

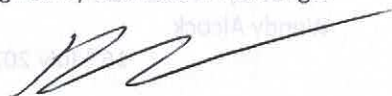
DENHAM ANNUAL PARISH COUNCIL MEETING

Held on the 21st May 2024 at St John Baptist Church

Present: Cllr D McGregor (DM), Cllr N Ford (NF), Cllr M Ford (MF), Cllr K Jane (KJ) plus 4 members of the public and the Parish Clerk.

Item	Description
1	<p>To elect the Chair and Deputy Chair for 2024/25</p> <p>Cllr McGregor was proposed and seconded and unanimously voted in as Chair.</p> <p>Deputy Chair appointment to be carried forward to the July meeting.</p> <p>The acceptance of office was signed by the Chair in the presence of the meeting and the proper officer.</p>
2	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence.</p> <p>Apologies received from Cllr Jon Klass, Cllr Hicks</p> <p>b. Councillors to vote on acceptance to accept apologies for absence.</p> <p>Apologies accepted.</p>
3	<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.</p> <p>None received</p> <p>b. To receive and consider any requests for dispensations.</p> <p>Not required.</p>
4	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 26 March 2024 as a true record of the business conducted.</p> <p>The minutes were agreed and signed by the chair and the clerk.</p>
5	<p>Public Forum:</p> <p>(this section at the Chairman's discretion may last up to 15 minutes):</p> <p>a. To receive reports from the District and County Councillor.</p> <p>District Cllr M Hicks had given apologies, his reports had been submitted to Council previously.</p>

Signed by Chair Cllr D McGregor



Signed by – Parish Clerk
Wendy Alcock

16th July 2024

	<p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>MOP complained about the water flooding at Dragon Hill, Eye. Although this is not within the parish of Denham it was confirmed that this is the responsibility of the County Council.</p> <p>Bridge from the footpath is blocked across the river and hasn't been cleared. Cllr Mc G agreed to talk to the person who put the bridge across.</p>
6	<p>Planning:</p> <p>a. To consider any current or new planning applications – none received</p> <p>Cllr Mc G understood that there was an appeal to the decision to not allow 9 lodges at Poplar Fram. Concerned that there is unauthorised tipping on the site.</p>
7	<p>Finance:</p> <p>a. Councillors to approve the finance report for the period ended 30 April 2024 including:</p> <ol style="list-style-type: none"> I. Bank reconciliations Noted (Appendix A) II. Budget to actual payments and receipts. Noted <p>b. Councillors to note receipts since the last meeting. Noted</p> <p>c. Councillors to approve payments. (Appendix B)</p> <p>The payments were approved by Council.</p> <p>Following her resignation Cllr Jane confirmed that this would be her final meeting. Action: Cllr McG to chase up his on-line access to the Council's accounts to allow him to authorise future payments.</p> <p>d. Agree new authorised officer for bank accounts.</p> <p>Carry forward to next meeting as not all Councillors were in attendance.</p>
8	<p>Governance:</p> <p>a. Councillors to approve the Annual Governance and Accountability Return for 2023/24</p> <ol style="list-style-type: none"> I. Annual Governance Statement 2023/24 Approved and signed by the Chair and Clerk. II. Section 2 – Accounting Statements 2023/24 Approved and signed by the Chair and Clerk. III. To note the Annual Internal Audit Report 2023/24 for the AGAR and the recommendations made in the detailed report as submitted to Council.

