MINUTES of the ANNUAL Meeting of Exning Parish Council
held on Wednesday 13th May 2026 at 7.20pm at Exning Community Church Hall

PRESENT: Parish Councillors L Morgan (Chair), R Cizevsky, B Grzech, A Hall, J Hall, C Ireland, J London, K Schosland, A Zitoun. Also in attendance: C Whitaker (Parish Clerk), SCC Cllr A Burton and four members of the public.

PUBLIC FORUM: Nothing raised.

1.05/26: ELECTION OF CHAIRPERSON: [LGA1972,ss15(2)]

a. To receive nominations and elect a Chairperson for the Municipal Year 2026-2027: Cllr Schosland nominated Cllr Morgan as Chair; seconded by Cllr Hall. The vote was unanimous and Cllr Morgan was duly elected as Chair for Exning Parish Council for the Municipal Year 2026-2027

b. Chairperson to sign the Declaration of Acceptance of Office: Cllr Morgan signed the Declaration of Acceptance of Office.

2.05/26: ELECTION OF VICE CHAIRPERSON: [LGA1972,s83(4)]

a. To receive nominations and elect a Vice Chairperson for the Municipal Year 2026-2027: Cllr London nominated Cllr Schosland as Vice Chair; seconded by Cllr Ireland. The vote was unanimous and Cllr Schosland was duly elected as Vice Chair for Exning Parish Council for the Municipal Year 2026-2027

b. Vice Chairperson to sign the Declaration of Acceptance of Office: Cllr Schosland signed the Declaration of Acceptance of Office.

3.05/26: CHAIR'S WELCOME and APOLOGIES FOR ABSENCE: [LGA 1972, sch12, p40]

a. **To receive apologies:** Cllr L Morgan opened the meeting at 7.20pm. There were no apologies.

b. **To approve apologies from members:** Not required.

4.05/26: COUNCILLOR VACANCY: To make co-option of one candidate to the casual vacancy for Exning Parish Council; taking a vote if there is more than one candidate: [LGA1972, Sch12p39]: There were two candidates for the vacancy; an anonymous vote was taken and John Hall was unanimously co-opted as a Member of Exning Parish Council. Cllr Hall signed the Declaration of Office and took his place at the council table. CLERK

5.05/26: OTHER BODIES: To resolve to invite attendance at Parish Council meetings of Other Bodies and receive associated reports, if any: [EPC Standing Order 24].

a. **Suffolk County Councillor** – recently elected, Cllr Andrew Burton

b. **West Suffolk District Councillor** – Cllr Jon London

c. **Exning Community Policing Team (CPT)** – PC Nick Chapman

Cllr Morgan proposed; seconded by Cllr Schosland, with a unanimous vote in favour. Cllr Burton gave a short introduction and spoke regarding the Exning/Burwell cyclepath (working with Burwell Parish Council), speed limits on Windmill Hill. A list will be prepared by the Parish Council for discussion with Cllr Burton. Cllr London discussed the delay on the Chancery Park Phase 1 transfer of responsibilities. PC Chapman had sent apologies, but asked that any comments or queries be sent to him via email.

6.05/26: DECLARATIONS OF INTEREST: [Localism Act 2011, ss.31and33]

a. **Councillors are invited to raise any declarations of interest concerning items on the agenda:** Cllr Morgan declared an 'other' interest in item 17b,iv.

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

7.05/26: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 22nd APRIL 2026: [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/BG)

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

FINANCE and ADMINISTRATION

8.05/26: FINANCE REPORT: [Accounts and Audit Regulations 2015 (SI 2015/234), reg3]

a. **To receive the report for April 2026:** The finance report for April 2026 was noted.

b. **To receive the Current Financial Position from the Clerk:** The financial position was reported as £293,506 at 13/5/26. The annual precept figure has been received in full and consideration will be made at the next meeting of an amount to transfer into the CCLA PSDF investment account to maximise income. Agenda

9.05/26: 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 2026:** The receipt and payment schedules for May 2026 will be deferred to the June agenda for approval. Agenda

b. **Authorisation of receipts and payments for the current month:** The May 2026 confidential and non-confidential payments and receipts will be deferred to the June agenda for scrutiny.

c. **Confirmation of electronic payments for the previous month:** The electronic payments for April 2026 will be deferred to the June agenda for confirmation against the bank statements.
The deferral is due to the early occurrence of the Annual Meeting in the calendar month.

10.05/26: BANK STATEMENTS: Confirmation that the April 2026 bank statement balances and related bank Agenda

reconciliation have been scrutinised and approved: [Accounts and Audit Regulations 2015 (SI 2015/234), reg3]. The bank statements and bank reconciliations for April 2026 will be confirmed as being in balance at the June agenda.

