

MINUTES of the ORDINARY Meeting of Exning Parish Council
held on Wednesday 28th February 2024 at 7.00pm at Exning Community Church Hall

PRESENT: Parish Councillors G Robinson (Chair), A Hall, J London, L Morgan, K Schosland, A Simpson, T Wood. Also in attendance; C Whitaker (Clerk to Exning Parish Council) & one member of the public.

OPEN FORUM: No matters raised.

1.2/24: CHAIRMAN'S WELCOME & APOLOGIES FOR ABSENCE: [LGA 1972, sch12,p40]

- a. **To receive apologies:** Chairman, Cllr G Robinson, opened the meeting at 7.00pm. Apologies received from Cllrs D Kilsby-Steele & S Connelly.
- b. **To approve apologies from members:** Apologies were accepted & approved.

2.2/24: COMMUNITY POLICING TEAM REPORT: PC Chapman gave apologies. Report noted & attached under Appendix B of these minutes.

3.2/24: COUNCILLOR REPORTS: [EPC Standing Order 24]

- a. **Suffolk County Councillor, Rachel Hood:** A SCC Report had been circulated. Cllr Hood did not attend the meeting, having apologised.
- b. **West Suffolk Councillor, Jon London:** District Cllr London reported as follows:- 1) Most of Locality Budget now spent on 8 organisations. 2) Meeting at Belpot at Exning Estate, explaining plan. 3) County Council plan for Devolution & a directly elected leader.

4.2/24: 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.

5.2/24: MINUTES OF THE ORDINARY MEETING OF EXNING PARISH COUNCIL HELD ON 24th JANUARY 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

6.2/24: FINANCE REPORT: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

- a. **To receive the report for January 2024:** The finance report for January 2024 was received, discussed & noted.
- b. **To receive the Current Financial Position from the Clerk:** The financial position as at 28/2/2024 was noted at £130,182.

7.2/24: SUBMISSION OF SCHEDULES OF RECEIPTS & PAYMENTS: [Accounts & Audit Regulations 2015 (SI 2015/234), reg3]

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

8.2/24: BANK STATEMENTS: Confirmation that the January 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 January 2024 were in balance.

9.2/24: EXNING DRAFT STRATEGY: To receive updates regarding the proposed Exning Strategy: There will be a follow up Strategy meeting on 3rd March, reporting back to council on 27th March.

CLERK

10.2/24: EVENTS: To receive updates & discuss the following events:

- a. **Village Fete 27th July 2024: to receive a Fete working group report:** Cllr Hall will present the first draft of the fete plan at the March agenda.
- b. **Any other events:** Cllr London is planning another Christmas Tree Switch-On event. The possibility of a 5th November event was raised.

11.2/24: CONSULTATIONS:

- a. **WSC Draft Local Plan Submission Consultation** – to receive information and consider a response: Cllrs Robinson, Morgan, Schosland & the Clerk will consider & submit a response.
- b. **WSC Housing, Homelessness Reduction & Rough Sleeping Strategy** – to consider a response: A response from the Parish Council will not be made.
- c. **A chance to shape WSC's approach to Street Trading** – to consider a response: A response from the Parish Council will not be made.

GR/LM/KS
/CLERK

12.2/24 OTHER ADMINISTRATIVE MATTERS:

