

# DENHAM PARISH COUNCIL MEETING

Held on the 15<sup>th</sup> July 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), plus 6 members of the public and the Parish Clerk, Wendy Alcock.

Item	Description
1	<p><b>Apologies for absence:</b></p> <p>a. Councillors to receive any apologies for absence. <b>No apologies were received.</b></p> <p>b. Councillors to vote on acceptance to accept apologies for absence. <b>Not applicable</b></p>
2	<p><b>Declarations of Interest and Dispensation considerations:</b></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. <b>None received.</b></p> <p>b. To receive and consider any requests for dispensations. <b>Not applicable</b></p>
3	<p><b>Minutes of previous meeting:</b> Councillors to agree the minutes of the Parish Council meeting held on 21<sup>st</sup> May 2025 as a true record of the business conducted.</p> <p><b>The minutes were agreed and signed by the Chair and Clerk.</b></p>
4	<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 gave his report which can be found in <b>Appendix A</b>. He raised the following additional reports:-</p> <ul style="list-style-type: none"><li>• The Tour of Britain has announced that the men's cycling team will be passing through Mid-Suffolk this year during the 2<sup>nd</sup> &amp; 3<sup>rd</sup> September.</li><li>• MSDC has many listed buildings. Historic England have been supportive in allowing secondary glazing can be installed to Grade 2 listed buildings.</li></ul>

	<p>without planning permission. Also investigating solar panels on outbuildings without permission.</p> <p>DM asked for an update on LGR. MH – a Mayor will be elected who will cover Norfolk and Suffolk. A budget will be allocated to the Mayor’s office which is guaranteed, which will be spent across both counties.</p> <p>Still undecided is the Local Government Review for the boundaries. The County wants one Council, the districts would like 3 administrative areas. The drawings of the boundaries have not been released. There may be additional responsibilities for parishes but only if they wish to take those on</p> <p>The biggest issue for a split administration would be spreading the services such as Adult Social Care, Children’s care and highways. If these are spread over 3 administrative areas the service delivery could be impacted.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>MOP concerned about the noise and nuisance from the pig farm. Clerk advised that this was an environmental nuisance. These issues haven’t yet been reported to EH. This incident happened early morning on the 14<sup>th</sup> July. DM – advised that all issues need to be logged via the on-line reporting for nuisance complaints on the MSDC website. Here’s the <a href="#">link to the on-line form</a>.</p> <p>MOP – open day at the Pilgrims farm on Sunday 20<sup>th</sup> July from 13:00 to 15:00. There is now going to be a change of operation from just piglets to aging pigs to slaughter. Concerns around traffic from Denham and wider.</p> <p><b>Action for Clerk</b> – write to Pilgrims and ask lorry movements, time of movements. Where their abattoir is for dispatch is.</p>
5	<p><b>Planning</b></p> <p><b>a) Planning Applications for consideration:</b></p> <p>None at time of drafting agenda.</p> <p><b>b) To Note Planning Decisions:</b></p> <p>(i) DC/25/01675 – Denham House, Hoxne Rd, Denham – retention of use of detached home office as a holiday let – Refused. Noted</p> <p><b>c) Other Planning Matters.</b></p> <p>None at time of drafting agenda.</p>
7	<p><b>Finance:</b></p> <p>a. Councillors to note the finance report for the period ended 30<sup>th</sup> June 2025 including:</p> <p>    I. Bank reconciliations. Noted See <b>Appendix B</b>.</p>

