

**NOTICE of
ORDINARY Meeting of EXNING PARISH COUNCIL**
on Wednesday 28th February 2024 at 7.00pm 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. **Chairman's welcome & apologies for absence:**
 - a. To receive apologies
 - b. To approve apologies from members
2. **Policing:** To receive reports from the Community Policing Team (CPT)
3. **Councillor Reports:**
 - a. Suffolk County Councillor, Rachel Hood
 - b. West Suffolk District Councillor, Jon London
4. **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
5. **Minutes of the Ordinary Parish Council Meeting held on Wednesday 24th January 2024:**
 - 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

6. **Finance Report:**
 - a. To receive the report for January 2024
 - b. To receive the Current Financial Position from the Clerk
7. **Submission of schedules of payments & receipts:**
 - a. To approve receipt & payment schedule for February 2024
 - b. Confirmation that authorisation of payments & receipts for the current month has been completed
 - c. Confirmation that electronic payments for the previous month have been scrutinised
8. **Bank Statements:** Confirmation that the January 2024 bank statement balances & related bank reconciliations have been checked & approved
9. **Exning Draft Strategy:** To receive updates regarding the proposed Exning Strategy
10. **Events:** to receive updates & discuss the following events
 - a. Village Fete 27th July 2024: to receive a working group report
 - b. Any other events
11. **Consultations:**
 - a. **WSC Draft Local Plan Submission Consultation** – to receive information and consider response
 - b. **WSC Housing, Homelessness Reduction & Rough Sleeping Strategy** – to consider a response
 - c. **A chance to shape WSC's approach to Street Trading** – to consider a response
12. **Other Administrative Matters:**
 - a. To receive the Chairman's report
 - b. To receive the Clerk's Report
 - c. To receive Correspondence
 - d. To consider Section 137 requests
 - e. To receive a report from the Media Working Group
 - i. To consider and approve a corporate logo for Exning Parish Council
 - f. To confirm a change in date for the Annual Meeting of the Council – change from 22nd May to 15th May 2024
 - g. To determine a date and details for the Annual Meeting of the Parishioners – suggested date is 17th April 2024
 - h. To consider and approve the appointment of Internal Auditors for Exning Parish Council for 2023/2024
 - i. To approve the Direct Debit & Standing Order arrangements for the financial year 2024/2025
 - j. To review the Standing Orders for Exning Parish Council
 - k. To review the Financial Regulations for Exning Parish Council
 - l. To review the Financial Risk Assessment for Exning Parish Council
 - m. To review the effectiveness of Exning Parish Council's system of internal controls

PLANNING

13. **Report:** To receive & authorise the February 2024 report from the Planning Working Group

- a. **Responses to Planning Applications by EPC:**
 - i. **Chapel Street, Exning: DC/24/0190/CLP** – Cert of Lawful Proposed use/development – detached carport
- b. **Responses to Planning Applications by WSC:**
 - i. **Land South of Burwell Road, Exning: DCON/21/0152/HYB** – discharge of conditions for materials, boundary treatments, landscape & ecology & open space management plans, travel plans, biodiversity enhancement strategy, water use, fire hydrants
 - ii. **3 Saxon Close, Exning: DC/22/1157/TPO** – application for work on a protected tree

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iii.	Land adjacent to Garden Cottage, Church Lane, Exning: DC/23/1453/FUL: - one dwelling
iv.	The Mill Barn, Mill Lane, Exning: DC/23/1734/LB – application for listed building consent
v.	The Mill Barn, Mill Lane, Exning: DC/23/1733/HH – householder application – relocation of entrance, front extension, link to studio & house, demolition of lean-to extension
vi.	31 Chapel Street, Exning: DC/23/1421/HH – householder application – 2-storey side ext/demolition of storage building; single-storey rear ext; insertion of bay window; creation of new vehicular access/dropped kerb; erection of open front porch
vii.	19 Oxford Street, Exning: DC/23/1994/HH – householder application – replacement windows; infill door to side elevation; window/door adjusts; re-site/replace & add rear roof lights
viii.	Burnt Farm, Mill Close, Exning: DC/23/2026/HH – householder application – single-storey side & front ext/demolition of porch; single-storey side ext/garden room
ix.	6 Brookside, Exning: DC/23/2082/TCA – application for tree work in a conservation area
x.	Exeter Stables, Church Street, Exning: DC/24/0064/TCA – application for free work in a conservation area

14. **Chancery Park:** To receive an update regarding the pre-school building details

15. **Rosary Hotel:** To receive an update regarding the current status of the building

PUBLIC REALM

16. **Report:** To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only

17. **Cemetery & Churchyard:** To receive a report & authorise actions regarding Cemetery & Churchyard matters

- a. Lacey's Lane Cemetery:
- b. Exning Road Old Cemetery:
- c. St Martin's Churchyard:

18. **Play Area Development** – To receive a report regarding ongoing proposal for Play Area refurbishment

19. **Agenda Items:** To note items for consideration at the next meeting (March 2024)

20. **Date of the next meeting:** Wednesday 27th March 2024; 7.00pm at Exning Community Church Hall

CONFIDENTIAL

21. **To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960:** the public & press to be excluded for the remainder of the meeting because of the likely disclosure of private & confidential information

22. **Staffing:** To discuss staffing matters & authorise any actions

23. **Other Confidential Matters:** To discuss & authorise any actions

Cathy Whitaker; Clerk to Exning Parish Council ... *CE Whitaker* ... **Date:** 21st February 2024