- a. **To receive the Chairman's report:** Chairman, Cllr G Robinson, reported regarding the Strategic Plan & the long-awaited installation of the parking restrictions on Chapel Street.
- b. **To receive the Clerk's report:** The traffic situation in Exning & Newmarket regarding the flooding on the A14 was discussed. Clerk will report back regarding all updates for information to council & for social media. Suffolk Devolution information will be cascaded to council after Clerk attends webinar. Two items will be on next agenda regarding purchase of gazebos for village events & a BBQ from FOES.
- c. **To receive correspondence:** 1) Emails regarding cycle path link-ups Exning to Burwell. *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 applications received.
- e. **To receive a report from the Media Working Group:** [LGA 1972, s.142] Cllrs K Schosland & L Morgan gave a report to update on progress. Newsletter is now delivering current issue. Social Media program ongoing.
 - i. **To consider and approve a corporate logo for Exning Parish Council:** suggested logos were considered with a decision being made on a new logo
- f. **To confirm a change in date for the Annual Meeting of the Council:** it was agreed to change the date to be 15th May 2024.
- g. **To determine a date and details for the Annual Meeting of Parishioners:** it was agreed to hold the Annual Meeting of Parishioners on 1st May 2024. Refreshments to be served, grant recipients to be asked to attend to give a report, stands with publicity regarding Parish Council activities.
- h. **To consider & approve the appointment of Internal Auditors for Exning Parish Council for 2023/2024:** it was agreed to engage Suffolk Association of Local Council (SALC) to carry out the internal audit for Exning Parish Council for 2023/2024.
- i. **To approve the Direct Debit & Standing Order arrangements for the financial year 2024/2025:** the ongoing Direct Debits/Standing Orders arrangements for Exning Parish Council for 2024/2025 were approved.
- j. **To review the Standing Orders for Exning Parish Council:** The Standing Orders document for Exning Parish Council was reviewed & approved.
- k. **To review the Financial Regulations for Exning Parish Council:** The Financial Regulations document for Exning Parish Council was reviewed & approved.

MARCH
AGENDA

ALL

**MINUTES of the ORDINARY Meeting of Exning Parish Council
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- l. To review the Financial Risk Assessment for Exning Parish Council:** The Financial Risk Assessment document for Exning Parish Council was reviewed & approved.
- m. To review the effectiveness of Exning Parish Council's system of internal controls:** Exning Parish Council's internal control document was reviewed & approved.

PLANNING

13.2/24: REPORT: To receive & authorise the February 2024 report from the Planning Working Group: [Town & Country Planning Act 1990, Sched. 1, para. 8] Planning responses were approved as follows.

Agenda Item 13a: RESPONSES TO PLANNING APPLICATIONS BY EPC

DC/24/0190/CLP	8 Chapel Street, Exning <i>Certificate of Lawful Proposed Use/Development application – detached carport</i>	EPC – FOR INFO ONLY; NO COMMENT REQUIRED WSC – PENDING CONSIDERATION
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CLERK

Agenda Item 13b: 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/22/1157/TPO	3 Saxon Close, Exning <i>Tree Preservation Order application</i>	EPC – NO OBJECTION WSC – PENDING DECISION
DC/23/1453/FUL	Land adjacent to Garden Cottage, Church Lane, Exning Full application – one dwelling	EPC – OBJECTION WSC – PENDING DECISION
DC/23/1733/HH	The Mill Barn, Mill Lane, Exning <i>Householder application – relocation of entrance, front extension, link extension from studio to house, demolition of lean-to extension</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED BY WSC
DC/23/1734/LB	The Mill Barn, Mill Lane, Exning <i>Listed Building application – relocation of entrance, front extension, link extension from studio to house, demolition of lean-to extension</i>	EPC – NO OBJECTION WSC – APPLICATION APPROVED BY WSC
DC/23/1421/HH	31 Chapel Street, Exning 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	EPC – NO OBJECTION WSC – PENDING DECISION
DC/23/1994/HH	19 Oxford Street, Exning Householder application – replacement windows; infill door to side elevation; window/door adjusts; re-site/replace & add rear roof lights	EPC – NO OBJECTION WSC – APPLICATION APPROVED BY WSC
DC/23/2026/HH	Burnt Farm, Mill Close, Exning Householder application – single-storey side & front ext/demolition of porch; single-storey side ext/garden room	EPC – NO OBJECTION WSC – APPLICATION APPROVED BY WSC
DC/23/2082/TCA	6 Brookside, Exning Application for tree work in a conservation area	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED BY WSC
DC/24/0064/TCA	Exeter Stables, Church Street, Exning Application for tree work in a conservation area	EPC – NO OBJECTION WSC – NO OBJECTIONS RECEIVED BY WSC

14.2/24: CHANCERY PARK: To receive an update regarding the pre-school building details: [Town & Country Planning Act 1990, Sched. 1, para. 8]
No further information at this time.

