

# DENHAM PARISH COUNCIL MEETING

Held on the 25<sup>th</sup> November 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 3 members of the public and the Parish Clerk, Wendy Alcock.

Item	Description
1	<p>Apologies for absence:</p> <ul style="list-style-type: none"><li>a. Councillors to receive any apologies for absence. All present.</li><li>b. Councillors to vote on acceptance to accept apologies for absence. N/A</li></ul>
2	<p>Declarations of Interest and Dispensation considerations:</p> <ul style="list-style-type: none"><li>a. To receive any Councillors' Interests in subsequent agenda items and to vote any additions and/or deletions to the Councils Register of Interest.  None received.</li><li>b. To receive and consider any requests for dispensations. N/A</li></ul>
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 16<sup>th</sup> September 2025 as a true record of the business conducted.</p> <p>The minutes were agreed and signed by the Chair and Clerk.</p>
4	<p>Matters Arising from previous meeting.</p> <ul style="list-style-type: none"><li>a) Potential collaborative approach to HGV traffic issue with Hoxne PC. Welcome Cllr Richard Kruszewski from Hoxne PC.</li></ul>

Signed by Chair



Signed by Clerk  
Wendy Alcock

1

Dated: 20<sup>th</sup> January 2026



	<p>TG gave some background to historic traffic issues within the parish.</p> <p>SK – Traffic measures currently in Hoxne - The parish council have produced a 70 page report submitted to SCC to amend speed limits. 20 mph have been approved for Cross Street, Low Street and Hoxne Green. Buffers to reduce speed weren't approved. SCC would not enter discussions regarding HGV traffic loads. Crown Milling HGV's have reduced and have entered a gentleman's agreement for driving at 20 mph through the village.</p> <p><b>Action:</b> Clerk to contact Hoxne Clerk to open communication lines.</p> <p>b) All Councillors have set up dedicated email addresses for DPC correspondence.</p> <p><b>Noted</b></p> <p>c) Order for defibrillator has been placed.</p> <p>Confirmed that order has now been received.</p> <p>d) Cabinets for storage of DPC paperwork have been ordered and received.</p> <p>One of the cabinets was damaged and the Clerk has requested collection of that item and replacement cabinet issued.</p>
5	<p>a) To consider the co-option of a councillor to fill the casual vacancy on the Council following the failure of the applicant to sign the Declaration of Acceptance of Office within the statutory period.</p> <p>The Clerk reported that at the meeting held on 16<sup>th</sup> September 2025, the Council resolved to co-opt Lisa Finch to fill the casual vacancy. However, as the Declaration of Acceptance of Office was not signed within the 28 days permitted under section 83(4) of the Local Government Act 1972. Consequently, the co-option did not take effect, and the seat remains vacant.</p> <p>The Council agreed to proceed to fill the vacancy by co-option in accordance with statutory procedure.</p> <p>Following consideration, it was RESOLVED that Lisa Finch be co-opted to the Council.</p> <p>Clerk to forward the Declaration of Acceptance of Office, Cllr Finch to complete the acceptance of office and the register of interest within the prescribed timeframe.</p>

Signed by Chair



Dated: 20<sup>th</sup> January 2026

2  
Signed by Clerk  
Wendy Alcock



6	<p><b>Public Forum:</b>  <b>(this section at the Chairman’s discretion may last up to 15 minutes):</b></p> <p>a. To receive reports from the District and County Councillor.</p> <p>Cllr Hicks arrived at 08:30 pm.</p> <p>Advised about call for sites for housing to be made to MSDC.</p> <p>Water reservoir project – maps out several routes for the water to be transferred to the reservoir in Eye.</p> <p>MSBDC double glazing is moving forward for homes with listed status.</p> <p>Report from Cllr Hicks can be seen in full in <b>Appendix A</b>.</p> <p>Report from Cllr Lloyd can be found by following this link <a href="#">November County Report</a></p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>No further comments.</p>
7	<p><b>Planning</b></p> <p>a) <b>Planning applications reported under delegated powers</b></p> <p>i. None at time of drafting agenda</p> <p>b) <b>Planning Applications for consideration</b></p> <p>i. None received at time of drafting agenda.</p> <p>b) <b>To Note Planning Decisions</b></p> <p>i. DC/25/03026 – Low Farm Barn, Low Road Denham – Erection of single-storey extension to west end and relocation of oil tank and greenhouse - Approved. - <b>Noted</b></p> <p>ii. DC/25/03687 – Denham House, Hoxne Road, Denham – Revised application to retain detached home office as holiday let – Approved with conditions. - <b>Noted</b></p> <p>c) <b>Other Planning Matters</b></p> <p>Weekly planning lists to be run by Clerk and distributed to Council to decide if any applications submitted had an impact on Denham.</p>

