

DENHAM PARISH COUNCIL MEETING

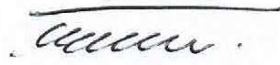
Held on the 16th September 2025 at Denham Village Hall

Present: Cllr T Farrow (TF) - Chair, Cllr R Gilmore (RG), Cllr J Klass (JK),

County Councillor Henry Lloyd, District Councillor Matthew Hicks (MH), plus 2 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 to vote on acceptance to accept apologies for absence. <p>Apologies accepted it was noted that Cllr Marriott had resigned. Thanks were noted for Cllr Marriott for her support in her time at the Council.</p>
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. Not applicable
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 15th July 2025 and 12th August 2025 as a true record of the business conducted.</p> <p>The minutes for both meetings were agreed and signed by the Chair and Clerk.</p>
4	<p>Matters Arising from previous meeting.</p> <ul style="list-style-type: none">a) Investigate traffic survey for Denham. <p>Council considered not to pursue this idea for Denham. Action: Clerk to contact Hoxne PC to establish what traffic monitoring they were carrying out and whether Denham PC could support.</p>

Signed by Chair



Signed by Clerk
Wendy Alcock

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Dated: 25th November 2025



	<p>b) Process for Community Emergency Plan – decision required if Council wishes to proceed.</p> <p>The Clerk explained that the template for a Community Emergency Plan had been previously circulated to Council. The Plan requires a number of volunteers to fulfil roles within the plan. These can be from Council or the Community.</p> <p>Agree to work together as a community in the event of an incident and not to proceed with a formal Community Emergency Plan.</p>
5	<p>a) To receive any applications for Co-Option onto the Council</p> <p>Lisa Finch had put herself forward as a candidate to the Chair (TF) but unfortunately was unable to attend the meeting this evening. TF gave a summary of Lisa's experience and why she would like to join Denham Parish Council.</p> <p>Lisa Finch was unanimously co-opted on to Denham Parish Council.</p> <p>Action: Clerk to forward the necessary paperwork.</p>
6	<p>Public Forum:</p> <p>a. To receive reports from the District and County Councillor.</p> <p>The reports for District Cllr Hicks and County Cllr Lloyd have been previously circulated to Council. Cllr Hicks report is shown in Appendix A and Cllr Lloyd's report can be found by following this link.</p> <p>Cllr Lloyd highlighted the digitised records for Parish Councils are held and can be obtained at the Hold.</p> <p>The LGR proposal for Suffolk has been approved by Cabinet at County.</p> <p>Tilbury Pylon project objection has been submitted.</p> <p>Cllr Hicks summarised his report.</p> <p>Recycling small electrical items in the area at Eye, at Buckshorn Lane.</p> <p>SOLAR together project is doing another round of expression of interest.</p> <p>Mid Suffolk have submitted its LGR proposal for three unitary authorities.</p> <p>DCC asked if there was any additional grant funding for equipment at the Village Hall.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>Only issue raised was whether any further complaints had been received from the pig farm. The PC had heard nothing more.</p>

Signed by Chair
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7	<p>Planning</p> <p>a) Planning applications reported under delegated powers</p> <ul style="list-style-type: none"> 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 – No objection. 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 – No objection. <p>b) Planning Applications for consideration</p> <ul style="list-style-type: none"> 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). <p style="text-align: center;">Parish Council has no objection for this application but should be listed as linked to the original property.</p> <p>b) To Note Planning Decisions: No decisions received at time of drafting agenda.</p>
8	<p>Finance:</p> <ul style="list-style-type: none"> a. Councillors to note the finance report for the period ended 31st August 2025 including: <ul style="list-style-type: none"> I. Bank reconciliations – Noted See Appendix B II. Budget to actual payments and receipts. Noted. b. Councillors to note receipts since the last meeting. Noted c. Councillors to approve payments as presented. Payments were approved. See Appendix C d. Councillor to approve and adopt the NJC Pay Award for 2025/26. Council approved and adopted the NJC Pay Award for 2025/26 to be used for the calculation of the Clerk’s wages as per their contract.
9	<p>Governance & other administration:</p> <ul style="list-style-type: none"> a) To approve the Data Protection Policy as presented. The Data Protection Policy was approved as presented. b) Council to note the report from the external auditor for 2024-2025 Council noted the report from the external auditor and that all there were no matters arising to give concern that all relevant legislation and regulatory requirement have been met.

