

DENHAM PARISH COUNCIL MEETING MINUTES

Held on the 18th March 2025 at St John Baptist Church

Present: Cllr D McGregor (DM), Cllr R Gilmore (RG), Cllr J Klass (JK), County Cllr Henry Lloyd, plus 10 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 L Marriott (LM),b. Councillors voted on acceptance to accept apologies for absence. Approved
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 received.b. To receive and consider any requests for dispensations. None required.
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 21st January 2025 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. Report from Cllr Llyod can be found via this link March-county-reportb. To receive comments or questions on matters of interest from members of the public. MOP asked if a sign could be placed to ask if a slow down sign could be placed on their property.

Signed by Chair




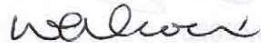
21st May 2025

Signed by – Parish Clerk
Wendy Alcock




	<p>Cllr Lloyd was asked if a sign could be funded from his budget.</p> <p>Local Government reform has been agreed by SCC next step is in September.</p> <p>In-sourcing of libraries, will this change the number of libraries in the county. Cllr Lloyd confirmed that this was the case.</p> <p>Cllr TF asked if the County Council will be working with the ICB to provide the right level of services to patients. Cllr Lloyd confirmed that this would still be the case.</p>
5	<p>Planning</p> <p>a) Planning Applications for consideration: none received at time of drafting agenda</p> <p>b) Planning Decisions noted</p> <ol style="list-style-type: none"> I. DC/24/04489 – Mill Farm, Hoxne Road, Denham – Planning permission refused. II. DC/24/05152 – Box House, Hoxne Road, Denham – Discharge of conditions III. DC/24/05163 – The Red Feather Club, Coldham Hill, Denham – Planning permission granted. IV. DC/24/05402 – Hedgerows, Hoxne Rd, Denham – Planning permission granted. <p>c) Other Planning Matters.</p> <ol style="list-style-type: none"> i. Planning enforcement have been contacted regarding the on-going action with regard to the breach for planning application DC/24
6	<p>Finance:</p> <p>a. Councillors to approve the finance report for the period ended 28th February 2025 including:</p> <ol style="list-style-type: none"> I. Bank reconciliations – Noted. See Appendix A II. Budget to actual payments and receipts – Noted. III. Virement proposal between budgets. <p>Council agreed to the proposals from the Clerk unanimously.</p> <p>b. Councillors to note receipts since the last meeting - Noted</p> <p>c. Councillors approved the payments as presented. Appendix B</p>
7	<p>Governance:</p> <p>a) Denham Parish Council meeting schedule 2025/26. The meeting schedule was noted and approved by Council. Action – Clerk to post the dates on the Council’s website.</p> <p>b) Agree a date for the Denham Spring Litter Pick The date for the litter pick was agreed as 5th April 2025 @ 09:00am.</p>

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 21st May 2025

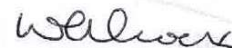
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	<p>c) Review of Denham Parish Council Publication Scheme – Approved as presented by Council.</p> <p>d) Adoption of Denham Parish Council Retention Policy The Council's Retention Policy was readopted.</p> <p>e) .Gov.uk for Denham. A feasibility study The Council's discussed the proposal as presented by the Clerk and agreed with the recommendation to move to a .gov.uk domain name supplied by Community Action Suffolk.</p> <p>f) Update from Clerk on application for locality funding from District and County Councillors to purchase a defibrillator for the village hall. The Clerk reported that submission for 50% funding each from the District and County locality funds had been made. Awaiting payment before a purchase can be made.</p> <p>g) To receive nominations for Co-option to Council (if any). Tania Farrow put herself forward for co-option and was unanimously accepted. Cllr Farrow signed her acceptance of office and was welcomed to the table.</p>
8	<p>Denham Village Hall: To receive an update and consider any action required. To agree the management agreement/Trust Deed with the DCC to run the Village Hall.</p> <p>Credit note from Needhams – We are still awaiting payment, it has been promised by close of business Friday 21st March. If this isn't paid DM will follow up with legal action.</p> <p>Birketts – Our external lawyers have raised a deed of dedication with the date of completion as the 21st March. If this is not achieved a new date will need to be added to the DofD.</p> <p>After completion a licence will be issued to DCC to take over the running of the hall.</p> <p>Builder confirmed that there were delays in bringing the building to standard. The fire alarm panel needs to be installed to allow the building control sign off to be obtained.</p> <p>There will be a key safe on the wall for access going forward.</p> <p>Once this building is signed off JK will go back to the insurers for the VH to ask for a reassessment of the risk which may result in a refund from the payment made for the year.</p> <p>Clerk to ask Community Action Suffolk for a list of required policies for Village Halls.</p>

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21st May 2025

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9	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <p>a) BMSDC – Adoption of Joint Local Development Scheme - Noted</p>
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>a) To Note that the Annual Parish Meeting will be held on the 20th May @ 7:00pm before the Annual Parish Council Meeting at 7:30 pm.</p>
11	To note the date of the next Parish Council meeting being 20 th May 2025 .
12	To close the meeting. Meeting closed 08:35

8

Hill

Credit note from Neadams – We are still awaiting payment, it has been promised by close of business Friday 21st March. If this isn't paid DM will follow up with legal action.

Birkett – Our external lawyers have raised a deed of dedication with the date of completion as the 21st March. If this is not achieved a new date will need to be added to the DED.

After completion a licence will be issued to DCC to take over the running of the hall.

Builder confirmed that there were delays in bringing the building to standard. The fire alarm panel needs to be installed to allow the building control sign off to be obtained.

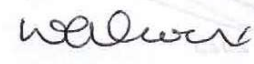
There will be a pay rate on the way for access going forward.

Once this building is signed off it will go back to the insurers for the VH to ask for a reassessment of the risk which may result in a refund from the payment made for the year.

Clerk to ask Community Action Suffolk for a list of required policies for Village Hall.

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 21st May 2025

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DENHAM Parish Council

Bank Reconciliations @ 28.02.2025		
Account balances as at 01 04 2024: Community	20,011.35	
Add receipts in year: Community	26,171.74	
Less payments in year: Community	30,819.38	Inc VAT
Account balances as at 28.02.2025	15,363.71	

Represented by:		
Savings	2,009.73	
Community	13,353.98	
less unrepresented payments	-	
plus unrepresented receipts	-	
Available balances as at 28.02.2025	15,363.71	

Reserves		Total
General Reserve (Balances on accounts at 30 12 2024)		15,363.71
Ear Marked Reserves		
Pride in Your Place - grant	30.42	-
		-
Village Grant Funding	11,586.54	
Total Ear Marked Reserves		11,674.12
Balance on reserves		3,689.59

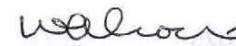
* General reserve should only be 50-100% of the annual Precept.

Signed by Chair



21st May 2025

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Wendy Alcock



Appendix B

Appendix B

PAYMENTS

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT
41	22/01/2025	CAS	PC - Insurance 2025-26	£ 488.24		£ 488.24
42	6/02/2025	W Alcock	Wages - P11	£ 216.80		£ 216.80
43	6/02/2025	HMRC	PAYE - P11	£ 54.00		£ 54.00
44	6/03/2025	W Alcock	Wages - P12	£ 216.60		£ 216.60
45	6/03/2025	HMRC	PAYE - P12	£ 54.20		£ 54.20
46	18/02/2025	E-on	Electric VH - 1/4/24-31/01/2025	£ 161.87	£ 8.08	£ 169.75
47	2/06/2025	WAVE	Water fees for VH - 06/08/24 - 05/02/25	£ 53.05		£ 53.05

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT
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Signed by Chair

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21st May 2025

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