Signed by Chair



Signed by Clerk  
Wendy Alcock

3

Dated: 20<sup>th</sup> January 2026

8	<p><b>Finance:</b></p> <p>a. Councillors to note the finance report for the period ended 31st October 2025 including:</p> <ul style="list-style-type: none"> <li>I. Bank reconciliations – Noted See <b>Appendix B</b></li> <li>II. Budget to actual payments and receipts - Noted</li> </ul> <p>b. Councillors to note receipts since the last meeting – No receipts received.</p> <p>c. Councillors to approve payments as presented</p> <p><b>Payments were approved. See Appendix C</b></p> <p>d. Proposed budget and precept for 2026/27 for consideration and approval.</p> <p><b>The budget was discussed and approved setting the precept at £6852 for 2026/27.</b></p> <p>Following a discussion, Council asked for the Clerk to bring back the Budget proposal to the January meeting once the Council Tax Base has been released and it can be establish what impact the proposed budget has on Band D Council tax.</p> <p>e. Update on second signatory for bank authorisations.</p> <p><b>Action:</b> Clerk to send updated mandate form to JK.</p>
9	<p><b>Governance &amp; other administration:</b></p> <p>a. Councillors to review and approve and adopt the following policies as presented.</p> <ul style="list-style-type: none"> <li>(i) Complaints Policy – amend for current chair.</li> <li>(ii) Equality and Diversity Policy</li> <li>(iii) Health and Safety Policy</li> <li>(iv) Safeguarding Policy</li> <li>(v) Working with Volunteers</li> </ul> <p><b>Subject to the amendment to Complaints policy. The policies as listed above were considered and approved as presented by Council.</b></p>
10	<p><b>Denham Village Hall: To receive an update and consider any action required.</b></p> <p>a) Agree location for installation of Defibrillator.</p> <p>To confirm location with DCC once an electrician has been appointed to fit the defibrillator and cabinet.</p> <p>b) Storage for DPC paperwork at VH – see matters arising.</p>

Signed by Chair



Signed by Clerk  
Wendy Alcock



Dated: 20<sup>th</sup> January 2026

	Open reach will be writing the Parish Council to request permission to install internet.
11	<p><b>Correspondence:</b> To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <p>a) Essex and Suffolk Water Transfer and Storage Project – noted and discussed.</p>
12	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Budget proposal for 2026/27</p>
13	To note the date of the next Parish Council meeting being 20 <sup>th</sup> January 2026 .
14	Meeting closed at 09:00pm

Signed by Chair



Dated: 20<sup>th</sup> January 2026

5

Signed by Clerk  
Wendy Alcock



Appendix A

Mid Suffolk Parish Briefing – November 2025

Three councils for Suffolk business case submitted to the government

Plans to transform local services were agreed this week by Suffolk's district and borough councils, as well as cabinet members, and have been submitted to the Government.

Older generation encouraged to get active

This October and November, Mid Suffolk District Council's leisure provider, Everyone Active, is encouraging a greater number of over 60s to become physically and mentally active, with the launch of its Age is Just a Number campaign.

'A groundbreaking step forward' – Councils make listed building energy upgrades easier

A groundbreaking council initiative – one of the first of its kind in the country – will help owners of Grade II listed buildings make their homes more energy efficient.

