

**MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 24th April 2024 at 7.00pm at Exning Community Church Hall**

PRESENT: Parish Councillors G Robinson (Chair), S Connelly, D Kilsby-Steele (left at 8.20pm), A Hall, J London, K Schosland, A Simpson. Also in attendance; C Whitaker (Clerk to Exning Parish Council) and SCC Cllr R Hood (left at 7.32pm). No members of the public.

OPEN FORUM: No members of the public present.

1.4/24: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

- a. **To receive apologies:** Chairman, Cllr G Robinson, opened the meeting at 7pm. Apologies received from Cllr L Morgan.
- b. **To approve apologies from members:** Apologies were accepted & approved.

2.4/24: COMMUNITY POLICING TEAM REPORT: There was no representation.

3.4/24: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** A SCC Report had been circulated. Cllr Hood attended the meeting and spoke regarding Sunnica, school placements, potholes, recent A14 flooding and improvements in communication between highway organisations. SEND provision was discussed (KS). A14 junc. 37 – intolerable situation – email will be sent to Cllr Hood regarding the increase in accidents and pollution (JL)
- b. **West Suffolk Councillor, Jon London:** District Cllr London reported as follows:- Grass cutting monitoring, potholes reporting, the footpath between Stepping Stones Pre-School and the Primary School, membership of the WSC Grants Working Party working on small organisations for Community Chest funding.

CLERK/
JL

4.4/24: 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.

5.4/24: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 27th MARCH 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 of the meeting.
- b. **To consider any matters arising from the minutes which are not on this agenda:** None.

FINANCE & ADMINISTRATION

6.4/24: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for March 2024:** The finance report for March 2024 was received, discussed & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 24/4/2024 was noted at £128,383.

7.4/24: SUBMISSION OF SCHEDULES OF RECEIPTS & PAYMENTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **Approval of receipt & payment schedule for April 2024:** The receipt & payment schedules for April 2024 were received & approved.
- b. **Authorisation of receipts & payments for the current month:** The April 2024 non-confidential payments & receipts were scrutinised & approved by Cllr G Robinson (Payment & Receipt Lists for April 2024 included under Appendix A). Confidential payments for April 2024 were scrutinised & approved by Cllr K Schosland.
- c. **Confirmation of electronic payments for the previous month:** The electronic payments for March 2024 were confirmed against the bank statements by Cllr K Schosland.

8.4/24: BANK STATEMENTS: Confirmation that the March 2024 bank statement balances & related bank reconciliation have been scrutinised & approved: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]
Cllr K Schosland confirmed that the bank statements & bank reconciliations for March 2024 were in balance.

9.4/24: TREASURY MANAGEMENT: To receive a report regarding CCLA and other investment options: options for Local Council Investment were presented by the Clerk. To be deferred to May agenda with further projections and research findings.

CLERK

10.4/24: EXNING STRATEGY: To adopt the strategy document: The document was approved and adopted.

11.4/24: 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 – a BBQ facility has been sourced. Prizes are needed.
- b. **Any other events:** No new information.

12.4/24: ASSETS OF COMMUNITY VALUE (ACV): To discuss and consider assets within the community: [Localism Act 2011] A request for The White Swan to be registered as an ACV will be made by WSC J London and the Clerk. Further assets will be identified in due course.

CLERK/
JL

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13.4/24: NEIGHBOURHOOD WATCH SCHEME: To discuss and consider a new scheme for Exning: Cllr Schosland spoke regarding previous history of NWS in Exning. The CPT will be included.

KS

14.3/24: OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr G Robinson, spoke briefly regarding the Exning Strategy.
- b. **To receive the Clerk's report:** Persimmon Homes will be presenting the cheque for the bus shelter funding to the Parish Council onsite in May. The Clerk has received the resignation of Terry Wood; notice is posted in accordance with protocol regarding a Casual Vacancy.
- c. **To receive correspondence:** No correspondence received. *Copies of all correspondence are available from the Clerk; subject to GDPR & Privacy regulations.*
- d. **To consider Section 137 requests:** [LGA 1972, s.137] No new applications received.
- e. **To receive a report from the Media Working Group:** [LGA 1972, s.142] Copy for Exning News by 29th April. Cllr Kilsby-Steele reported more engagement with social media postings.

