

MINUTES OF DENHAM PARISH COUNCIL MEETING

Held on 23rd January 2024 at St John Baptist Church

Chairman: Councillor Duncan McGregor

Email: clerk@denhamparishcouncil.org.uk

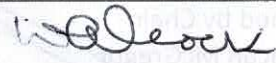
Present: Cllr D McGregor (DM), Cllr N Ford (NF), Cllr M Ford (MF), plus 3 members of the public and the Parish Clerk.

Item	Description
1	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence. Apologies received from Cllr J Klass, Cllr K Jane</p> <p>b. Councillors to vote on acceptance to accept apologies for absence. Apologies accepted.</p>
2	<p>Declarations of Interest and Dispensation considerations:</p> <p>a. To receive any Councillors' Interests in subsequent agenda items and to note any additions and/or deletions to the Councils Register of Interest. Cllr DM declared an interest in 9c</p> <p>b. To receive and consider any requests for dispensations. Dispensation granted in that Council would not be quorate.</p>
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 26th November 2023 as a true record of the business conducted. These were agreed and signed by the chair and clerk as a true record of the business conducted.</p>
4	<p>Public Forum:</p> <p>a. To receive reports from the District and County Councillor. Cllr Hicks not present.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>MOP – Read a statement for a regarding the weight restriction through Eye have been successful and are worried that if this restriction is lifted that traffic through Denham will increase. DM – responded that Denham PC had signed the group response to cease the restriction and that a proper Traffic Management Plan is in place.</p>
5	Planning

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



Date: 28/03/2024

	<p>a) Planning Applications for consideration:</p> <p>DC-23-04487 – Manor Farmhouse, Hoxne Road, Denham – Replace fencing. This planning application has been received but not considered response date outside of meeting schedule.</p> <p>b) Planning Decisions: None received at time.</p>
6	<p>Finance:</p> <p>a. Councillors to approve the finance report for the period ended 31st December 2023 including:</p> <ol style="list-style-type: none"> I. Bank reconciliations – (Appendix A) II. Budget to actual payments and receipts <p style="text-align: center;">Both these reports were noted by Council.</p> <p>b. Councillors to note receipts since the last meeting.</p> <p style="text-align: center;">Receipts were noted by Council.</p> <p>c. Councillors to approve payments. (Appendix B)</p> <p style="text-align: center;">The payments as presented were approved by Council.</p> <p>d. Councillors to consider the draft Budget for 2024/25 and make a decision on the precept for the next financial year.</p> <p>The Clerk explained that the budget presented as V2 had been adjusted with the additional line of Councillor expenses to cover the posting of agenda’s on the parish notice boards.</p> <p>This adjustment had resulted in the claim for precept being increased to £5450.00 and an increase to Council Tax Band D of 48.42%. The Clerk reminded Council that the large increase on the previous year is due to the fact that the budget had been subsidised by reserves for the previous 2 years. This cannot be sustained this year as reserves are not available.</p> <p style="text-align: center;">Council agreed the budget for 2024/25 as proposed and to set the precept at £5450.00 for this year.</p> <p>Chair signed the precept claim to Mid Suffolk District Council</p> <p>e. Council to make a decision on the earmarked reserve for The Mill for £1000.</p> <p>DM felt that the £1k should be released back into general reserves as this amount would be ineffective in fighting a legal battle in regards to activities at The Mill. Resources should be focussed on a joint parish response to deal with the traffic issues from The Mill and other areas in the parish and beyond.</p>

