

# DENHAM PARISH COUNCIL MEETING

Held on 26<sup>th</sup> March 2024 at St John Baptist Church

Chairman: Councillor Duncan Mc Gregor

Email: [clerk@denhamparishcouncil.org](mailto:clerk@denhamparishcouncil.org)

**Present:** Cllr D McGregor (DM), Cllr N Ford (NF), Cllr J Klass (JK) Cllr K Jane (KJ) plus 14 members of the public and the Parish Clerk.

Item	Description
1	<p><b>Apologies for absence:</b></p> <ul style="list-style-type: none"><li>a. Councillors to receive any apologies for absence. Cllr M Ford,</li><li>b. Councillors to vote on acceptance to accept apologies for absence.</li></ul> <p><b>Apologies accepted.</b></p>
2	<p><b>Declarations of Interest and Dispensation considerations:</b></p> <ul style="list-style-type: none"><li>a. To receive any Councillors' Interests in subsequent agenda items and to note any additions and/or deletions to the Councils Register of Interest. None received</li><li>b. To receive and consider any requests for dispensations. Not required.</li></ul>
3	<p><b>Minutes of previous meeting:</b> Councillors to agree the minutes of the Parish Council meeting held on 23<sup>rd</sup> January 2024 as a true record of the business conducted.</p> <p><b>The minutes were agreed and signed by the chair and the clerk.</b></p>
4	<p><b>Public Forum:</b></p> <ul style="list-style-type: none"><li>a. To receive reports from the District and County Councillor. Cllr Hicks apologised for the aborted planning meeting between MSDC officers and the Parish Council planned for the 26<sup>th</sup> March. This meeting will be rescheduled.</li></ul> <p>Highways – roads are in very bad disrepair 11,000 reports of potholes in the last 5 months.</p> <p>Flooding reports received last year hit a high of 8,000.</p> <p>Highway work crews have been increased to cope with the demand. 74% of reports received are being met within target at present.</p> <p>149K drains in Suffolk, 111K are cleaned each year. The frequency is being reviewed.</p>

Signed by Chair  
Duncan McGregor

Signed by – Parish Clerk  
Wendy Alcock

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	<p>The County have launched a new loft insulation scheme where grants are available to make homes more efficient. People can make applications on-line by following this link <a href="http://www.greensuffolk.org/at-home/grants/">www.greensuffolk.org/at-home/grants/</a></p> <p>Suffolk Devolution is currently under consultation, if agreed this will give the County some consistency with available budgets into the longer term to allow more strategic planning of services.</p> <p>ClIr Hicks has given £1k to Denham Village Hall refurbishment from his locality fund.</p> <p>b. To receive comments or questions on matters of interest from members of the public. Chair raised that the community felt that the Planning team had not been reactive with the issues at the site at Poplars.</p> <p>No issues raised by the public.</p>
5	<p><b>Planning</b></p> <p><b>a)Planning Applications for consideration:</b></p> <p>I. DC/24/01047 – Boxers Meadow, Low Road, Denham – erect of two-storey extension.</p> <p>It was felt that there wasn't any impact immediately. No issues with this application.</p> <p><b>No objection to this application.</b></p> <p><b>b)Planning Decisions</b></p> <p>I. DC/23/04487 – Manor Farm House, Hoxne Rd, Denham, IP21 5DF – Planning permission granted - Noted</p> <p><b>c) Other Planning Matters.</b></p> <p>i. Ratification of comments for planning application DC/24/00513 – Request for scoping opinion for Phase 2 of Cranswick Factory.</p> <p><b>Council agreed to ratify the comments made for the above planning application.</b></p> <p>ii. Ratification of comments for planning application DC/24/00515 – Request for scoping opinion for Phase 2 of Cranswick Factory</p> <p><b>Council agreed to ratify the comments made for the above planning application.</b></p> <p>iii. Notification of Planning Appeal – AP/23/00088 – Noted</p>
6	<p><b>Finance:</b></p> <p>a. Councillors to approve the finance report for the period ended 28<sup>th</sup> February 2024 including:</p>