Students debate climate issues at councils' second COP-style event

Ahead of global leaders gathering in Brazil for COP30 next month, students from schools across Suffolk have taken part in their own event to tackle real-world climate change issues.

Councils ask communities to identify potential development sites

Residents, developers, landowners, businesses and other organisations are being invited to submit locations which could be considered for planned future development.

Developer cash to support communities in Babergh and Mid Suffolk

Towns and parishes across Babergh and Mid Suffolk are set to receive more than £1m in developer contributions to help community infrastructure keep pace with housing growth.

Upcoming funding summit

The Babergh and Mid Suffolk grants and funding team is hosting a free funding summit on Thursday 6 November at Blackbourne Community Centre, Elmswell, from 9am to 2.30pm. The event will help community organisations access the funding they need and is being delivered in partnership with Suffolk Community Foundation, Community Action Suffolk, Suffolk County Council and the National Lottery Community Fund. Book online: [Conference Booking Form : AideCRM](#)

Anglian Water flood guidance

Anglian Water has created a leaflet to help people protect their homes from winter flooding. The information is particularly relevant due to the long, hot summer we have had this year. You can find the leaflet as an attachment on this email. Further flooding information and guidance can be found on our website.

Sustainable Communities Food Fund

Our Sustainable Communities Food Fund provides grants to small scale food initiatives such as community pantries, fridges and food pop-ups.

Between £250 and £5,000 is available and can be used for anything from the purchase of equipment and revenue costs to delivering training and workshops.

Funding is awarded on a first come, first served basis, so please encourage groups to submit an application as soon as they can.

Signed by Chair



Signed by Clerk  
Wendy Alcock



Dated: 20<sup>th</sup> January 2026

Appendix B

DENHAM Parish Council

Bank Reconciliations @ 30 10 2025	
Account balances as at 01 04 2025: Community	12,613.38
Add receipts in year: Community	14,031.46
Less payments in year: Community	22,438.93
Account balances as at 30 10 2025	4,205.91

Inc VAT

Represented by:	
Savings	1,026.32
Community	3,179.59
less unrepresented payments	-
plus unrepresented receipts	-
Available balances as at 30 10 2025	4,205.91

Reserves		Total
General Reserve (Balances on accounts at 30 10 2025)		4,205.91
Ear Marked Reserves		
Pride in Your Place - grant	30.42	-
Village Grant Funding	16.41	
Grant funding from SCC & MSDC for defibrillator at VH	693.33	
Total Ear Marked Reserves		740.16
Balance on reserves		3,465.75

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

Signed by Chair



Dated: 20<sup>th</sup> January 2026

7

Signed by Clerk  
Wendy Alcock



Appendix C

PAYMENTS

REF	INVOICE DATE	PAYEE	Birketts	GROSS	VAT	NET AMOUNT
033	8.9.25	PKF Littlejohn	2024-25 External Audit fees	£ 252.00	£ 42.00	£ 210.00
034	25.9.25	CAS	VH Buildings insurance Sept-Jan	£ 158.39		£ 158.39
035	30.9.25	SALC	Payroll services 6 months to 30/9	£ 54.00	£ 9.00	£ 45.00
036	07.10.25	W Alcock	Wages P7	£ 223.49		£ 223.49
037	07.10.25	HMRC	PAYE P7	£ 56.00		£ 56.00
038	14.10.25	W Alcock	Reimbursement for cabinets	£ 182.40	£ 30.40	£ 152.00
039	21.10.25	Community Action Suffolk	Website hosting	£ 66.00	£ 11.00	£ 55.00
040	21.10.25	British Heart Foundation	Defibrillator	£ 1,718.00	£ 286.33	£ 1,431.67
041	05.11.25	W Alcock	Wages P8	£ 223.69		£ 223.69
042	05.11.25	HMRC	PAYE P8	£ 55.80	£ -	£ 55.80

Signed by Chair



8  
Signed by Clerk  
Wendy Alcock



Dated: 20<sup>th</sup> January 2026