chimney</i>	EPC – OBJECTION* WSC – PENDING DECISION
DC/25/0845/HH	Newlands, Windmill Hill, Exning <i>Householder application – single storey rear extension</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/25/0822/HH	Summer House, 6C The Highlands, Exning <i>Householder application – 1.5 storey link extension, fenestration and conversion of garage</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/25/0871/TPO	Rhone House, Windmill Hill, Exning <i>Application to fell a tree with a Tree Protection Order</i>	EPC – OBJECTION* WSC – PENDING DECISION

July
agenda

Media
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CLERK

MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 23rd July 2025 at 7.00pm at Exning Community Church Hall

DC/25/0898/TCA	The Old Rectory, Church Lane, Exning <i>Application for tree work in a conservation area</i>	EPC – OBJECTION* WSC – PENDING CONSIDERATION	
DC/25/0840/FUL	Land at 50 Lacey's Lane, Exning <i>Full application – two semi-detached dwellings</i>	EPC – NO OBJECTION WSC – PENDING DECISION	
DC/25/0923/TPO	3 Saxon Close, Exning <i>Application to fell trees with a Tree Protection Order</i>	EPC – OBJECTION* WSC – PENDING DECISION	
DC/25/091/TCA	1 Harraton Square, Church Lane, Exning <i>Application for tree work in a conservation area – including removal of old bunker</i>	EPC – SUPPORT WSC – PENDING CONSIDERATION	

Agenda Item 13b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/24/0450/FUL	Unit 8, Swan Lane Business Park, Swan Lane, Exning <i>Full application – change of use from offices to flexible offices/public worship with associated works/infrastructure</i>	EPC – OBJECTION WSC – DEFERRED TO WSC DEVELOPMENT CONTROL COMMITTEE	
DC/24/1295/FUL	Land rear of 153 TO 161 Burwell Road, Exning Full application – construction of a small storage unit with associated hardstand	EPC – OBJECTION WSC – PENDING CONSIDERATION	
DC/25/0278/HH	3 Glanely Gardens, Exning Householder application – single storey rear extension to garage, replacement roof and doors to rear conservatory	EPC – NO OBJECTION WSC – APPLICATION APPROVED	
DC/25/0454/TCA	16 Beechwood Close, Exning Application for tree works in a conservation area	EPC – STANDARD TREE RESPONSE WSC – NO OBJECTIONS RECEIVED	
DC/25/0310/FUL	Shangri La, 3 The Highlands, Exning Full application – one bungalow	EPC – NO OBJECTION WSC – PENDING DECISION	
DC/25/0481/TCA	17 Church Street, Exning Application for tree works in a conservation area	EPC – STANDARD TREE RESPONSE WSC – NO OBJECTIONS RECEIVED	
DC/25/0568/TCA	31 Oxford Street, Exning Application for tree works in a conservation area	EPC – STANDARD TREE RESPONSE WSC – NO OBJECTIONS RECEIVED	
DC/25/0385/FUL	Land rear of York Villa, North End, Exning Full application – one dwelling	EPC – NO OBJECTION WSC – APPLICATION REFUSED	

* **DC/25/0749/HH:** Exning Parish Council refers to the Conservation Officer's comments regarding this heritage asset in the heart of our Exning Conservation Area. Until such a time that they are content with this planning application from a Conservation Area perspective, Exning Parish Council objects to this application.

* **DC/25/0871/TPO / DC/25/0898/TCA / DC/25/0923/TPO:** Objections to applications to fell trees in the Conservation Area; some with Tree Protection Orders.

14.07.25: CHANCERY PARK:

- a. **To receive an update regarding the Phase 1 adoption:** [Open Spaces Act]. Awaiting West Suffolk Council response.
- b. **To receive an update regarding a proposed footpath link between Exning Recreation Ground and Chancery Park:** [Highways Act 1980, s4] A successful meeting was held between Exning Parish Council and Belpart Estates. Further details pending.
- c. **To discuss any other Chancery Park matters:** Discussions regarding Phase 2 open spaces. Cllr Grzech will be updating the snagging list for Chancery Park Phase 1.