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	<ul style="list-style-type: none"> <li>I. Bank reconciliation – Noted (<b>Appendix A</b>)</li> <li>II. Budget to actual payments and receipts - Noted</li> <li>III. Virement proposal between budgets.</li> </ul> <p><b>Council approved the proposed virements as noted on the budget monitoring report.</b></p> <ul style="list-style-type: none"> <li>b. Councillors to note receipts since the last meeting - Noted</li> <li>c. Councillors to approve payments (<b>Appendix B</b>)</li> </ul> <p><b>The payments were approved by Council.</b></p> <ul style="list-style-type: none"> <li>d. Council to nominate a second councillor to approve payments on-line.</li> </ul> <p>Cllr JK asked for time to consider this request to be deferred until the next meeting.</p>
7	<p><b>Governance:</b></p> <ul style="list-style-type: none"> <li>a) Denham Parish Council meeting schedule 2024/25 – Agreed.</li> <li>b) Agree a date for the Denham Spring Litter Pick</li> </ul> <p><b>20<sup>th</sup> April was agreed for the next Community Litter Pick. Anyone wishing to attend please arrive at the Village Hall @ 10:00am.</b></p> <p><b>The Clerk agreed to purchase the litter picking equipment as funded by Pride in Your Place grants and to make arrangements with MSDC to pick up the litter collected.</b></p> <ul style="list-style-type: none"> <li>c) Review of Denham Parish Council Publication Scheme <b>Deferred until the next meeting.</b></li> <li>d) Adoption of Denham Parish Council Retention Policy <b>Deferred until the next meeting.</b></li> <li>e) Councillor Resignation</li> </ul> <p>Cllr Jane had submitted her resignation to the Chair but had kindly agreed to continue until the second authorised officer for approval of payments through the bank had been set up.</p> <p>The Chair thank Cllr Jane for her hard work and service to the Council.</p>
8	<p><b>Denham Village Hall:</b> To receive an update and consider any action required.</p> <p>The VH was broken into recently. Only the builders tools were stolen. Concerns about insurance for the property until the property is handed over to DCC. The Clerk has made contact with the Council’s insurers. If this is not possible to look at alternative providers for this service.</p>

	<p>Work is still progressing awaiting final response for additional funding request from the Lottery Fund.</p> <p>To agree the management agreement/Trust Deed with the DCC to run the Village Hall.</p> <p>This is still work in progress to be presented at the May AGM.</p>
9	<p><b>Correspondence:</b> 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"> <li>a) Suffolk County Council's Local Transport Plan Consultation – Rural Transport Operator funding. – Noted</li> <li>b) Debenham Parish Council's response to the consultation towards a permanent 7.5 tonne ETRO in Eye – Noted</li> <li>c) BMSDC Parishes Survey – Chair agreed to complete and encouraged others to also contribute to the survey which can be completed via this link. <a href="https://forms.office.com/e/qnxYmp9PWX">https://forms.office.com/e/qnxYmp9PWX</a></li> <li>d) Hedgehog Highway Project – Agreed not to support on this occasion.</li> </ul>
10	<p><b>Any other matters for information, to be noted, or for inclusion on a future agenda.</b></p> <ul style="list-style-type: none"> <li>a) Council noted that the Annual Parish Meeting will be held on the 21<sup>st</sup> May @ 7:00pm before the Annual Parish Council Meeting at 7:30 pm.</li> </ul>
11	To note the date of the next Parish Council meeting being 21 <sup>st</sup> May 2024 .
12	To close the meeting. 08:15pm

## Appendix A

### DENHAM Parish Council

<b>Bank Reconciliations @ 28.02.2024</b>	
Account balances as at 01 04 2023: Community	7,372.62
Add receipts in year: Community	185,517.15
Less payments in year: Community	173,779.63
Account balances as at 28 02 2024	19,110.14

Inc VAT

<b>Represented by:</b>	
Savings	1,979.95
Community	5,578.19
less unrepresented payments	-
plus unrepresented receipts	11,552.00
Available balances as at 28 02 2024	19,110.14

<b>Reserves</b>		Total
General Reserve (Balances on accounts at 28 02 2024)		19,110.14
<b>Ear Marked Reserves</b>		
The Mill - removed from earmark reserve Jan 24 meeting	-	-
Pride in Your Place - grant	196.00	-
		-
Village Grant Funding	14,089.62	
Total Ear Marked Reserves		14,285.62
<b>Balance on reserves</b>		<b>4,824.52</b>

\* General reserve should only be 50-100% of the annual Precept.

Signed by Chair  
Duncan McGregor

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Wendy Alcock

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21<sup>st</sup> May 2024

Appendix B

**PAYMENTS**

REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
42	19.01.2024	Needhams Contracts Ltd	BT	Stage 8 works	£ 22,159.20	£ 3,693.20	£ 18,466.00
43	26.01.2024	Needhams Contracts Ltd	BT	Stage 9 works	£ 13,862.40	£ 2,310.40	£ 11,552.00
44	30.01.2024	Community Action Suffolk	BT	Insurance	£ 411.13		£ 411.13
45	09.02.2024	W Alcock	BT	Wages P11	£ 207.38		£ 207.38
46	09.02.2024	HMRC	BT	PAYE paid with VCH 41	£ 51.80		£ 51.80
47	30.01.2024	A Hewitt	BT	Deposit for works to VH	£ 1,200.00		£ 1,200.00
48	03.02.2024	Wave	BT	VH water charges	£ 41.03		£ 41.03
49	29.02.2024	A Hewitt	BT	Drainage works to VH	£ 1,445.00		£ 1,445.00
50	26.03.2024	W Alcock	BT	Wages P12	£ 207.18		£ 207.18
51	26.03.2024	HMRC	BT	PAYE P12	£ 52.00		£ 52.00
52	26.03.2024	Clerk expenses	BT	Expenses Nov23 to Mar24	£ 58.00		£ 58.00



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