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



2

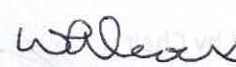
Date: 28/03/2024

	<p>NF – Stated that it is recommended practice for the Council’s general reserve to be at least half of the precept. Releasing the earmarked reserve would help reach this recommendation.</p> <p>Council agreed to transfer £1,000 back to the general reserves from earmarked reserves.</p>
7	<p>Governance:</p> <p>a) To agree to appoint Suffolk Association of Local Councils (SALC) as the internal auditor for the 2024 year end.</p> <p>Council agreed to appoint SALC as the internal auditor for 2024 year end.</p> <p>b) To agree issuing the Internal Auditors letter of appointment</p> <p>Council instructed Clerk to issue letter of appointment to SALC.</p> <p>c) To agree the insurance renewal for 2024/25</p> <p>Council considered the insurance renewal for 2024/25 as presented from Community Action Suffolk representing Ansvar Insurance.</p> <p>The Clerk informed that the quotation reflected an increase of 6.9% on the previous year and is within budget provision.</p> <p>The insurance schedule as presented was approved by Council.</p>
8	<p>Denham Village Hall: To receive an update and consider any action required.</p> <p>Consider the required management agreement/Trust Deed with the DCC to run the Village Hall to be in place as soon as possible after completion of works.</p> <p>Action - DM agreed to draft a management for DCC to be ratified at March meeting</p> <p>The Clerk informed the meeting that the funding from the Lottery Grant had almost been spent. A meeting to be held on the 30th January with the Project Manager to discuss the final invoice and exit strategy from the funding.</p> <p>Cllr KJ had supplied the following report to the clerk with works to date. Jobs outstanding on the Village Hall include:- Structural repairs to cracks in walls, fixing internal plasterboard, installing kitchen and toilets, final fix on electrics, re-routing drainage from kitchen end, outside rendering, French drain, building ramps for doors and decorating internally and externally.</p>

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



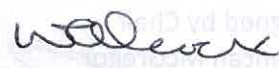
Date: 28/03/2024

	Still quite a lot of work to do but hoping for a completion towards the end of March.
9	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <ul style="list-style-type: none"> a. Ratification of representative on the group to consider the expansion of the Cranswick Factory – Agreed that the representative on the group would be Cllr DM b. Notice of adoption of the BMSDC Local Plan – Noted c. Hoxne Post Office and Shop project – Council to consider and offer support. DM confirmed his interest in the Hoxne Community Post Office project. Community Benefit Society formed to buy the post office and shop. The project is seeking Denham Parish Council’s support. <p>Agreed to issue a letter of support of Hoxne Post office and Shop community purchase.</p> <ul style="list-style-type: none"> d. Precept survey for Suffolk Constabulary – Noted e. BMSDC Call for sites for 2024/25 - Noted
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Report from Hoxne Post Office</p> <p>Update on any enforcement action on Land At, Hoxne Road, Denham.</p>
11	<p>To note the date of the next Parish Council meeting being 28th March 2024.</p> <p>Amendment the next meeting date is the 26th March not the 28th.</p>
12	The meeting closed at 8:10 pm

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



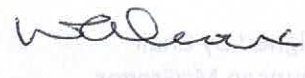
Date: 28/03/2024

DENHAM Parish Council	
Bank Reconciliations @ 29.12.2023	
Account balances as at 01 04 2023: Community	7,372.62
Add receipts in year: Community	128,575.75
Less payments in year: Community	124,850.14
Account balances as at 29 12 2023	11,098.23
Represented by:	
Savings	1,979.95
Community	9,118.28
less unrepresented payments	-
plus unrepresented receipts	-
Available balances as at 29 12 2023	11,098.23

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



Date: 28/03/2024

Appendix B

Appendix B

PAYMENTS

REF	INVOICE DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
034	21.11.2023	MSDC	BT	Building inspection fees	£ 480.00	£ 80.00	£ 400.00
035	24.11.2023	Needhams Contracts Ltd	BT	Stage 5 works	£ 18,314.83	£ 3,052.47	£ 15,262.36
036	07.12.2023	Needhams Contracts Ltd	BT	Stage 6 works	£ 15,848.40	£ 2,641.00	£ 13,207.00
037	15.12.2023	W Alcock	BT	Wages P9	£ 313.06		£ 313.06
038	15.12.2023	HMRC	BT	PAYE P9	£ 78.20		£ 78.20
039	19.12.2023	Needhams Contracts Ltd	BT	Stage 7 works	£ 10,778.40	£ 1,796.40	£ 8,982.00
40	05.01.2024	W Alcock	BT	Wages P10	£ 207.38		£ 207.38
41	05.01.2024	HMRC	BT	PAYE P10	£ 51.80		£ 51.80

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



Date: 28/03/2024