

**MINUTES of the ANNUAL Meeting of Exning Parish Council
held on Wednesday 8th May 2024 at 7.15pm at Exning Community Church Hall**

PRESENT: Parish Councillors L Morgan (Chair), A Hall, D Kilsby-Steele (left at 8.15pm), J London, G Robinson, K Schosland, A Simpson. Also in attendance; C Whitaker (Clerk to Exning Parish Council). Two members of the public (arrived at 8.30pm).

OPEN FORUM: No members of the public present at the time.

1.5/24: ELECTION OF CHAIRPERSON:

- a. **To receive nominations and elect a Chairperson for the Municipal Year 2024-2025:** [LGA 1972, ss15(2)]
Cllr K Schosland nominated Cllr L Morgan, seconded by Cllr J London. The vote was unanimous and Cllr Morgan was duly elected. Thanks were given to Cllr Robinson for his Chairmanship over the past year.
- a. **Chairperson to sign the Declaration of Acceptance of Office:** to be done after the meeting.

2.5/24: ELECTION OF VICE CHAIRPERSON:

- a. **To receive nominations and elect a Vice Chairperson for the Municipal Year 2024-2025:** [LGA 1972, s83(4)]
Cllr J London nominated Cllr K Schosland, seconded by Cllr A Simpson. The vote was unanimous and Cllr Schosland was duly elected.
- b. **Vice Chairperson to sign the Declaration of Acceptance of Office:** to be done after the meeting.

3.5/24: CHAIR'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

- a. **To receive apologies:** Chairperson, Cllr L Morgan, opened the meeting at 7.20pm. Apologies received from Cllr C Connelly.
- b. **To approve apologies from members:** Apologies were accepted & approved.

Council resolved to bring forward Item 19e on the agenda to this point.

19.5/24;e: WORKING GROUP MEMBERSHIP: To allocate membership of the working groups of Exning Parish Council for 2024/20256 and confirm Terms of Reference: Membership was approved and is appended to these minutes under Appendix B. Terms of reference were confirmed and approved.

4.5/24: 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.
- b. **West Suffolk Councillor, Jon London** – Cllr London reported that he is looking into Assets of Community Value with WSC officers.
- c. **Exning Community Policing Team, PC N Chapman** – PC Chapman did not attend the meeting; having attended the previous Annual Parishioners' Meeting.
It was agreed to continue to invite Cllrs Hood, London and PC Chapman to all meetings.

5.5/24: DECLARATIONS OF INTEREST: [Localism Act 2011,ss.31&33]

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

6.5/24: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 24th APRIL 2024:
[LGA 1972, Sch12,p41(4)]

- a. **To consider & adopt the minutes as a true record of the proceedings:** The minutes were approved, without amendment, & were signed by the Chairperson.
- b. **To consider any matters arising from the minutes which are not on this agenda:** None.

FINANCE & ADMINISTRATION

7.5/24: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for April 2024:** The finance report for April 2024 will be presented at June agenda.
- b. **To receive the Current Financial Position from the Clerk:** The financial position will be reported at June agenda.

8.5/24: SUBMISSION OF SCHEDULES OF RECEIPTS & PAYMENTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **Approval of receipt & payment schedule for May 2024:** The receipt & payment schedules for May 2024 will be approved at the June agenda.
- b. **Authorisation of receipts & payments for the current month:** The May 2024 non-confidential payments & receipts will be scrutinised & approved at the June agenda; along with the confidential payments.
- c. **Confirmation of electronic payments for the previous month:** The electronic payments for April 2024 will be confirmed against the bank statements at the June agenda.

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9.5/24: BANK STATEMENTS: Confirmation that the April 2024 bank statement balances & related bank reconciliation have been scrutinised & approved: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3] The bank statements & bank reconciliations for April 2024 will be confirmed at the June agenda.

10.5/24: ANNUAL INTERNAL AUDIT FOR EXNING PARISH COUNCIL FOR THE YEAR ENDING 31ST MARCH 2024: To receive & approve the audit by Suffolk Association of Local Council: [Accounts & Audit Regulations 2015 (SI 2015/234) reg5] The AIAR 2024 was received and approved.

11.5/24: ANNUAL BANK RECONCILIATION: To receive and note the Bank Reconciliation for the Financial Year 1st April 2023 to 31st March 2024: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3] The bank reconciliation was duly noted.

12.5/24: ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN FOR EXNING PARISH COUNCIL FOR THE YEAR ENDING 31ST MARCH 2024: [Accounts & Audit Regulations 2015 (SI 2015/234) regs 6&9]

a. **Section 1 – Annual Governance Statement 2023/2024: To approve the statement:** The statement was approved.

b. **Section 2 – Accounting Statements 2023/2024: To approve the statements:** The statements were approved.

CLERK

13.5/24: EAR-MARKED RESERVE & GENERAL RESERVE: To receive the current EMR status and approve the General Reserve Calculation for 2024/2025: The General Reserve was approved. The budget 23/24 surplus will be transferred into the Play Area Equipment EMR.

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14.5/24: CASUAL VACANCY: To resolve to co-opt to fill the vacancy: The vacancy will be advertised.

15.4/24: TREASURY MANAGEMENT: To receive further information regarding investment options: This item is deferred to the June agenda.

CLERK/
Media
WG

16.5/24: EVENTS: To receive updates & discuss the following events: [LGA 1972, s145]

a. **Village Fete 27th July 2024: to receive a Fete working group report:** Cllr Hall gave a summary update. The banners will be put up with publicity on website and social media.

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b. **Any other events:** The Climate Fresk event is booked for 2/6/24.

17.5/24: ASSETS OF COMMUNITY VALUE (ACV): To further discuss the registration of a village asset: [Localism Act 2011] Deferred to June agenda.