11.05/26: ANNUAL INTERNAL AUDIT FOR EXNING PARISH COUNCIL FOR YEAR ENDING 31 MARCH 2026: To receive the annual internal audit report by Suffolk Association of Local Councils (SALC): [Accounts & Audit Regulations 2015 (SI 2015/234) reg5] The report and AIAR form from internal auditors, SALC, were received and noted. Comments to the report will be presented by the Clerk to the Council at the June agenda. Agenda

12.05/26: ANNUAL BANK RECONCILIATION: To receive and note the Bank Reconciliation for the Financial Year 1st April 2025 to 31st March 2026: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3] The bank reconciliation was duly noted at a closing balance of £173,352.

13.05/26: ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR EXNING PARISH COUNCIL FOR YEAR ENDING 31 MARCH 2026: [Accounts & Audit Regulations 2015 (SI 2015/234) regs 6&9]

a. Section 1 – Annual Governance Statement 2025/2026: To approve the statement: The Annual Governance Statement for Exning Parish Council for 2025/2026 was approved. (KS/LM)

b. Section 2 – Accounting Statements 2025/2026: To approve the statements: The Accounting Statements for Exning Parish Council for 2025/2026 were approved. (CI/LM)

14.05/26: EAR-MARKED RESERVE AND GENERAL RESERVE: To receive the current Ear-Marked Reserve status and approve the General Reserve Calculation for 2026/2027: The reserves were noted; in particular the play area EMR standing at £92,000 will also have a grant received amount of £2,187 added to it this month. The General Reserve is standing currently at just over 25% of the precept figure; this to be assessed again at budget setting time.

15.05/26: ANNUAL ADMINISTRATION MATTERS:

a. MEMBER ATTENDANCE/REPRESENTATION AT OUTSIE GROUPS: To confirm Member attendance for:-

i.	**Suffolk Association of Local Councils**	Cllr Schosland
ii.	**WSC Town and Parish Forum**	Cllr London
iii.	**Bottisham United Charities**	Cllr Grzech
iv.	**Forest Heath Parish Alliance Group**	Cllr London
v.	**Suffolk Parishes Road Safety Group**	Cllr Grzech

The membership was approved. (LM/JL)

b. POLICIES, CODES & PROTOCOLS FOR EXNING PARISH COUNCIL: To review the following documents and approve for the municipal year 2026/2027:

i. Standing Orders
ii. Financial Regulations
iii. Risk Management Scheme
iv. Internal Control Statement

The documents were approved for the municipal year 2026/2027. (LM/AH)

c. **INSURANCE SCHEDULE: To consider the adequacy of the levels of Parish Council insurance for the current year:** The levels were approved as adequate and the policy will be renewed in August.

d. ASSET REGISTER: To approve and note the Asset Register for 2026/2027: The Asset Register for 2026/2027 was noted at an opening value of £379,654. (LM/JL)

e. WORKING GROUP MEMBERSHIP: To allocate membership of the working groups of Exning Parish Council for 2026/2027 and confirm Terms of Reference: The membership was confirmed and is appended to these minutes under Appendix A. The ToRs were confirmed. (LM/BG)

f. SUBSCRIPTIONS TO OTHER BODIES: To review council subscriptions to other bodies and approve for the year 2026/2027: This item to be deferred to June agenda for an amended list. Agenda

g. MEETING DATES: To receive and approve dates and times of council meeting (May 2026-May 2027): This item to be deferred to June agenda following the possible amendment of some meeting dates. Agenda

h. ANNUAL PARISH MEETING: To approve the date of the 2027 Annual Parish Meeting: The date was confirmed as 14th April 2027 at 6.30pm. (BG/RC)

i. CEMETERY FEES AND REGULATIONS: To review the fees and regulations for Exning Cemeteries for Municipal Year May 2026 to May 2027: The cemetery fees were increased by 5%. (LM/KS)

16.05/26: OTHER ADMINISTRATIVE MATTERS:

a. To receive the Chair's Report: No report.

b. To receive the Clerk's Report: No report.

c. To receive the Village Keeper's Report: No report.

d. To receive Correspondence: None. *Copies of correspondence received may be requested from the Clerk.*

e. To consider Section 137 requests: [LGA1972, s.137]. An application from Friends of Exning School was received for funding for new gazebos. £500 was awarded. (JH/AH) CLERK

f. To receive a report from the Media Working Group: [LGA1972, s.142] Cllr Schosland had sent a report

regarding advertisement fees to all councillors. A proposal to include the advertising costs as a standing item in the newsletters was approved. (KS/BG). The Fete dates are on social media. Next newsletter is printer-ready. Cllr Zitoun confirmed that by October, the Affinity package will be used for the newsletter.

PLANNING

17.05/26: REPORT: To receive and authorise the April 2026 report from the Planning Working Group: [Town and Country Planning Act 1990, Sched. 1, para. 8] The planning report was received. There were no new planning applications received to date.