	<p>II. Budget to actual payments and receipts. Noted.</p> <p>b. Councillors to note receipts since the last meeting. Noted</p> <p>c. Councillors to approve payments as presented. <b>Payments were approved see Appendix C</b></p> <p>d. Council to nominate a second councillor to approve payments on-line and issues around being able to approve payments currently.</p> <p>This is increasingly becoming a risk for Council to be able to pay its creditors in a timely manner. Agree to proceed with urgency the applications for Cllr's DM and JK and to request additional authorised officers.</p>
8	<p><b>Governance &amp; other administration:</b></p> <p>a) Council to consider a traffic survey for Hoxne Road (c/fwd. from Annual Parish Council Meeting). Application for support would need to be submitted to the County Councillor Lloyd. <b>Action – Clerk to contact Cllr Lloyd.</b></p> <p><b>Action</b> – Clerk to write to Hoxne Parish Council to find out if they are considering a traffic survey.</p> <p>b) Council to consider an emergency action plan in case of localised flooding (c/fwd. from Annual Parish Council Meeting)</p> <p><b>Action</b> – Clerk to write to Emergency Planning Team to ask them to attend a future meeting to advise on the benefits of having an emergency parish plan.</p>
9	<p><b>Denham Village Hall:</b> 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>DM believes that an agreement has been reached</p> <p><b>Council agreed to adopt the previously circulated licence with the following amendments. Removal of 7.1 an amendment to 6.2 terminate lease not less than 3 months' notice. JK to issue pack with H&amp;S documents etc.</b></p> <p><b>Agreed unanimously.</b></p> <p>DCC to take up the licence from the 1<sup>st</sup> August. Utilities need to be informed of the change of tenancy.</p> <p>Official opening day for the VH will be the 13<sup>th</sup> August.</p> <p><b>Action</b> – Clerk to contact SCC to release the grant funding for the defibrillator which then needs to be transferred to the DCC.</p>

10	<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) Local Government Reorganisation – For information. Noted</p> <p>b) District-wide Community Governance Review – For information and submission if required. No submission made.</p>
11	<p><b>Any other matters for information, to be noted, or for inclusion on a future agenda.</b></p> <p>Shingle Hill green area, consider if this be registered as a village green.</p> <p>Discuss the possibility of a Community Orchard in Denham.</p>
12	<p><b>To note the date of the next Parish Council meeting being 16<sup>th</sup> September 2025 .</b></p>
13	<p><b>Meeting closed at 08:40pm</b></p>

## Appendix A

Mid Suffolk District Council Briefing – July 2025

### [Mid Suffolk's £3m funding for scheme to link villages – latest for 'trailblazing' network](#)

Elmswell and Woolpit are to be connected by a new footpath and cycle way thanks to £3m of funding from Mid Suffolk District Council.

### [Council considers £1m grant for Food Museum to take 'major leap forward'](#)

The Food Museum in Stowmarket could receive a £1million boost from Mid Suffolk District Council for a major new project.

### [Last chance to complete our LGR survey](#)

Our Local Government Reorganisation runs until 26 July. We are keen for as many people as possible to have their say, so please continue to share it with your networks and communities.

### [District and Borough Councils' clear message to communities: "Let's shape the future of Suffolk together!"](#)

Suffolk's five district and borough councils are launching a county-wide survey asking people for their views on the future of vital local government services. Make sure you [take the survey](#) yourself and share it with your community.

### [Let there be light... and heat!](#)

Residents in Rattlesden can now look forward to an extra warm welcome – thanks to £33k of funding for a new heat and light chandelier system from Mid Suffolk District Council.

### [Pride in Your Place grant returns](#)

Applications for Mid Suffolk District Council's Pride in Your Place grant have reopened, offering funding to projects that bolster community pride and celebrate the heritage of towns and villages across the district.

### [Chance for motorists to have their say in Stowmarket car park review](#)

Motorists are being invited to have their say on council-owned car parks in Stowmarket, ahead of a review later this year.

### [Thousands of listed building owners could benefit from innovative planning change](#)

Thousands of listed building owners could find it easier to make windows more energy efficient under innovative proposals from Babergh and Mid Suffolk District Councils.

### [Stowmarket shop closed for selling illegal tobacco and vapes](#)

A Suffolk store has been ordered to close for three months following a joint operation by Suffolk Trading Standards and Mid Suffolk District Council

### [Rentable electric cars arrive in Babergh and Mid Suffolk](#)

Six electric vehicles have arrived at three locations across Babergh and Mid Suffolk for communities to use as part of the Plug In Suffolk Car Club.

### [Football club scores new stand after £100k awarded](#)

Work to build a new stand at Needham Market Football Club's stadium will soon be underway thanks to a £100,000 award from Mid Suffolk District Council.

### [‘Trek, treat, repeat’ – Beautiful walks and foodie gems celebrated in new project](#)

Stunning walks and fantastic places to eat are showcased across Babergh and Mid Suffolk in a new initiative.