KS

18.5/24: EXNING NEIGHBOURHOOD WATCH SCHEME: To further discuss: Cllr Schosland to bring a summary of how to progress to June agenda.

19.5/24: OTHER ADMINISTRATIVE MATTERS:

a. **MEMBER ATTENDANCE/REPRESENTATION AT OUTSIDE GROUPS: To confirm attendance at:-**

i: Suffolk Association of Local Councils – Cllr J London

ii: WSC Town and Parish Forum – Cllr K Schosland

iii: Bottisham United Charities – Cllr G Robinson

iv: Forest Heath Parish Alliance Group – Cllr L Morgan

v: Parish Alliance – Sunnica Group – Cllr L Morgan

b. **POLICIES, CODES & PROTOCOLS FOR EXNING PARISH COUNCIL: To note date of review for the following documents as 28th February 2024:** Standing Orders, Financial Regulations, Risk Management, Internal Control Statement. It was noted all were reviewed and approved by the Parish Council on 28th February 2024.

c. **INSURANCE SCHEDULE: To consider the adequacy of the levels of Parish Council insurance for the current year:** Council approved the current schedule.

d. **ASSET REGISTER: To approve and note the Asset Register for 2024/2025:** The Asset List was approved.

e. **WORKING GROUP MEMBERSHIP:** [THIS WAS DISCUSSED AT THE BEGINNING OF THE AGENDA, having been brought forward]

f. **SUBSCRIPTIONS TO OTHER BODIES: To review Council subscriptions to other bodies:** The annual subscriptions were approved.

g. **MEETING DATES: To receive and approve dates and times of council meetings (May 2024-May 2025):** The dates were approved and are appended to these minutes under Appendix A.

h. **ANNUAL PARISH MEETING: To approve the date of the 2025 Annual Parish Meeting:** The date was approved as 14th May 2025.

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PLANNING

20.5/24: REPORT: To receive & authorise the May 2024 report from the Planning Working Group: [Town & Country Planning Act 1990, Sched. 1, para. 8] Deferred to June Agenda.

21.5/24: CHANCERY PARK: To receive an update: [Town & Country Planning Act 1990, Sched. 1, para. 8] The presentation of the cheque for the bus shelter will be done this week by Persimmon.

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22.5/24: ROSARY HOTEL: To receive an update: [Town & Country Planning Act 1990, Sched. 1, para. 8]
No new information.

PUBLIC REALM

23.5/24: REPORT: To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only: The book share kiosk has been raided of books. With no-one volunteering to assist with the upkeep it may be time to use it for another purpose. For June agenda for full discussion.

24.5/24: AGENDA ITEMS: To note additional items for consideration at the next meeting (June 2024): None

25.5/24: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on Wednesday 26th June 2024 at 7pm & will take place at the Exning Community Church Hall.

26.5/24: CONFIDENTIAL MATTERS: To resolve to exclude press & public under the Public Bodies (Admissions to Meetings) Act 1960: the public & press be excluded for the remainder of the meeting because of the likely disclosure of private & confidential information: A vote was taken & the meeting entered into a confidential session.

26.5/24: STAFFING: To discuss staffing matters: [LGA 1972, s.112]
A confidential staff matter was discussed.

27.5/24: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:
Not applicable.

Chairperson, Cllr L Morgan, closed the meeting at 9pm.

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Appendix A: Meeting dates for Municipal Year 2024-2025 for Exning Parish Council

Exning Parish Council Meeting Dates for Municipal Year Ending May 2025

Meetings are held in the Exning Community Church Hall at 7pm.

**** Please note that, unless otherwise stated, all PC meetings are held on the FOURTH WEDNESDAY OF THE MONTH, which is not necessarily the last Wednesday of the month.**

2024

Wednesday 8th May 6.15pm – Annual Meeting of the Parishioners with refreshments
7pm (or later if APM overruns) – Annual Meeting of the Council
BEGINNING OF MUNICIPAL YEAR 2024/2025

Wednesday 26th June

NO MEETING IN JULY

“ 14th August

“ 25th September

“ 23rd October **

“ 27th November

NO MEETING IN DECEMBER

2025

Wednesday 22nd January **

“ 26th February

“ 26th March

“ 23rd April **

“ 28th May Annual Meeting of the Council

BEGINNING OF MUNICIPAL YEAR 2025/2026

NB: Annual Meeting of the Parishioners will be 14th May **2025** – to be confirmed depending on availability of hall.

NB: May be subject to change.

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APPENDIX B: Exning Parish Council : Working Group Membership 2024/2025

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, etc) Cemetery Tariffs & Regulations	Cllr L Morgan Cllr G Robinson Cllr K Schosland (c)
Public Realm (formerly Recreation/Environment & Highways)	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 A Hall Cllr K Schosland Cllr A Simpson (c) 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 S Connelly Cllr D Kilsby-Steele (c) Cllr G Robinson
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 D Kilsby-Steele Cllr L Morgan (c) Cllr K Schosland
Fete	To plan and manage the Annual Fete event within the allocated budget	Cllr A Hall (c) Cllr K Schosland Parish Clerk
Environment	To manage Council environmental decisions	Cllr L Morgan Cllr A Simpson (c) Plus one tba
NB: Chairman & Vice Chairman are ex-officio members of all Working Groups		

Working Groups are not Committees. They have no delegated powers to make resolutions. They do not hold separate minuted, meetings in public. They exist to research any related matters and bring suggestions and information to full council for discussion and resolution.

Ideally, each working group should have at least three members. Members of the public may be included in the membership if Council so resolve; with the exception of the Admin/Finance and Planning Working Groups.

(C) = Co-ordinator of the group: the group will meet two to three times annually.