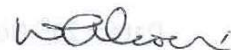
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	<p>c) Council to consider the requirements for the new Assertion 10 for the external audit.</p> <p>The Clerk gave an overview of the PowerPoint previously circulated to Council which highlighted the requirements of this new rule for the external audit.</p> <p>The Council is partially compliant with the main issue being Councillor's did not have dedicated email address for Council correspondence which is a requirement of the assertion.</p> <p>Council agreed to create email addresses with their providers with the suffix of name/DenhamParishCouncil@</p> <p>d) In line with 8c above. Adopt and approve the IT Policy for Denham Parish Council.</p> <p>The Data IT Policy was adopted and approved as presented.</p>
10	<p>Denham Village Hall: To receive an update and consider any action required.</p> <p>a) Water damage in kitchen/storage area.</p> <p>The contractor is scheduled to check the damage in the kitchen and take corrective action.</p> <p>Fire panel will be inspected this week.</p> <p>b) Storage for DPC paperwork at VH</p> <p>DCC to investigate the purchase of lockable cupboards one for DPC and one for DCC.</p> <p>Denham Parish Council Buildings Insurance for the Village Hall.</p> <p>The Clerk reported that a quotation has been received from the Council's insurers Ansvar for buildings insurance for the Village Hall of £174.24 per annum.</p> <p>Council agreed unanimously to cancel the current Lycett's insurance and consolidate insurances with Ansvar.</p> <p>Action: Clerk to research provision of the defibrillator and at the same time to look at installing additional sockets in the storage area in the kitchen.</p> <p>Website – DCC to email requirements for the DPC web page.</p>

Signed by Chair 

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	TF thanked the Community Council for their hard work since the opened. Things are progressing well with future events planned.
11	Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda. None received at time of drafting agenda.
12	Any other matters for information, to be noted, or for inclusion on a future agenda. a) Budget proposals for 2026/7
13	To note the date of the next Parish Council meeting being 25 th November 2025 .
14	To close the meeting. 21:15

Signed by Chair



Dated: 25th November 2025

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Wendy Alcock



Your briefing notes
for town and
parish councils



Babergh & Mid Suffolk Councils

Three Councils For Suffolk: Big enough to deliver, local enough to care

The five district and borough councils of Suffolk, Babergh, East Suffolk, Ipswich, Mid Suffolk, and West Suffolk, have launched their joint Three Unitary Councils for Suffolk proposal, a locally led plan to reshape local government and deliver stronger, more responsive services to communities across the county.

Suffolk routes revealed for opening stages of Lloyds Tour of Britain Men

The two stage routes that will open this year's Lloyds Tour of Britain Men in East Suffolk and Mid Suffolk and Babergh, have been revealed, that will see the world's top cyclists pass through dozens of communities and cover more than 300 kilometres of Suffolk roads.

New emergency temporary accommodation for those most in need

Babergh and Mid Suffolk Councils are to invest in additional temporary accommodation – helping those at risk of homelessness.

Twelve new electrical recycling banks installed in Babergh and Mid Suffolk

Residents can now recycle their broken electricals at one of 12 electrical recycling banks located in the districts

Signed by Chair

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Dated: 25th November 2025

Appendix B

DENHAM Parish Council

Bank Reconciliations @ 29.08.2025	
Account balances as at 01.04.2025: Community	12,613.38
Add receipts in year: Community	11,225.06
Less payments in year: Community	19,413.62
Account balances as at 29.08.2025	4,424.82

Inc VAT

Represented by:	
Savings	1,022.92
Community	3,401.90
less unrepresented payments	-
plus unrepresented receipts	-
Available balances as at 29.08.2025	4,424.82

Reserves		Total
General Reserve (Balances on accounts at 29.08.2025)		4,424.82
Ear Marked Reserves		
Pride in Your Place - grant	30.42	-
Village Hall Door replacement transfer to VH project 10/6/25		-
Village Grant Funding	16.41	
Grant funding from MSDC for defibrillator at VH	1,000.00	
Grant funding from MSDC for defibrillator at VH	1,125.00	
Total Ear Marked Reserves		2,171.83
Balance on reserves		2,252.99

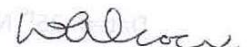
* General reserve should only be 50-100% of the annual Precept.

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Appendix C

PAYMENTS

REF	INVOICE DATE	PAYEE	Birketts	GROSS	VAT	NET AMOUNT
025	6.8.25	W Alcock	Wages P5	£ 251.45	£ -	£ 251.45
026	6.8.25	W Alcock	Clerks expenses April - July	£ 69.88	£ 4.17	£ 65.71
027	6.8.25	HMRC	PAYE P5	£ 62.80		£ 62.80
028	11.8.25	Wave	VH - Feb-Jul	£ 56.10		
029	14.8.25	T Farrow	Keys for VH	£ 60.00		£ 60.00
030	21.8.25	E-on	Final VH invoice to 19/08	£ 35.54	£ 1.69	£ 33.85
031	04.9.25	W Alcock	Wages P6	£ 223.69		£ 223.69
032	4.9.25	HMRC	PAYE P6	£ 55.80		£ 55.80

Signed by Chair



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