

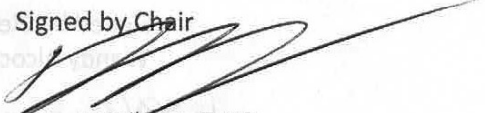
# DENHAM ANNUAL PARISH COUNCIL MEETING

Held on the 21<sup>st</sup> May 2025 at Denham Village Hall

Present: Cllr D McGregor (DM), Cllr R Gilmore (RG), Cllr J Klass (JK), Cllr T Farrow (TF), Cllr L Marriott (LM) District Councillor Matthew Hicks (MH), County Cllr Henry Lloyd (HL), plus 22 members of the public and the Parish Clerk, Wendy Alcock.

Item	Description
1	<p>For compliance reappoint by co-option with Cllr M Hicks as quorate councillor, Lydia Marriott, Richard Gilmore and Tania Farrow.</p> <p>Cllr DM, Cllr JK and Cllr MH agreed unanimously voted to ratify the decision to co-opt Cllr RG and Cllr LM from the November 2024 meeting and Cllr TF from the March 2025 meeting. As the decision had been made by Council previously when they were in-quorate.</p>
1a	<p>To elect the Chair and Deputy Chair for 2025/26</p> <p>Cllr TF nominated Cllr DM as Chair and this seconded by Cllr RG. Cllr DM accepted the nominated and was voted unanimously as chair for the 2025/26 Council year. Cllr DM signed the acceptance of office.</p> <p>Cllr DM nominated Cllr JK as Deputy Chair and this seconded by Cllr TF. Cllr JK accepted the nominated and was voted unanimously as Deputy Chair for the 2025/26 Council year. Cllr JK signed the acceptance of office.</p>
2	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence. No apologies were received.</p> <p>b. Councillors to vote on acceptance to accept apologies for absence. Not applicable</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. None received.</p> <p>b. To receive and consider any requests for dispensations.</p>

Signed by Chair



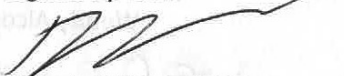
Dated: 15<sup>th</sup> July 2025

Signed by Clerk  
Wendy Alcock



	Not required.
4	<p><b>Minutes of previous meeting:</b> Councillors agreed the minutes of the Parish Council meeting held on 18th March 2025 as a true record of the business conducted.</p> <p>The minutes were agreed and signed by the Chair and Clerk.</p>
5	<p><b>Public Forum:</b></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>Cllr Hicks – There has been a review by officers regarding the Poplars Farm planning breach, planning enforcement has been a prosecution of the applicant.</p> <p>Mill Farm was discussed. MH stated that the farm can work within the conditions of the original application. MH suggested to contact the Planning enforcement team if individuals feel that there has been a breach of the condition, once operations commence.</p> <p>JK asked what the planning ombudsmen could assist with the process of the applications for both Poplars Farm and Mill Farm.</p> <p><b>Action:</b> Consider a traffic survey for Hoxne Road at the next parish council meeting.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>A MOP had been informed by post that Anglia Water are doing a walk-over of the parish looking for additional reservoir's on local land.</p> <p>It was asked if the reservoirs would assist in local flooding in the local area.</p> <p><b>Action:</b> Agenda item for next meeting to consider emergency action plan.</p> <p>Cllr Hicks left the meeting.</p>
6	<p><b>Planning:</b></p> <p>a. To consider any current or new planning applications.</p> <p>i. DC/25/01588 – Mill Farm, Hoxne Rd, Denham – Application for prior approval. To ratify delegated decision as reported to Council.</p> <p>The decision of no comment was ratified by a vote.</p>

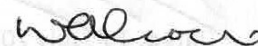
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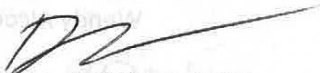
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Wendy Alcock