15.2/24: ROSARY HOTEL: To receive an update regarding the current status of the building: [Town & Country Planning Act 1990, Sched. 1, para. 8]
Councillors met with the agent of the developer and proposals were discussed. The Parish Council will meet with the developer, before any plans are submitted to the Planning Authority, to enable its input into the plans.

PUBLIC REALM

16.2/24: REPORT: To receive a report from the Public Realm Working Group regarding matters not on this agenda for discussion only: Cllr A Simpson gave a report regarding the working group discussions & emphasised environmental matters.

17.2/24: REPORT: To receive a report & authorise actions regarding Cemetery & Churchyard matters: [LGA1972, s.214&s.215]

- a. **Lacey's Lane Cemetery:** No matters to report.
- b. **Exning Road Old Cemetery:** UKPOWER Network contacted regarding power cable under the corner of the wall.
- c. **St Martin's Churchyard:** No matters to report.

18.2/24: PLAY AREA DEVELOPMENT: To receive a report regarding ongoing proposal for Play Area refurbishment: [Open Spaces Act 1906, ss9&10]
Initial plans have been received. A Working Group meeting to discuss will be convened with information being brought to Council at the March agenda.

19.2/24: AGENDA ITEMS: To note additional items for consideration at the next meeting (March 2024): No additional items, other than already discussed at this meeting.

P.REALM
W.GRP

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20.2/24: DATE OF THE NEXT MEETING: The next Parish Council Meeting will be held on Wednesday 27th March 2024 at 7pm & will take place at the Exning Community Church Hall.

21.2/24: 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.

22.2/24: STAFFING: To discuss staffing matters: [LGA 1972, s.112]
 Further discussion regarding staffing onward strategy was discussed. Cllrs Morgan, Schosland & Clerk presented a job description, person specification & schedule, along with recommendation for a salary model. The new model was approved.

23.2/24: OTHER CONFIDENTIAL MATTERS: To discuss & authorise any actions:
 Not applicable.

Chairman, Cllr G Robinson, closed the meeting at 9.00pm.

CLERK

APPENDIX A: February 2024 Non-Confidential Receipts & Payments

Exning Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
38 Burial Fees	02/02/2024	LGA1972,s214	Barclays Bank Current	Inv 73	Burial	Southgate of Newmarket Ltd	Z	284.00		284.00
38 Burial Fees	02/02/2024	LGA1972,s214	Barclays Bank Current	Inv 73	Burial	Southgate of Newmarket Ltd	Z	280.00		280.00
39 Burial Fees	09/02/2024	LGA1972,s214	Barclays Bank Current	inv 75	Burial	Peasgood & Skeates	Z	331.00		331.00
39 Burial Fees	09/02/2024	LGA1972,s214	Barclays Bank Current	inv 75	Burial	Peasgood & Skeates	Z	330.00		330.00
Total								1,225.00		1,225.00

