

**MINUTES of the ORDINARY Meeting of Exning Parish Council  
held on Wednesday 14<sup>th</sup> August 2024 at 7.15pm at Exning Community Church Hall**

**PRESENT:** Parish Councillors L Morgan (Chair), A Hall, B Grzech, G Robinson, K Schosland, A Simpson. Also, in attendance; C Whitaker (Clerk to Exning Parish Council), SCC Cllr R Hood, Jamie Charter from CCLA. No members of public in attendance.

**OPEN FORUM:** No members of the public present.

**1.8/24: CHAIR'S WELCOME & APOLOGIES FOR ABSENCE:** [LGA 1972, sch12,p40]

- a. **To receive apologies:** Chair, Cllr L Morgan, opened the meeting at 7.00pm. Apologies received from Cllrs C Connelly, Kilsby-Steele, London.
- b. **To approve apologies from members:** Apologies were accepted & approved.

**2.8/24: COMMUNITY POLICING TEAM REPORT: To receive report from the Community Policing Team (CPT):** [EPC Standing Order 24]

No representative able to attend – no report submitted.

**3.8/24: COUNCILLOR REPORTS** [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood** – Cllr Hood attended the meeting. A SCC report had previously been circulated.
- b. **West Suffolk Councillor, Jon London** – Cllr London did not attend the meeting, having apologised. He submitted a report – he continues to press officers regarding two issues with the riverbank near Mill Close and trees on Queensway.

**4.8/24: 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.

**5.8/24: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 26<sup>th</sup> JUNE 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 Chair.
- b. **To consider any matters arising from the minutes which are not on this agenda:** None.

**Item 9 was brought forward to this point in the meeting.**

**9.8/24: TREASURY MANAGEMENT: To receive a presentation regarding CCLA (Churches, Community and Local Authorities) investment options:** [LGA 2003, s.12] Jamie Charter from CCLA presented the details of the Public Sector Deposit Fund details. Consideration of a possible investment sum will be given at the September agenda.

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**FINANCE & ADMINISTRATION**

**6.8/24: FINANCE REPORT:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for June/July 2024:** The finance report for June/July 2024 was noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position was reported as £211,508 at 14/8/24.

**7.8/24: SUBMISSION OF SCHEDULES OF RECEIPTS & PAYMENTS:** [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **Approval of receipt & payment schedules for July 2024:** The receipt & payment schedules for July 2024 were approved and are appended to these minutes under Appendix A.
- b. **Authorisation of receipts & payments for the current month:** The July 2024 non-confidential payments & receipts were scrutinised & approved; along with the confidential payments.
- c. **Confirmation of electronic payments for the previous month:** The electronic payments for June 2024 were confirmed against the bank statements.

**8.8/24: BANK STATEMENTS: Confirmation that the June 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 June 2024 were confirmed as being in balance.

**9.8/24: TREASURY MANAGEMENT: To receive a presentation regarding CCLA (Churches, Community and Local Authorities) investment options:** [LGA 2003, s.12] This item was discussed earlier in the agenda.

**10.8/24: OTHER ADMINISTRATIVE MATTERS:**

- a. **To receive the Chair's Report:** The Chair spoke regarding the Exning Fete on 27<sup>th</sup> July and thanked everyone who assisted with the event.
- b. **To receive the Clerk's Report:** The Clerk had nothing extra to report.
- c. **To receive Correspondence:** Email from two residents regarding speeding on Church Street and parking on

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Lacey's Lane. The Highway Authority and SCC Cllr Hood will be contacted.

**d. To consider Section 137 requests:** None received.

**e. To receive a report from the Media Working Group:** [LGA1972, s.142] Newsletter is at printers. Regular posting on Social Media with the Council FaceBook page being busy. Website – a technical glitch with a short delay.

**PLANNING**

**11.8/24: REPORT: To receive & authorise the July/August 2024 report from the Planning Working Group:**

[Town & Country Planning Act 1990, Sched. 1, para. 8]

The planning report was received and approved.

**Agenda Item 11a: RESPONSES TO PLANNING APPLICATIONS BY EPC**

DC/24/0848/TCA	11 Swan Grove, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED
DC/24/0893/TCA	20 George Gibson Close, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED
DC/24/0944/TCA	35 New River Green, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED
DC/24/0937/TCA	Harraton Lodge, Ducks Lane, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED

**Agenda Item 11b: RESPONSES TO PLANNING DECISIONS BY WSC**

DCON/21/0152/HYB	Land South of Burwell Road, Exning <i>Hybrid Application – discharge of conditions for boundary treatments, landscape &amp; ecology &amp; open space management plans</i>	EPC – <b>OBJECTION</b> WSC – PENDING CONSIDERATION
DC/23/1453/FUL	Land adjacent to Garden Cottage, Church Lane, Exning Full application – one dwelling	EPC – <b>OBJECTION</b> WSC – PENDING DECISION
DC/24/0450/FUL	Unit 8, Swan Lane Business Park, Swan Lane, Exning <i>Full application – change of use from offices to flexible offices/public worship with associated works/infrastructure</i>	EPC – <b>OBJECTION</b> WSC – PENDING DECISION
DC/24/0468/FUL	New Dwelling, Landwade Road, Exning <i>Full application – conversion of redundant building to dwelling</i>	EPC – NO OBJECTION WSC – APPLICATION REFUSED / APPLICATION WITHDRAWN
DC/24/0715/TCA	Harraton Lodge, Ducks Lane, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED
DC/24/0696/FUL	103, 119, 121, 133 Exning Road, Exning <i>Full application – installation of external wall insulation</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/24/0775/TCA	11 New River Green, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED
DC/24/0753/TCA	3 Harraton House, Church Lane, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED
DC/24/0799/TCA	The Cottage, Oxford Street, Exning <i>Application for tree works in a conservation area</i>	EPC – NO OBJECTION WSC – NO OBJECTION RECEIVED

**12.8/24: CHANCERY PARK: To receive an update:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

The play facility was discussed with regard to responsibilities going forward – Cllr JL to be consulted. The provision of dog bins/litter bins was discussed – a request for suggestions for locations will be posted on FB; quotes for bin purchases and collection servicing to be sought.