	<p>II. DC/25/01675 – Denham House, Hoxne Rd, Denham – Change of use to holiday let. To ratify delegated decision as reported to Council.</p> <p>The decision of no reason to object was ratified by a vote.</p> <p>b. To note planning decisions received.</p> <p>I. DC/25/01588 – Mill Farm, Hoxne Rd, Denham – Prior approval granted.</p> <p>Noted. It was also noted that a member of the public had raised concerns regarding potential smells, flies, noise and additional traffic.</p> <p>c. Other Planning Matters</p> <p>I. Planning Statement of Community Involvement Consultation – Noted.</p> <p>II. Appeal Dismissed – DC/24/01047 – Boxers Meadow, Low Road, Denham – Noted.</p>
7	<p><b>Finance:</b></p> <p>a. Councillors to approve the finance report for the period ended 30 April 2025 including:</p> <p>I. Bank reconciliations – Noted See Appendix A</p> <p>II. Budget monitoring to date for information - Noted</p> <p>b. Councillors to note receipts since the last meeting – Noted.</p> <p>c. Councillors to approve payment – Payments were approved see Appendix B</p> <p>d. Review authorised officer for bank accounts</p> <p>There is currently on one authorised officer for the Council’s bank account. This isn’t sustainable. Chair requested volunteers to become authorised officers, ideally Council needs three to remain resilient. Cllr DM and JK will complete the bank mandates</p>
8	<p><b>Governance:</b></p> <p>a. Councillors to approve the Annual Governance and Accountability Return for 2024/25</p> <p>I. Annual Governance Statement 2024/25 Approved and signed by the Chair and Clerk.</p> <p>II. Section 2 – Accounting Statements 2024/25 Approved and signed by the Chair and Clerk.</p> <p>III. To note the Annual Internal Audit Report 2024/25 for the AGAR – Noted</p>

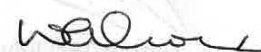
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Dated: 15<sup>th</sup> July 2025

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The recommendations made in the detailed report as submitted to Council.

**Recommendation 1**

Retrospective approval of all financial transactions taken at the meeting of the 5<sup>th</sup> November 2024 at which the council was not quorate and subsequent meetings for the year 2024-2025.

**Covered in next agenda item.**

**Recommendation 2**

Council might wish to consider adopting a Reserve Policy

**Recommendation 3**

Whilst Council is recommended to review all decisions taken at the meetings of 5<sup>th</sup> November 2024 and subsequent meetings and bring them back to full council for formal ratification, it is advised to seek legal advice from the District Council in relation to the manner in which the co-options took place at the meeting of 5<sup>th</sup> November given that council was unable to continue to act.

District Councillor Matthew Hicks attended and acted as Council member the co-options made at November 24 and March 25 were formally adopted and ratified. The decision made at the meeting since the 5<sup>th</sup> November are ratified in agenda item 8(b).

**Recommendation 4**

Council should see to review the information held under the scheme and ensure that it adopts a scheme that is fully tailored to the Parish Council.

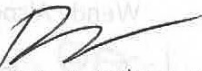
Council has currently adopted the Information Commissioners Office Model Publication Scheme. The Clerk will review the content to ensure that it meets Denham Parish Council'

- b. To agree the Internal Control Statement for the year ending 31<sup>st</sup> March 2025. To comply with the recommendation to ratify all decisions from the meetings on the 5<sup>th</sup> November 24, 21<sup>st</sup> January 25 and 18<sup>th</sup> March 25.

**The Internal Control Statement was agreed.**

As recommended in the internal auditors report ALL decisions from the meetings held on the 5<sup>th</sup> November 24, 21<sup>st</sup> January 25 and the 18<sup>th</sup> March 25 were agreed and ratified by Council.

Signed by Chair



Dated: 15<sup>th</sup> July 2025

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	<p>c. To review and agree the asset register. It was noted that there wasn't a current value for the Village Hall.  <b>Action:</b> Clerk to insert the value for the Village Hall from the insurance schedule until a valuation could be carried out once all works are complete on the Village Hall.  The asset register was discussed, reviewed and agreed by Council.</p>
	<p>d. To review and approve the Council's risk assessment.  The Council's risk assessment was discussed including the additional risk of not being quorate. The Risk Assessment was approved by Council.</p>
	<p>e. Review and approve the Financial Regulations  The amended Financial Regulations were approved by Council.</p>
	<p>f. Review and approve the Standing Orders  The amended Standing Orders were approved by Council.</p>
9	<p>Denham Community Council: To receive an update and consider any action required.</p> <p>a) Receive an update on works to village hall.</p> <p>The Village Hall has been signed off with building control. There are still some outstanding issues with the builder. DCC are looking to have these remedial works completed before they are able to take on the license from the Parish Council to manage the hall.</p> <p>TF confirmed that she is no longer a trustee of DCC. TF proposed that she becomes the liaison officer between the Parish Council and DCC.</p> <p>Funding for the safety doors which were originally purchased by the previous contractor are not fit for purpose. Funding to be identified from grant applications and Parish Council up to £2,000.</p> <p><b>Council agreed to fund up to £2,000 from reserves towards the doors.</b></p> <p>The recycling bottle bank proceeds to be passed onto DCC.</p> <p>b) To agree the management agreement/Trust Deed with the DCC to run the Village Hall or consider the future running arrangements of the hall.</p>