Exning Parish Council
PAYMENTS LIST

10 March 2024 (2023-2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
110 Grass Cutting	01/02/2024	OpenSpacesAct1906;s9&10	Barclays Bank Curre	BACS18936/452	Grass Cutting	Vertas Group Limited	S	319.80	63.96	383.76
111 Street Furniture	01/02/2024	RoadTrafficRegsAct1984;s72	Barclays Bank Curre	BACS83923/453	Signage	The Sign Shed	S	74.26	14.86	89.12
113 Herbage	05/02/2024	LGA1972,s214	Barclays Bank Curre	BACS2023-513/451	Tree Surgery	TH Tree Surgery	S	370.00	74.00	444.00
112 Lacey's Lane Grave Digging Fee	05/02/2024	LGA1972,s214	Barclays Bank Curre	BACS3854/454	Burial	Spring Cottage Landscapin	Z	280.00		280.00
122 Salaries, PAYE, NICs, WPP	08/02/2024	PensionsAct2008	Barclays Bank Curre	DDWPPM1124/456	Workplace Pension	Standard Life	X	32.49		32.49
114 Section 137 Grants	12/02/2024	LGA1972,s137	Barclays Bank Curre	BACSF0ESGRANT/	Section 137 grant	Friends of Exning School	E	120.00		120.00
116 Street Furniture	15/02/2024	RoadTrafficRegsAct1984;s72	Barclays Bank Curre	BACS764809/459	Signage	The Sign Shed	S	83.34	16.66	100.00
115 Lacey's Lane Grave Digging Fee	15/02/2024	LGA1972,s214	Barclays Bank Curre	BACS3840/458	Burial	Spring Cottage Landscapin	Z	330.00		330.00
117 Stationery & Printing	21/02/2024	LGA1972,s142	Barclays Bank Curre	BACS524978/460	Newsletter	New Print Ltd	Z	506.00		506.00
118 Telephone & Internet	28/02/2024	LGA1972,112	Barclays Bank Curre	BACSXXM11-24/46	Net Salaries	Net Salaries	X	45.00		45.00
118 Travel	28/02/2024	LGA1972,112	Barclays Bank Curre	BACSXXM11-24/46	Net Salaries	Net Salaries	X	25.00		25.00
119 Play Area Equipment	28/02/2024	OpenSpacesAct1906;s9&10	Barclays Bank Curre	BACS85136/462	Signage	The Sign Shed	S	20.83	4.17	25.00
120 Machinery/equipment R&M	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	S	20.83	4.17	25.00
118 Salaries, PAYE, NICs, WPP	28/02/2024	LGA1972,112	Barclays Bank Curre	BACSXXM11-24/46	Net Salaries	Net Salaries	X	1,837.10		1,837.10
120 Stationery & Printing	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	S	16.00	3.20	19.20
120 Computing	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	S	35.45	1.10	36.55
120 Street Furniture	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	S	4.67	1.83	6.50
120 Village Events	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	E	29.91		29.91
120 St Martin's paths	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	S	25.00	5.00	30.00
120 LL Cem Ground Maintenance	28/02/2024	various	Barclays Bank Curre	BACSREIMB11-2-	Reimbursements	Reimbursements	S	25.00	5.00	30.00
121 Water charges	29/02/2024	LGA1972,s214	Barclays Bank Curre	DD 255858001/46-	Water Bill	Anglian Water (Wave)	Z	23.68		23.68
Total								4,224.36	193.95	4,418.31

APPENDIX B: February 2024 Report from the Community Policing Team

Unfortunately there are no officers available to attend the meeting on Wednesday, so I have produced you a brief breakdown of what has happened in the past 28 days and what is planned for the future.

There have been 8 targeted engagements in Exning alone with relationships now firmly established with Exning Court, Exning Primary School and Gibson Close.

Exning Court will be getting a pre-planned drop-in session once a month at the request of the residents.

The CPT have now got 9 inputs to deliver to students which we aim to roll out the week starting the 4th of March.

The topics we aim to deliver on will be,

1. ASB, 2. COUNTY LINES, 3. CYBER CRIME, 4. EXPLOITATION, 5. HATE CRIME, 6. HEALTY RELATIONSHIPS, 7. KNIFE CRIME, 8. ONLINE SAFETY, 9. YEAR 6 TRANSITION. I have 4 schools on my patch and will be covering for a colleague on a restriction so potentially up to 9 for few weeks.

The 4th of March sees the start of County Lines Intensification Week (CLIW) so that input shall be delivered. The rest will be rolled throughout the school year.

There has been substantial increase in foot patrols in the village as well as an increase in speed checks by police along The Burwell Road and Cotton End Road.

At the request of Kathryn Schosland I shall be attending the Village Fete, hopefully along with the Fire Officers.

If you want to research any of the crime statistics in your area, then the link below is the best format.

<https://www.suffolk.police.uk/area/your-area/suffolk/forest-heath/newmarket/about-us/crime-map>