Agenda Item 17a: RESPONSES TO PLANNING APPLICATIONS BY EPC

	NO NEW APPLICATIONS	

Agenda Item 17b: RESPONSES TO PLANNING DECISIONS BY WSC

DC/26/0274/HH	3 King's Court, Oxford Street, Exning Householder Application – extension to front porch; single storey rear extension	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/26/0285/HH	6 Brookside, Exning Householder Application – one detached annexe	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/26/01984/FUL	Phase 2B, Chancery Park, land south of Burwell Road, Exning 17 dwellings, associated access, garaging and ancillary works	EPC – EXTENDED COMMENT SUBMITTED WSC – PENDING CONSIDERATION
DC/26/0388/HH	73 St Wendred's Way, Exning Householder Application – ramped access with handrail	EPC – NO OBJECTION WSC – APPLICATION APPROVED
DC/26/0504/TCA	11 New River Green, Exning Application for tree work in a conservation area	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED
DC/26/0549/TCA	Sunningdale, Windmill Hill, Exning Application for tree work in a conservation area	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

18.05/26: CHANCERY PARK: [Town and Country Planning Act 1990, Sched. 1, para. 8]

a. To receive an update regarding the Phase 1 adoption: No update.
b. To receive an update regarding a proposed footpath link between Exning Recreation Ground and Chancery Park: No update.
c. To discuss any other Chancery Park matters: No discussion.

PUBLIC REALM

19.05/26: REPORT: To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only: No report.

At 9.20pm, Cllr Morgan proposed that the meeting be extended over two hours by suspending EPC Standing Order 3w; seconded by Cllr Grzech. The vote was unanimous.

20.05/26: CEMETERY AND CHURCHYARD: To receive a report and authorise actions regarding Cemetery and Churchyard matters: [LGA 1972, ss 214-215].

a. **Lacey's Lane Cemetery:**
b. **Exning Road Old Cemetery: i) to discuss the water supply to the cemetery and buildings, ii) to discuss Cemetery Cottage** – both items to be deferred to the June agenda with updated information. Agenda
c. **St Martin's Churchyard:** Tree work from the Tree Survey has been completed.

21.03.26: EVENTS: To receive updates and discuss the following events: [LGA 1972, s145]

a. Exning Fete 2026 – 25/7/2026. Regular activities are booked. Two more banners to be ordered after one disappeared. Volunteers still needed. CLERK
b. Christmas Tree Light Switch-on – 29/11/2026.
c. Action Day for new forest path (Chancery Park/Recreation Ground) – date tbc.

22.05/26: ENVIRONMENTAL MATTERS:

a. To discuss tree planting: a working group (task and finish) for Trees to be set up to identify locations, watering logistics, etc. for new trees in the parish. Members to include Cllrs Cizevsky, Grzech, London, Morgan, Zitoun. (KS/CI) Trees WG
b. To receive an invitation to a climate film showing at the Stable in Newmarket; 23rd May, 6pm): received.

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23.05/26: AGENDA ITEMS: To note additional items for consideration at the next meeting (June 2026): Youth Parish Council. Planning Statement update for larger developments. 20MPH. Investment of Precept. Old Cemetery water supply and Cemetery Cottage.

24.05/26: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on Wednesday 24th June 2026; 7pm in the Exning Community Church Hall.

25.05/26: CONFIDENTIAL MATTERS: To resolve to exclude press and public under the Public Bodies (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.

26.05/26: STAFFING: To discuss staffing matters: [LGA 1972, s.112] Not applicable.

27.05/26: OTHER CONFIDENTIAATTERS: To discuss and authorise any actions: Not applicable.

Chair, Cllr L Morgan, closed the meeting at 9.30pm.

APPENDIX A: WORKING GROUP MEMBERSHIP 2026/2027 FOR EXNING PARISH COUNCIL

	Responsibilities	**Membership**
Administration & Finance	Publicity HR (including wages / pensions) Policies & Procedures Insurances Assets Standing Orders Financial Regulations Risk Management On-going Internal Control Budget & Precept Management Payment & Receipt Monitoring Bank Account Management Audit Matters – internal and external Stakeholder liaison (school, church, Exning Estate, etc) Cemetery Tariffs & Regulations	Cllr L Morgan (c) Cllr K Schosland Cllr A Zitoun
Public Realm	Village Environment & Safety Recreation Ground Env & Safety Play Area Safety Horticultural Services Cemetery Environment & Safety Churchyard Environment & Safety War Memorial	Cllr R Cizevsky Cllr B Grzech Cllr A Hall Cllr J Hall
	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 L Morgan Cllr A Zitoun
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 R Cizevsky Cllr C Ireland Cllr K Schosland Cllr A Zitoun
Village Events	To plan and manage the Annual Fete and other events within the allocated budget	Cllr B Grzech Cllr A Hall (c) Cllr J London Cllr K Schosland
Environment	Manage Environmental decisions River Matters	Cllr L Morgan Cllr R Cizevsky