

DENHAM PARISH COUNCIL MEETING

Held on the 21st January 2025 at St John Baptist Church

Present: Cllr D McGregor (DM), Cllr L Marriott (LM), Cllr R Gilmore (RG) County Cllr Henry Lloyd, District Cllr Matthew Hicks, plus 7 members of the public and the Parish Clerk, Wendy Alcock.

Item	Description
1	<p>Apologies for absence:</p> <ul style="list-style-type: none">a. Councillors to receive any apologies for absence. Cllr J Klass (JK)b. Councillors to vote on acceptance to accept apologies for absence. Apologies accepted
2	<p>Declarations of Interest and Dispensation considerations:</p> <ul style="list-style-type: none">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 receivedb. To receive and consider any requests for dispensations. None.
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 5th November 2024 as a true record of the business conducted. The minutes were agreed and signed by the Chair and Clerk.</p>
4	<p>Public Forum: (this section at the Chairman's discretion may last up to 15 minutes):</p> <ul style="list-style-type: none">a. To receive reports from the District and County Councillor.<ul style="list-style-type: none">i. To consider a grant application to the County Councillor for a defibrillator for the Village Hall. Clerk asked to cost up the price of a defibrillator and on-going costs. DM to obtain quote for installation. Report from Cllr Lloyd can be found in full by following this link Suffolk CC - Jan 25

	<p>Cllr Hicks – New housing targets which have been implemented by the government have increased by 30%. Local Plan is no longer relevant and now has to be reviewed in line with the new target.</p> <p>Budget setting taking place – likely outcome is that there will not be an increase in the district council this year.</p> <p>Pride in Your Place grants have returned. Applications are welcome.</p> <p>Locality Funding is still available.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>MOP of the public asked if there was any reason why the meeting couldn't be moved to allow the County Councillor could attend. Clerk to make enquiries.</p> <p>MOP reported the Court case for land on Hoxne Road is Monday 27th January for breach of conditions.</p>
5	<p>Planning</p> <p>a) Planning Applications for consideration:</p> <ul style="list-style-type: none"> i. DC/24/05163 – The Red Feather Club, Coldham Hill, Denham – Erection of additional Nissen hut for ancillary storage. Response date 23/12/2024 – Delegated decision of no comment added to portal. ii. DC/24/05402 – Hedgerows, Hoxne Road, Denham – Continued use of a static caravan for agricultural worker – Response date 09/01/2024 – Delegated decision of no objection added to portal by the clerk. <p>b) Planning Decisions: None received at time of drafting agenda.</p> <p>c) Other Planning</p> <ul style="list-style-type: none"> i. Planning Appeal submitted to Secretary of State in relation to DC/24/01047 – Boxers Meadow, Low Road, Denham – Erection of a two-storey extension. Noted
6	<p>Finance:</p> <ul style="list-style-type: none"> a. Councillors to approve the finance report for the period ended 31st December 2024 including: <ul style="list-style-type: none"> I. Bank reconciliations – Noted. Appendix A II. Budget to actual payments and receipts - Noted b. Councillors noted the receipts since the last meeting. c. Councillors approved the payments as presented. Appendix B d. Councillors to consider the draft Budget for 2025/26 and make a decision on the precept for the next financial year.