PUBLIC REALM

15.07.25: CHAPEL STREET: To discuss further resident parking issues: Exploratory work will be carried out to investigate the possibility and feasibility of a Resident's Parking Zone (RPZ).

16.07.25: AGENDA ITEMS: To note additional items for consideration at the next meeting (July 2025): Meeting dates for municipal year 2025-2026. Set date for Annual Parish Meeting 2026. Recognition of volunteers within the parish.

17.07.25: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on Wednesday 23rd July 2025; 7pm in the Exning Community Church Hall.

18.07.25: CONFIDENTIAL MATTERS: To resolve to exclude press and public under the Public Bodies

MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 23rd July 2025 at 7.00pm at Exning Community Church Hall

(Admissions to Meetings) Act 1960: the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information: No confidential section required.

19.07.25: STAFFING: To discuss staffing matters: [LGA 1972, s.112] Not applicable.

20.07.25: OTHER CONFIDENTIAL MATTERS: To discuss and authorise any actions: Not applicable.

Chair, Cllr L Morgan, closed the meeting at 8.55pm.

APPENDIX A: RECEIPT AND PAYMENT SCHEDULES FOR MAY AND JUNE 2025

RECEIPTS LIST - April/May 2025 - NON-CONFIDENTIAL RECEIPTS		
Supplier	Description	Gross Amount
Barclays Bank	Interest received	£224.88
CCLA	PSDF reinvestment on investment	£372.33
CB	Ashes interment	£383.00
JK Memorials	Memorial work	£63.00
Southgate of Newmarket	Ashes interment	£295.00
Ivett & Reed Ltd	Memorial work	£63.00
CCLA	PSDF reinvestment on investment	£369.84
H Brett & Son	Memorial work	£60.00
Southgate of Newmarket	Burial	£1,103.00
		£2,934.05
PAYMENTS LIST - April/May 2025 - NON-CONFIDENTIAL PAYMENTS		
Supplier	Description	Gross Amount
UK Fuel Radius	May fuel	£82.49
Latta Hire Ltd	Hire of toilets for fete	£490.56
E Konig	Entertainment for fete	£370.00
Gazebos Shop	Purchase of two branded gazebos	£1,334.81
Reimbursements	Clerk reimbursements - May	£818.17
Simpson's Nurseries Ltd	Planting for village planters	£34.54
Spring Cottage Landscaping	Grave digging fees	£160.00
Petty Cash	Incidental costs - May	£180.95
Anglian Water	Cemetery water fees	£19.65
Spring Cottage Landscaping	Grave digging fees	£380.00
UK Fuel Radius	June fuel	£52.17
Mead Construction	Cemetery spoil removal	£600.00
Reimbursements	Clerk reimbursements - June	£747.65
Petty Cash	Incidental costs - June	£85.40
		£5,356.39

MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 23rd July 2025 at 7.00pm at Exning Community Church Hall

APPENDIX B: WORKING GROUP MEMBERSHIP FOR 2025/2026

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, church, Exning Estate, etc) Cemetery Tariffs & Regulations	Cllr L Morgan (c) Cllr K Schosland Cllr A Zitoun
Public Realm (formerly Recreation/Environment & Highways merged)	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 R Cizevsky Cllr B Grzech Cllr Alex Hall Parish Clerk
	Roads Footways Street Lighting A14 Matters Public Rights of Way Cycle Paths	
Planning	Planning Responses Associated Planning Matters Chancery Park Matters Special Development Matters	Cllr B Grzech Cllr Andy Hall Cllr L Morgan
Media	Production & Distribution of the Exning News quarterly newsletter Management of the advertising within the newsletter Management of Website Management of Social Media channels	Cllr L Morgan Cllr K Schosland
Fete	To plan and manage the Annual Fete event within the allocated budget	Cllr B Grzech Cllr A Hall (c) Cllr K Schosland Parish Clerk
Environment	To manage Council environmental decisions	Cllr L Morgan Cllr R Cizevsky

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