Signed by Chair

  
Dated: 15<sup>th</sup> July 2025

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	<p>The licence for the VH with DCC will be agreed once the outstanding issues with the building have been resolved.</p> <p>Deed of dedication from the National Lottery Fund was signed by Council to commit to the conditions of the deed of dedication.</p>
10	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <ul style="list-style-type: none"> <li>a) Adoption of the BMSDC Biodiversity and Trees Supplementary Planning Document – Noted</li> <li>b) Suffolk Water Supply Project – Noted</li> <li>c) NSIP and large-scale energy developments update – Noted</li> </ul>
11	Any other matters for information, to be noted, or for inclusion on a future agenda.
12	Date for the next Parish Council meeting – 15 <sup>th</sup> July 2025 @ the Village Hall.
13	To close the meeting. 08:45 pm

a) Receive an update on work to Village Hall

The Village Hall has been signed off with building control. There are still some outstanding issues with the builder. DCC are looking to have these remedial works completed before they are able to take on the licence from the Parish Council to manage the hall.

It confirmed that she is no longer a trustee of DCC. It proposed that she becomes the liaison officer between the Parish Council and DCC

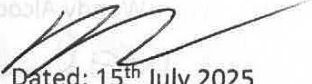
Funding for the safety doors which were originally purchased by the previous contractor are not fit for purpose. Funding to be identified from grant applications and Parish Council up to £3,000.

Council agreed to fund up to £2,000 from reserves towards the doors.

The recycling bottle bank proceeds to be passed onto DCC

b) To agree the management agreement/Trust Deed with the DCC to run the Village Hall or consider the future running arrangements of the hall.

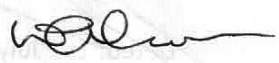
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Dated: 15<sup>th</sup> July 2025

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**DENHAM Parish Council**

<b>Bank Reconciliations @ 29.04.2025</b>	
Account balances as at 01.04.2025: Community	12,613.38
Add receipts in year: Community	6,306.22
Less payments in year: Community	868.61
Account balances as at 29.04.2025	18,050.99

Inc VAT

<b>Represented by:</b>	
Savings	2,016.84
Community	16,034.15
less unrepresented payments	-
plus unrepresented receipts	-
Available balances as at 29.04.2025	18,050.99

<b>Reserves</b>		Total
General Reserve (Balances on accounts at 29.04.2025)		18,050.99
<b>Ear Marked Reserves</b>		
Pride in Your Place - grant	30.42	-
		-
Village Grant Funding	8,315.18	
Total Ear Marked Reserves		8,345.60
<b>Balance on reserves</b>		<b>9,705.39</b>

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

Signed by Chair

Dated: 15<sup>th</sup> July 2025

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Wendy Alcock


Appendix B

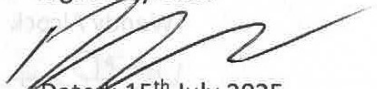
07(c) - Payments made since last meeting.

PAYMENTS

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT
48	13/03/2025	E-on	Electric VH - 1/7/24-28/02/2025	£ 3,443.41	£ 163.97	£ 3,279.44
49	24/03/2025	A Hewitt	VH building works	£ 2,000.00		£ 2,000.00
001	1/04/2025	SALC	Membership 2025/26	£ 136.77		£ 136.77
002	2/04/2025	E-on	11-27 March 25	£ 370.88	£ 4.81	£ 366.07
003	8/04/2025	HMRC	PAYE P1	£ 54.00		£ 54.00
004	8/04/2025	W Alcock	Wages P1	£ 216.80		£ 216.80
005	8/04/2025	W Alcock	Expenses - Dec 24 - Mar 25	£ 36.16		£ 36.16
006	31/03/2025	SALC	Payroll services 6 months to 31/3	£ 54.00	£ 9.00	£ 45.00
007	1/05/2025	W Alcock	Wages P2	£ 216.60		£ 216.60
008	1/05/2025	HMRC	PAYE P2	£ 54.00		£ 54.00
009	22/04/2025	A Hewitt - Jetstream - Plum & Build	Works to VH as quoted	£ 6,337.30		£ 6,337.30
010	5/06/2025	E-on	April 25	£ 25.70	£ 1.22	£ 24.48
		E-on	Credit note	£ (10.00)		£ (10.00)
011	5/05/2025	SALC	Internal audit 2024/5	£ 338.40	£ 56.40	£ 282.00
				£ 13,274.02	£ 235.40	£ 13,038.62

Balance on reserves	Total Car Marked Reserves	Village Grant Funding	Indefinite Purchase Grant	Car Marked Reserves	General Reserve (Balance on accounts at 31.03.2025)	Reserves
8,202.30	8,202.30	8,202.30	8,202.30	8,202.30	8,202.30	8,202.30

Signed by Chair



Dated: 15<sup>th</sup> July 2025

Signed by Clerk  
Wendy Alcock