	<p>The budget was discussed and approved setting the precept at £5606 for 2025/26.</p> <p>This represents a 3.2% increase on the Council Tax base for Denham PC.</p>
7	<p>Governance:</p> <p>a. To agree to appoint Suffolk Association of Local Councils (SALC) as the internal auditor for the 2024/2025 year end.</p> <p>SALC were agreed as the internal auditor for the 2024/2025</p> <p>b. To agree issuing the Internal Auditors letter of appointment</p> <p>The Clerk was instructed to issue a letter of appointment to SALC.</p> <p>c. To agree the insurance renewal for 2025/26. Proposal received from Community Action Suffolk acting for Ansvar Insurance.</p> <p>The insurance renewal documents had been shared with Councillors with the agenda. The Clerk explained that the insurance premium for 2025/26 had increase by £77.11 (18.75%) on the premium for 2024/25.</p> <p>Council agreed the insurance renewal for 2025/26 from Ansvar Insurance.</p> <p>d. To agree the Scheme of Delegation for Planning Matters as presented.</p> <p>The Clerk explained the need for a formal Scheme of Delegation for Planning matters. This will allow planning consultations for non-confrontational applications to be decided by delegation to the clerk following consultation with Council.</p> <p>The Scheme of Delegation for Planning Matters was approved unanimously.</p>
8	<p>Denham Village Hall: To receive an update and consider any action required.</p> <p>a. 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>DM summarised the works outstanding to the VH as follows:-</p> <p>Deed of Trust has been drafted for the Land Registry which is ready to go.</p> <p>Legal costs are not expected to increase. Invoices received to be used for claim to National Lottery Fund.</p>

	<p>DM has previously emailed NLF requesting approval to introduce a management agreement/Trust Deed. Action - DM will chase this approval again.</p> <p>b. To note the following delegated decisions made by Council:-</p> <ol style="list-style-type: none"> I. Termination of Building Contract with Needham's II. Instruct the new building contractor T Hewitt
9	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <ol style="list-style-type: none"> a. River Waveney Trust – Natural Flood Management Schemes – to consider making an introduction. Clerk agreed to be a point of contact for correspondence. b. MSDC – free hedges – consider planting scheme – Noted. For more information on the scheme, guidance notes and application form can be found by following this link https://www.midsuffolk.gov.uk/w/trees-and-wildflowers-scheme c. Devolution papers for information – Noted. d. Notification of BMSDC Joint Local Plan Review – Noted.
10	Any other matters for information, to be noted, or for inclusion on a future agenda.
11	To note the date of the next Parish Council meeting being 18th March 2024 .
12	To close the meeting. 08:17

Appendix A

DENHAM Parish Council

Bank Reconciliations @ 30.12.2024	
Account balances as at 01 04 2024: Community	20,011.35
Add receipts in year: Community	26,171.74
Less payments in year: Community	29,751.74
Account balances as at 31 12 2024	16,431.35

Inc VAT

Represented by:	
Savings	2,009.73
Community	14,882.22
less unrepresented payments	460.00
plus unrepresented receipts	-
Available balances as at 30 12 2024	16,431.95

Reserves		Total
General Reserve (Balances on accounts at 30 12 2024)		16,431.95
Ear Marked Reserves		
Pride in Your Place - grant	30.42	-
		-
Village Grant Funding	11,674.12	
Total Ear Marked Reserves		11,704.54
Balance on reserves		4,727.41

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

Appendix B

PAYMENTS

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT
30	11/12/2024	HMRC	PAYE - P8	£ 70.40		£ 70.40
31	11/12/2024	W Alcock	Wages - P8	£ 281.74		£ 281.74
32	11/11/2024	A Hewitt	Works to VH	£ 11,116.40		£ 11,116.40
33	15/11/2024	Lycetts	Insurance for VH	£ 1,132.50		£ 1,132.50
33	5th Dec	Lycetts	Insurance for VH	£ 1,132.50		£ 1,132.50
34	4th Dec	HMRC	PAYE - P9	£ 54.20		£ 54.20
35	4th Dec	W Alcock	Wages - P9	£ 216.60		£ 216.60
36	21/11/2024	A Hewitt	Works to VH	£ 8,337.30		£ 8,337.30
37	21/11/2024	A Hewitt	Works to VH	£ 460.00		£ 460.00
38	1/06/2025	W Alcock	Wages - P10	£ 216.60		£ 216.60
39	1/06/2025	HMRC	PAYE - P10	£ 54.20		£ 54.20
40	1/06/2025	W Alcock	Expenses - July - Nov 24	£ 38.40		£ 38.40