PLANNING

15.4/24: REPORT: To receive & authorise the April 2024 report from the Planning Working Group: [Town & Country Planning Act 1990, Sched. 1, para. 8] Planning responses were approved as follows.

CLERK

Agenda Item 15a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/24/0459/TCA	George Gibson Close, Exning <i>Application for work on trees in a conservation area</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION
DC/24/0407/HH	2 Swan Grove, Exning <i>Householder application – removal of garage door/infill brickwork and door</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/24/0491/HH	8 Chapel Street, Exning <i>Householder application – front porch</i>	EPC – NO OBJECTION WSC – PENDING CONSIDERATION

Agenda Item 15b: 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 & ecology & open space management plans</i>	EPC – OBJECTION WSC – PENDING CONSIDERATION
DC/23/1453/FUL	Land adjacent to Garden Cottage, Church Lane, Exning Full application – one dwelling	EPC – OBJECTION WSC – PENDING DECISION
DC/24/0257/TPO	Land off Ascot Close, Exning Tree Preservation Order application	EPC – NO OBJECTION WSC – CONSENTED
DC/0256/TPO	1B & 3 Ascot Close, Exning Tree Preservation Order application	EPC – OBJECTION** WSC – PENDING DECISION
DC/24/0350/TCA	2 Brookside, Exning <i>Application for work on trees in a conservation area</i>	EPC – NO OBJECTION WSC – WSC RECEIVED NO OBJECTIONS
DC/24/0342/TCA	Telephone Exchange, Church Lane, Exning <i>Application for work on trees in a conservation area</i>	EPC – NO OBJECTION WSC – WSC RECEIVED NO OBJECTIONS

** DC/24/0256/TPO: Exning Parish Council objects to the felling of healthy trees and OBJECTS to this application to fell two trees with a Tree Preservation Order. When the Ascot Close development was approved, the TPOs were applied to the trees at that time to prevent felling. Council would defer to the Tree Office for his expert opinion and assessment and would suggest pollarding/crown lifting be considered as an alternative.

WSC Cllr London is querying this item with the planning officers involved; he noted that the removal of these trees would affect the amenity in Mill Lane.

JL

16.4/24: CHANCERY PARK: To receive an update regarding the pre-school building details: [Town & Country Planning Act 1990, Sched. 1, para. 8]

No new information.

17.4/24: ROSARY HOTEL: To receive an update regarding the current status of the building: [Town & Country Planning Act 1990, Sched. 1, para. 8]

No new information.

PUBLIC REALM

18.4/24: REPORT: To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only: Nothing new to report that is not on this agenda.

19.4/24: REPORT: To receive a report & authorise actions regarding Cemetery & Churchyard matters: [LGA1972, s.214&s.215]

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a. **Lacey's Lane Cemetery:**

b. **Exning Road Old Cemetery:** Due to staff absence, temporary mowing contractors have been engaged from

c. **St Martin's Churchyard:** 29/4/24

CLERK

20.4/24: PLAY AREA DEVELOPMENT: To receive feedback from Members regarding the initial proposals viewed at the March council meeting: [Open Spaces Act 1906, ss9&10]

Nothing new to report. Details of a bid writing company to be supplied.

GL

21.4/24: ENVIRONMENTAL MATTERS: To discuss a revised Environmental Policy proposal : [Open Spaces Act 1906, ss9&10]

Climate Fresk Event to be held in the Exning Community Church Hall on 2/6/24, 12.30-4pm. The Parish Council will pay the fees for attendees, making participation free of charge. Publicity to be done

AS/
CLERK

22.4/24: AGENDA ITEMS: To note additional items for consideration at the next meeting (May 2024): None

23.4/24: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on Wednesday 8th May 2024 at 7pm & will take place at the Exning Community Church Hall. This will be the Annual Meeting of the Council.