Signed by Chair Cllr D McGregor


Signed by – Parish Clerk
Wendy Alcock16th July 2024

	<p>The Internal AGAR report was noted and the recommendations in the Internal Audit Report were discussed and noted. To agree the Internal Control Statement for the year ending 31st March 2025.</p> <p>The Internal Control Statement for the forthcoming year was approved.</p>
	<p>b. To review and agree the asset register.</p> <p>The Asset register was approved.</p> <p>c. To review and approve the Council's risk assessment.</p> <p>The Risk Assessment as presented was approved.</p> <p>d. Review of Denham Parish Council Publication Scheme</p> <p>The Publication Scheme was approved.</p>
	<p>e. Adoption of Denham Parish Council Retention Policy</p> <p>The Retention Policy was approved.</p>
	<p>f. Management of the Speed Indicator Device (SID)</p> <p>No one present would volunteered to take this role on.</p> <p>Cllr NF suggested that this could be promoted on a Parish Facebook page.</p> <p>Action: Cllr McG agreed to create a Facebook group including the Clerk as Admin.</p> <p>The role of Speed Indicator Device Manager to be advertised on the Facebook group and village What's App group.</p>
9	<p>Denham Community Council: To receive an update and consider any action required.</p> <p>a) To agree the management agreement/Trust Deed with the DCC to run the Village Hall.</p> <p>Item to be carried forward to the July meeting.</p> <p>b) To gift the portrait of King Charles III to the Denham Community Council to be located at the Village Hall.</p> <p>Cllr KJ accepted the gift. The portrait will be passed on when the VH is opened.</p> <p>KJ asked if anyone had heard anything from the Lottery Fund, the Quantity Surveyor and Needham's. D Mc hasn't heard anything further.</p>

Signed by Chair Cllr D McGregor



Signed by – Parish Clerk
Wendy Alcock

16th July 2024

10	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <p>a) Nothing received at time of drafting agenda.</p>
11	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <ul style="list-style-type: none"> • Co-option • Additional authorised officer. • To agree the management agreement/Trust Deed with the DCC to run the Village Hall. • SID Machine manger • Use of the Quiet Lane. • Tree Planting
12	Date for the next Parish Council meeting – 16th July 2024.
13	The meeting closed at 20:20

Signed by Chair Cllr D McGregor



Signed by – Parish Clerk
Wendy Alcock

16th July 2024

DENHAM Parish Council

Appendix A

Bank Reconciliations @ 30.04.2024			
Account balances as at 01 04 2023: Community		20,011.35	
Add receipts in year: Community		2,831.60	
Less payments in year: Community		970.94	Inc VAT
Account balances as at 31 03 2024		21,872.01	
Represented by:			
Savings		1,987.35	
Community		19,884.66	
less unrepresented payments		-	
plus unrepresented receipts		-	
Available balances as at 31 03 2024		21,872.01	

Reserves		Total
General Reserve (Balances on accounts at 28 02 2024)		21,872.01
Ear Marked Reserves		
The Mill - removed from earmark reserve Jan 24 meeting	-	-
Pride in Your Place - grant	30.42	-
		-
Village Grant Funding	16,734.62	
Total Ear Marked Reserves		16,765.04
Balance on reserves		5,106.97

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

Signed by Chair Cllr D McGregor


Signed by – Parish Clerk
Wendy Alcock16th July 2024

Appendix B

BRANNA Parish Council

PAYMENTS

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT
1	01.04.2024	SALC	2024/25 Subscription	£ 135.30		£ 135.30
2	08.04.2024	W Alcock	Wages - P1	£ 207.38		£ 207.38
3	26.03.2024	SALC	Payroll services P7-P12	£ 54.00	£ 9.00	£ 45.00
4	08.04.2024	HMRC	PAYE - P1	£ 51.80		£ 51.80
5	08.04.2024	W Alcock	Reimbursement for litter picking equip	£ 199.78	£ 34.20	£ 165.58
6	17.04.2024	E-on	VH Electricity	£ 107.37	£ (3.09)	£ 104.28
7	23.04.2024	Red Dune	Microsoft Business Licence	£ 218.40	£ 36.40	£ 182.00
8	01.05.2024	W Alcock	Wages - P2	£ 207.38		£ 207.38
9	01.05.2024	HMRC	PAYE - P2	£ 51.80		£ 51.80

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT

Signed by Chair Cllr D McGregor



Signed by – Parish Clerk
Wendy Alcock

16th July 2024