

ANNUAL Meeting of EXNING PARISH COUNCIL
on Wednesday 13th May 2026 at 7.00 pm at Exning Community Church Hall
AGENDA

OPEN FORUM: There will be an opportunity for members of the public to speak to the council before the meeting is opened by the Chairman. The forum will last no longer than 15 minutes in total; with each individual allowed a maximum of three minutes at the discretion of the Chairman. Members of the public may stay for the duration of the meeting, but may not participate unless invited to do so by the Chairman

1. **Election of Chairman:**
 - a. **To receive nominations & elect a Chairman for the Municipal Year 2026-2027**
 - b. **Chairman to sign the Declaration of Acceptance of Office**
2. **Election of Vice Chairman:**
 - a. **To receive nominations & elect a Vice Chairman for the Municipal Year 2026-2027**
 - b. **Vice Chairman to sign the Declaration of Acceptance of Office**
3. **Chairman's welcome & apologies for absence:**
 - a. To receive apologies
 - b. To approve apologies from members
4. **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
5. **Other Bodies:** To resolve to invite attendance at Parish Council meetings of Other Bodies & receive associated reports
 - a. Suffolk County Councillor, name to be confirmed
 - b. West Suffolk District Councillor, Jon London
 - c. Exning Community Policing Team, PC N Chapman
6. **Declarations of Interest:**
 - a. Councillors are invited to raise any declarations of interest concerning items on the agenda
 - b. To consider any requests for dispensation
7. **Minutes of the Ordinary Parish Council Meeting held on Wednesday 25th June 2025:**
 - a. To consider & adopt the minutes as a true record of the proceedings
 - b. To consider any matters arising from the minutes which are not part of this agenda

FINANCE & ADMINISTRATION

8. **Finance Report:**
 - a. To receive the report for April 2026
 - b. To receive the Current Financial Position from the Clerk as at the date of this meeting
9. **Submission of schedules of payments & receipts:**
 - a. Approval of receipt & payment schedule for May 2026
 - b. Authorisation of payments & receipts for the current month
 - c. Confirmation of electronic payments for the previous month
10. **Bank Statements:** Confirmation that the May 2026 bank statement balances and related bank reconciliations have been scrutinised and approved
11. **Annual Internal Audit for Exning Parish Council for year ending 31 March 2026:** To receive & approve the audit by Suffolk Association of Local Councils
12. **Annual Bank Reconciliation:** To receive & note the Bank Reconciliation for the Financial Year 1st April 2025 to 31st March 2026
13. **Annual Governance & Accountability Return for Exning Parish Council for year ending 31 March 2026**
 - a. **Section 1 – Annual Governance Statement 2025/2026:** To approve the statement
 - b. **Section 2 – Accounting Statements 2025/2026:** To approve the statements
14. **Ear-Marked Reserve & General Reserve:** To receive the current Ear-Marked Reserve status & approve the General Reserve Calculation for 2026/2027
15. **ANNUAL Administrative Matters:**

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- a. **MEMBER ATTENDANCE/REPRESENTATION AT OUTSIDE GROUP:** To confirm Member attendance for:-
 - i. Suffolk Association of Local Councils
 - ii. WSC Town and Parish Forum
 - iii. Bottisham United Charities
 - iv. Forest Heath Parish Alliance Group
 - v. Road Safety Group
 - 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
 - c. **INSURANCE SCHEDULE:** To consider the adequacy of the levels of parish council insurance for the current year
 - d. **ASSET REGISTER:** To approve & note the Asset Register for 2026/2027
 - e. **WORKING GROUP MEMBERSHIP:** To allocate membership of the working groups of Exning Parish Council for 2026/2027 & confirm Terms of Reference
 - f. **SUBSCRIPTIONS TO OTHER BODIES:** To review council subscriptions to other bodies and approve for the year 2026/2027
 - g. **MEETING DATES:** To receive & approve dates and times of council meetings (May 2026-May2027)
 - h. **ANNUAL PARISH MEETING:** To approve the date of the 2027 Annual Parish Meeting
 - i. **CEMETERY FEES AND REGULATIONS:** To review the fees and regulations for Exning Cemeteries for the Municipal Year May 2026 to May 2027
16. **Other Administrative Matters:**
- a. To receive the Chair's report
 - b. To receive the Clerk's report
 - c. To receive the Village Keeper's report
 - d. To receive Correspondence
 - e. To consider Section 137 requests
 - f. To receive a report from the Media Working Group

PLANNING

17. **Report:** To receive and authorise the May 2026 report from the Planning Working Group & authorise any actions

- a. **Responses to Planning Applications by EPC:**
 - i. **NO NEW APPLICATIONS SINCE APRIL MEETING**
- b. **Responses to Planning Applications by WSC:**
 - i. **3 King's Court, Oxford Street, Exning: DC/26/0274/HH:** householder application – front porch extension; single storey rear extension
 - ii. **6 Brookside, Exning: DC/26/0285/HH:** householder application – one detached annexe
 - iii. **Phase 2B, Chancery Park, land south of Burwell Road, Exning: DC/1984/FUL:** 17 dwellings, associated access, garaging and ancillary works
 - iv. **73 St Wendred's Way, Exning: DC/26/0388/HH:** householder application – ramped access with handrail
 - v. **11 New River Green, Exning: DC/26/0504/TCA** – application for tree work in a conservation area
 - vi. **Sunningdale, Windmill Hill, Exning: DC/26/0549/TCA** – application for tree work in a conservation area

18. **Chancery Park:** To receive an update
- a. To receive an update regarding the Phase 1 adoption

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- b. To receive an update regarding a proposed footpath link between Exning Recreation Ground and Chancery Park
- c. To discuss any other Chancery Park matters

PUBLIC REALM

- 19. **Report:** To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only
- 20. **Cemetery & Churchyard:** To receive a report & authorise actions regarding Cemetery & Churchyard matters
 - 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
 - c. St Martin's Churchyard:
- 21. **Events** – To receive any updates regarding proposed events
 - a. Exning Fete 2026 – Saturday 25th July 2026
 - b. Christmas Tree Lights Switch-on – Sunday 29th November 2026
 - c. Action Day for new forest path (Chancery Park/Recreation Ground – date to be decided)
- 22. **Environmental Matters:**
 - a. To discuss tree planting
 - b. To receive an invitation to a climate film showing at the Stable in Newmarket; 23rd May 6pm
- 23. **Agenda Items:** To note items for consideration at the next meeting (June 2026)
- 24. **Date of the next meeting:** Wednesday 24th June 2026; 7.00pm at Exning Community Church Hall

CONFIDENTIAL (if required)

- 25. **To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960:** the public and press to be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information
- 26. **Staffing:** To discuss staffing matters & authorise any actions
- 27. **Other Confidential Matters:** To discuss & authorise any actions

Cathy Whitaker; Clerk to Exning Parish Council ...*CE Whitaker*... **Date:** 8th May 2026