Note; preceded by the Annual Meeting of Parishioners at 6pm.

24.4/24: 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.

25.4/24: STAFFING: To discuss staffing matters: [LGA 1972, s.112]

A staff absence was discussed. A temporary contract is in place for six months to deal with litter picking and collection. Contractors are covering grass cutting.

26.4/24: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:

Not applicable.

Chairman, Cllr G Robinson, closed the meeting at 8.45pm.

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APPENDIX A: April 2024 Non-Confidential Receipts & Payments

RECEIPTS LIST - APRIL 2024						
Date	Supplier	Description	Minute	Net	VAT	Gross
09-Apr	HMRC	Q4 VAT refund	VAT Act1994	£ -	£ 705.27	£ 705.27
25-Apr	Ivett&Reed	Memorial Income	LGA1972,214	£ 71.00	£ -	£ 71.00
25-Apr	Ivett&Reed	Memorial Income	LGA1972,214	£ 119.00	£ -	£ 119.00
25-Apr	Southgates	Burial Income	LGA1972,214	£ 1,021.00	£ -	£ 1,021.00
25-Apr	West Suffolk Council	Precept 2024-25	LGFinanceAct1992	£ 94,950.00	£ -	£ 94,950.00
			TOTAL:	£ 96,161.00	£ 705.27	£ 96,866.27
PAYMENTS LIST - APRIL 2024						
Date	Supplier	Description	Minute	Net	VAT	Gross
02-Apr	Flagship Homes	Storage facility	Open Space Act	£ 145.87	£ 29.17	£ 175.04
23-Apr	E.ON	Electricity fees	LGA1972,214	£ 58.44	£ 2.92	£ 61.36
23-Apr	E.ON	Electricity fees	LGA1972,214	£ 36.88	£ 1.84	£ 38.72
25-Apr	Net Salaries	Staffing costs	LGA1972,112	£ 1,581.63	£ -	£ 1,581.63
25-Apr	ECCH	Hall Hire 2024/25	LGA1972,111	£ 351.00	£ -	£ 351.00
25-Apr	Suffolk Assoc of Local Councils	Annual Subscription	LGA1972,111	£ 733.26	£ -	£ 733.26
25-Apr	West Suffolk Council	Non-Domestic Rates	LGA1972,111	£ 114.11	£ -	£ 114.11
25-Apr	West Suffolk Council	Annual Dogbin emptying	Litter Act 1983	£ 956.80	£ -	£ 956.80
25-Apr	West Suffolk Council	Annual Trade Waste	Litter Act 1983	£ 174.72	£ -	£ 174.72
25-Apr	West Suffolk Council	Brown Bin Service	Open Space Act	£ 114.92	£ -	£ 114.92
25-Apr	West Suffolk Council	Brown Bin Service	Open Space Act	£ 229.84	£ -	£ 229.84
25-Apr	West Suffolk Council	Non-Domestic Rates	LGA1972,111	£ 648.70	£ -	£ 648.70
25-Apr	Vertas Group	Grass Cutting	Open Space Act	£ 337.39	£ 67.48	£ 404.87
25-Apr	Reimbursements	Reimbursements	LGA1972,112	£ 204.46	£ 40.89	£ 245.35
25-Apr	Spring Cottage	Grave digging	LGA1972,214	£ 389.00	£ -	£ 389.00
25-Apr	CW Kirk Lawnmowers	Machinery servicing	Open Space Act	£ 563.12	£ 112.62	£ 675.74
25-Apr	Huws Gray Ridgeons	General equipment	LGA1972,112	£ 24.34	£ 4.87	£ 29.21
			TOTAL:	£ 6,664.48	£ 259.79	£ 6,924.27