**13.8/24: ROSARY HOTEL: To receive an update:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

No new information.

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**14.8/24: BRICKFIELD STUD: To receive information regarding a second consultation for a development proposal:** [Town & Country Planning Act 1990, Sched. 1, para. 8]

The consultation on 11/7/24 took place. As the site is not in the current WSC Local Plan, it is unlikely that any application will be submitted in the near future.

**PUBLIC REALM**

**15.8/24: REPORT: To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only:** No report.

**16.8/24: CEMETERY AND CHURCHYARD: To receive a report and authorise actions regarding Cemetery and Churchyard matters:** [LGA1972, ss214-215]

a. **Lacey's Lane Cemetery:** nothing to report

b. **Exning Road Old Cemetery:** trees along a boundary are encroaching on a neighbouring property. Site visit to take place with tree surgeon consulted for clearance works as necessary.

CLERK

c. **St Martin's Churchyard:** Communication from St Martin's PCC was received regarding the level of grounds keeping during a recent period of staff sick leave. A response will be sent and it was noted that the usual level of service was now restored.

CLERK

**17.8/24: PLAY AREA DEVELOPMENT: To receive an update:** [Public Health Act1875,s164]

A meeting of the Working Group will be held to progress.

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**18.8/24: EVENTS: To receive updates & discuss the following events:** [LGA 1972, s145]

a. **Village Fete 27<sup>th</sup> July 2024: to receive a post-event brief and draft account:** Cllr Hall gave a summary feedback report. Draft account was received, with further costs and receipts due imminently. It was agreed that the date of the 2025 Exning Fete will be 26<sup>th</sup> July 2025.

b. **Any other events:** None.

**19.8/24: NEIGHBOURHOOD WATCH SCHEME: To discuss and consider a new scheme for Exning:** [Local Govt and Rating Act1997, s31] Deferred to the next agenda.

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**20.8/24: ENVIRONMENTAL MATTERS: To receive an update:** Deferred to the next agenda.

**21.8/24: AGENDA ITEMS: To note additional items for consideration at the next meeting (September 2024):** Review of the Exning Cemeteries regulations and fees will be included.

**22.8/24: DATE OF THE NEXT MEETING:** The next Parish Council Meeting will be held on Wednesday 25<sup>th</sup> September 2024 at 7pm & will take place at the Exning Community Church Hall.

**27.8/24: 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.

**28.8/24: STAFFING: To discuss staffing matters:** [LGA 1972, s.112]

A confidential staff matter was discussed.

**27.8/24: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:**

Not applicable.

Chair, Cllr L Morgan, closed the meeting at 8.55pm

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**APPENDIX A: RECEIPTS AND PAYMENT SCHEDULES (NON-CONFIDENTIAL)**

<b>RECEIPTS LIST – July 2024</b>						
<b>Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Minute</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
9/7	Persimmon Homes	Donation for bus shelter	LG(Misc)Act1953,s4	£4,000.00	£0.00	£4,000.00
29/7	Gentleman Jims's	Donation for Fete	LGA1972,s145	£187.00	£0.00	£187.00
30/7	Toni's Ices	Donation for Fete	LGA1972,s145	£85.00	£0.00	£45.00
			<b>TOTAL:</b>	<b>£ 4,272.00</b>	<b>£0.00</b>	<b>£4,272.00</b>
<b>PAYMENTS LIST – July 2024</b>						
<b>Date</b>	<b>Supplier</b>	<b>Description</b>	<b>Minute</b>	<b>Net</b>	<b>VAT</b>	<b>Gross</b>
1/7	Flagship Homes	Storage rental	Open Spaces Act1906,ss9-10	£145.87	£29.17	£175.04
5/7	Latta Hire Ltd	Portable Toilets	LGA1972,145	445.20	£89.04	£534.24
5/7	Vertas Group Ltd	Grass cutting	Open Spaces Act1906,ss9-10	£337.39	£67.48	£404.87
5/7	TH Tree Surgery	Grass cutting	Open Spaces Act1906,ss9-10	£4,400.00	£0.00	£4,400.00
5/7	Exning Handyman	Grass cutting	Open Spaces Act1906,ss9-10	£105.00	£0.00	£105.00
5/7	Huws Gray Ridgeons	General Equipment	LGA1972,s111	£60.97	£12.19	£73.16
15/7	Gazebos Shop	Branded gazebos	LGA1972,s145	£1,112.34	£222.47	£1,334.81
19/7	E.ON	Electricity costs	LGA1972,s214	£59.37	£2.97	£62.34
19/7	E.ON	Electricity costs	LGA1972,s214	£36.84	£1.84	£38.68
22/7	General Reimbursements	Various	LGA1972,s111	£278.70	£55.84	£334.54
25/7	Staffing costs	Confidential detail	LGA1972,s112	2,251.89	£0.00	£2,251.89
			<b>TOTAL:</b>	<b>£ 9,233.57</b>	<b>£ 481.00</b>	<b>£ 9,714.57</b>