

**NOTICE of the
ANNUAL Meeting of EXNING PARISH COUNCIL
on Wednesday 25th June 2025 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 2025-2026**
 - 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 2025-2026**
 - 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 Vacancies:**
 - a. To receive the resignation of a Council Member
 - 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
5. **Other Bodies:** To resolve to invite attendance at Parish Council meetings of Other Bodies & receive associated reports
 - a. Suffolk County Councillor, Rachel Hood
 - 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 23rd April 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 and May 2025
 - 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 and June 2025
 - b. Authorisation of payments & receipts for the current month
 - c. Confirmation of electronic payments for the previous month
10. **Bank Statements:** Confirmation that the April and May 2025 bank statement balances and related bank reconciliations have been scrutinised and approved
11. **ANNUAL Administrative Matters:**
 - 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
 - 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:-

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- 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 2025/2026
- e. **WORKING GROUP MEMBERSHIP:** To allocate membership of the working groups of Exning Parish Council for 2025/2026 & confirm Terms of Reference
- f. **SUBSCRIPTIONS TO OTHER BODIES:** To review council subscriptions to other bodies and approve for the year 2025/2026
- g. **MEETING DATES:** To receive & approve dates and times of council meetings (May 2025-May2026)
- h. **ANNUAL PARISH MEETING:** To approve the date of the 2026 Annual Parish Meeting
- 12. **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

- 13. **Report:** To receive and authorise the May and June 2025 report from the Planning Working Group & authorise any actions

- a. **Responses to Planning Applications by EPC:**
 - i. **Harraton Square, Church Lane, Exning: DC/25/0749/HH** – householder application – fenestration and chimney alterations in a conservation area
 - ii. **Newlands, Windmill Hill, Exning: DC/25/0845/HH** – householder application – single storey rear ext
 - iii. **Summer House, 6C The Highlands, Exning: DC/25/0822/HH** – householder application – a. 1.5 storey link extension from dwelling to garage, b. additional fenestration to create habitable space
 - iv. **Rhone House, Windmill Hill, Exning: DC/25/0871/TPO:** application to fell a tree with a Tree Preservation Order in the Conservation Area
 - v. **The Old Rectory, Church Lane, Exning: DC/25/0898/TCA:** application for tree work in a conservation area
 - vi. **50 Lacey's Lane, Exning: DC/25/0840/FUL:** full application – 2 semi-detached dwellings with associated access, driveway and parking
 - vii. **1 Harraton Square, Church Lane, Exning: DC/25/0971/TCA:** groundworks around root systems of a tree in a conservation area and removal of old bunker
 - viii. **3 Saxon Close, Exning: DC/25/0923/TCA:** application to fell a tree with a preservation order
- b. **Responses to Planning Applications by WSC:**
 - i. **Unit 8, Swan Lane Business Park, Swan Lane, Exning: DC/24/0450/FUL** – full application - Change of use from Offices to Flexible offices/public worship with associated works/infrastructure
 - ii. **Land Rear of 153 to 161 Burwell Road, Exning: DC/24/1295/FUL** – full application – construction of a small storage unit with associated hardstand
 - iii. **3 Glanely Gardens, Exning: DC/25/0278/HH** – householder application – single storey rear extension to garage, replacement roof and doors to rear conservatory
 - iv. **16 Beechwood Close, Exning: DC/25/0454/TCA** – application for tree work in a conservation area
 - v. **Shangri La, 3 The Highlands, Exning: DC/25/0310/FUL** – full application – one bungalow
 - vi. **17 Church Street, Exning: DC/25/0481/TCA** – application for tree work in a conservation area
 - vii. **31 Oxford Street, Exning: DC/25/0568/TAC** – application for tree work in a conservation area
 - viii. **Land rear of York Villas, North End, Exning: DC/25/0385/FUL** – full application – one dwelling

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

15. **Chapel Street:** To discuss further resident parking issues
16. **Agenda Items:** To note items for consideration at the next meeting (July 2025)
17. **Date of the next meeting:** Wednesday 23rd July 2025; 7.00pm at Exning Community Church Hall

CONFIDENTIAL (if required)

18. **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
19. **Staffing:** To discuss staffing matters & authorise any actions
20. **Other Confidential Matters:** To discuss & authorise any actions

Cathy Whitaker; Clerk to Exning Parish Council ...*CE Whitaker*... **Date:** 20th June 2025