### [Public Switched Telephone Network](#)

Landline phones are switching to digital, which could stop telecare alarms working.

This means that all landline providers need to know which of their customers use telecare, so they can keep them safe.

The switchover is already happening, so you need to act now. If you, a resident, or someone you know uses a telecare alarm, make sure to contact the landline provider for support. Visit the [digital phone switchover website](#) for more information.

### [Community Fun Days July 2025](#)

Community Fun Days are returning to the districts at the end of July, providing families with a series of free days out packed full of activities. Events are taking place between 10am and 2pm at:

- Thurston, New Green – Thursday, 24 July
- Stowmarket, Recreation Ground – Monday, 28 July

Each event is free attend and has activities for all ages - people just need to turn up on the day. However, children that receive means tested free school meals are able to pre-book some activities and order a free lunch by [visiting the Abbeycroft website](#) - our partners for this year's fun days.

### [Feel Good Suffolk](#)

The Feel Good Suffolk team will soon be delivering free weekly face-to-face sessions in Stowmarket, helping a dedicated group of smokers to kick the habit.

The sessions are free to attend, but spaces are limited. The group will be meeting at 6pm each Thursday in the garden room at Red Gables - and there's still time to sign up.

If you know of a resident in the Stowmarket area that would benefit from being part of the group, encourage them to [email our health referrals mailbox](#) to get involved.

Additionally, please continue to signpost Feel Good Suffolk to anyone looking to make a healthy change in their life. [The website contains a wealth of free information and resources](#) to help people prioritise their health and wellbeing.

### [Rural Housing Week event](#)

Parishes across the districts are being invited to a Rural Housing Week event, hosted by Community Action Suffolk, from 10am to 3pm on 10 July at the John Peel Centre.

## Appendix B

### DENHAM Parish Council

<b>Bank Reconciliations @ 30.06.2025</b>	
Account balances as at 01 04 2025: Community	12,613.38
Add receipts in year: Community	8,604.85
Less payments in year: Community	16,053.26
Account balances as at 30.06.2025	5,164.97

Inc VAT

<b>Represented by:</b>	
Savings	1,022.92
Community	4,196.45
less unrepresented payments	54.40
plus unrepresented receipts	-
Available balances as at 30.06.2025	5,164.97

HMRC

<b>Reserves</b>		Total
General Reserve (Balances on accounts at 30 06 2025)		5,164.97
Ear Marked Reserves		
Pride in Your Place - grant	30.42	-
Village Hall Door replacement transfer to VH project 10/6/25		-
Village Grant Funding	1,327.01	
Grant funding from MSDC for defibrillator at VH	1,000.00	
Total Ear Marked Reserves		2,357.43
Balance on reserves		2,807.54

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

## Appendix C

### PAYMENTS

REF	Invoice DATE	PAYEE	NOTES	GROSS	VAT	NET AMOUNT
012	14/05/2025	A Hewitt - Jetstream - Plum & Build	Additonal works to VH	£ 794.00		£ 794.00
013	28/04/2025	MRWCG Electrical Ltd	Works to VH	£ 5,096.47	£ 849.41	£ 4,247.06
014	23/04/2025	Red Dune	Microsoft 354 license 2025	£ 218.40	£ 36.40	£ 182.00
015	30/05/2025	ICO	Registration fee	£ 47.00		£ 47.00
016	4.6.25	W Alcock	Wages P3	£ 216.60		£ 216.60
017	4.6.25	HMRC	PAYE P3	£ 54.40		£ 54.40
018	4.6.25	CAS	.Gov.uk Domain name	£ 61.00		£ 61.00
019	5.6.25	Orwell Carpentry	Doors at VH	£ 1,705.44	£ 284.24	£ 1,421.20
020	5.6.25	E-on	Utilities to VH	£ 29.34	£ 1.40	£ 27.94
021	1.7.25	HMRC	PAYE P4	£ 54.20		£ 54.20
022	1.7.25	W Alcock	Wages P4	£ 216.60		£ 216.60
023	7.7.25	Orwell Carpentry	Doors at VH	£ 2,558.16	£ 426.36	£ 2,131.80
024	7.7.25	E-on	Utilities to VH	£ 31.17	£ 1.48	£ 29.69