

# DENHAM PARISH COUNCIL MEETING

Chairman: Councillor Tania Farrow

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All Parish Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend an ordinary meeting of the Parish Council on 16<sup>th</sup> September 2025 at 7.30pm in Denham Village Hall, Hoxne Rd, Denham to consider the items set out below.

## AGENDA

Item	Description
1	<b>Apologies for absence:</b> <ul style="list-style-type: none"><li>a. Councillors to receive any apologies for absence.</li><li>b. Councillors to vote on acceptance to accept apologies for absence.</li></ul>
2	<b>Declarations of Interest and Dispensation considerations:</b> <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.</li><li>b. To receive and consider any requests for dispensations.</li></ul>
3	<b>Minutes of previous meeting:</b> Councillors to agree the minutes of the Parish Council meeting held on 15 <sup>th</sup> July 2025 and 12 <sup>th</sup> August 2025 as a true record of the business conducted.
4	<b>Matters Arising from previous meeting.</b> <ul style="list-style-type: none"><li>a) Investigate traffic survey for Denham.</li><li>b) Process for Community Emergency Plan – decision required if Council wishes to proceed.</li></ul>
5	<b>a) To receive any applications for Co-Option onto the Council – if any.</b>
6	<b>Public Forum:</b> (this section at the Chairman's discretion may last up to 15 minutes): <ul style="list-style-type: none"><li>a. To receive reports from the District and County Councillor.</li><li>b. To receive comments or questions on matters of interest from members of the public.</li></ul>
7	<b>Planning</b> <ul style="list-style-type: none"><li>a) Planning applications reported under delegated powers</li></ul>

	<ul style="list-style-type: none"> <li>i. DC/25/03027 – Low Farm Barn, Low Road, Denham – Listed building consent - Single storey extension to west end, internal remodelling and relocation of oil tank and greenhouse – <b>No objection.</b></li> <li>ii. DC/25/03026 – Low Farm Barn, Low Road, Denham - Single storey extension to west end, internal remodelling and relocation of oil tank and greenhouse – <b>No objection.</b></li> </ul> <p><b>b) Planning Applications for consideration</b></p> <ul style="list-style-type: none"> <li>i. DC/25/03687 - Denham House, Hoxne Road, Denham - Revised application to retain detached home office as a Holiday Let. (Previous application Ref: DC/25/01675).</li> </ul> <p><b>b) To Note Planning Decisions: No decisions received at time of drafting agenda.</b></p>
8	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>a. Councillors to note the finance report for the period ended 31st August 2025 including: <ul style="list-style-type: none"> <li>I. Bank reconciliations</li> <li>II. Budget to actual payments and receipts</li> </ul> </li> <li>b. Councillors to note receipts since the last meeting.</li> <li>c. Councillors to approve payments as presented</li> <li>d. Councillor to approve and adopt the NJC Pay Award for 2025/26</li> </ul>
9	<p><b>Governance &amp; other administration:</b></p> <ul style="list-style-type: none"> <li>a) To approve the Data Protection Policy as presented.</li> <li>b) Council to note the report from the external auditor for 2024-2025</li> <li>c) Council to consider the requirements for the new Assertion 10 for the external audit.</li> <li>d) In line with 8c above. Adopt and approve the IT Policy for Denham Parish Council.</li> </ul>
10	<p><b>Denham Village Hall:</b> To receive an update and consider any action required.</p> <ul style="list-style-type: none"> <li>a) Water damage in kitchen/storage area.</li> <li>b) Storage for DPC paperwork at VH</li> </ul>
11	<p><b>Correspondence:</b> To receive and consider any comments/actions to correspondence received which is not already covered within the agenda. <b>None received at time of drafting agenda.</b></p>
12	<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) Budget proposals for 2026/7</li> </ul>
13	<p><b>To note the date of the next Parish Council meeting being 25<sup>th</sup> November 2025 .</b></p>
14	<p><b>To close the meeting.</b></p>