

# DENHAM ANNUAL PARISH COUNCIL MEETING

Chairman: Councillor To be appointed

Email: [clerk@denhamparishcouncil.gov.uk](mailto:clerk@denhamparishcouncil.gov.uk)

Held on the 19<sup>th</sup> May 2026 at Denham Village Hall

Present: Cllr T Farrow (TF) - Chair, Cllr R Gilmore (RG), Caron Chalkley (CC), Lisa Finch (LF)

Three members of the public and the Parish Clerk, Wendy Alcock.

Item	Description
1	<p><b>To elect the Chair and Deputy Chair for 2026/27</b></p> <p>The outgoing chair asked for nominations for Chair and Deputy Chair.</p> <p>Cllr LF nominated Cllr TF as Chair and this seconded by Cllr RG. Cllr TF accepted the nominated and was voted unanimously as chair for the 2026/27 Council year. Cllr TF signed the acceptance of office.</p> <p>Cllr TF nominated Cllr JK as Deputy Chair and this seconded by Cllr CC. Cllr JK accepted the nominated and was voted unanimously as Deputy Chair for the 2026/27 Council year. Cllr JK signed the acceptance of office.</p>
2	<p><b>Apologies for absence:</b></p> <p>a. Councillors to receive any apologies for absence.</p> <p><b>All present</b></p> <p>b. Councillors to vote on acceptance to accept apologies for absence.</p> <p><b>Not required</b></p>
3	<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.</p> <p><b>None received</b></p> <p>b. To receive and consider any requests for dispensations.</p> <p><b>Not required.</b></p>

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4	<p><b>Minutes of previous meeting</b></p> <p><b>Council agreed the minutes of the Parish Council meeting held on 17<sup>th</sup> March 2026 as a true record of the business conducted. These were signed by the chair.</b></p>
5	<p><b>Public Forum:</b></p> <p><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 report is available in <b>Appendix A</b> .</p> <p>Cllr Sally Mittuch’s report is available in <b>Appendix B</b></p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>c.</p> <p>Nothing from the public forum.</p> <p>Cllr JK reported that the Land on Hoxne Road the plots are now up for sale.</p>
6	<p><b>Planning:</b></p> <p>a. To consider any current or new planning applications.</p> <p>I. DC/26/00393 – Wood House, Coldham Hill, Eye, IP21 5DG – Raise existing single storey link to two storey. Erection of front porch and veranda to east and north elevations. Insertion of 2 dormer windows to south elevation.</p> <p><b>Ratification of delegated decision of no objections.</b></p> <p>II. DC/26/00756 - Wood House, Coldham Hill, Eye, IP21 5DG – Installation of ground mounted solar panels.</p> <p><b>Ratification of delegated decision of no objections.</b></p> <p>b. Council noted the planning decisions received.</p> <p>I. DC/24/05163 – The Red Feather Club, Coldham Hill, Denham – Discharge of condition 4 – Habitat management and monitoring plan.</p> <p>II. DC/26/00756 – Wood House, Coldham Hill, Denham – Granted subject to conditions.</p> <p>c. Other Planning Matters</p> <p>I. Council to consider options following community meeting with MSDC Planning on 23<sup>rd</sup> March 26</p>

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	<p>Council discussed the report circulated by the Clerk on estimated costs for submitting a planning application. It was felt that the costs which could be in excess of £12,000 would be too excessive for the Council to proceed.</p> <p>The Clerk reported that she had not received a response to the FOI request to Philip Isbell regarding substantiating his report that other parish council's had submitted housing planning applications.</p> <p><b>Council voted to take the complaint to ICO. Clerk to action.</b></p> <p>II. Consider MSDC's offer of funding for a Neighbourhood Plan for the parish and feasibility report provided by the Clerk.</p> <p>Following the announcement of funding from MSDC for a Neighbourhood Plan the Clerk had provided a feasibility report which had been circulated to Council.</p> <p>It was felt that a Neighbourhood Plan for the Parish of Denham was not a viable option at this time. Council to consider a Village Design Statement which would allow the Council to influence the look and feel of any small infill applications without the administrative and financial exhaustion of a full plan.</p> <p>Council agreed to look at Village Design Statement at a future meeting.</p>
7	<p><b>Finance:</b></p> <p>a. Councillors to approve the finance report for the period ended 30 April 2026 including:</p> <ul style="list-style-type: none"> <li>I. The Bank reconciliation was noted. See <b>Appendix B</b></li> <li>II. Budget monitoring report was noted – Councillors should be aware that the monitoring report now includes the power used for the expenditure as per the internal audit report (see 8(a) iv)</li> </ul> <p>b. Councillors noted the receipts since the last meeting.</p> <p>c. Councillors to approve payments.</p> <p><b>The payments as presented were approved. See Appendix C.</b></p> <p>d. Review authorised officer for bank accounts.</p> <p>Update from JK.</p> <p>Has been authorised for approval but still awaiting the on-line access.</p>

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	<p><b>Action:</b> Clerk to contact Barclays to ask what is happening with the approval process.</p> <p>e. Consider funding for the replacement of village noticeboards</p> <p>The Clerk reported that initial research had identified that replacement noticeboard could cost between £400 to £1200 depending on the material and design. There is currently no budget provision for replacement of noticeboards and insufficient funds in general reserves.</p> <p>The Parish currently has four noticeboards at the following locations:-</p> <ul style="list-style-type: none"> <li>• Village Hall – Needs attention</li> <li>• Church Road – In poor condition.</li> <li>• Denham Street – In poor condition.</li> <li>• Shingle Hill – Completely broken at post.</li> </ul> <p>The Clerk advised that the legal requirement was to post notices on only one noticeboard. Look for opportunities for funding for replacement.</p> <p><b>Council agreed to keep the noticeboard at the Village Hall and maintain the others whilst possible.</b></p>
8	<p><b>Governance:</b></p> <p>a. Councillors to approve the Annual Governance and Accountability Return for 2025/26</p> <p>I. Annual Governance Statement 2025/26</p> <p>The Clerk explained the no responses on the AGS which were in line with the comments from the internal auditor. An explanation of the No responses would be given to the external auditor and what the Council is doing to rectify the situation going forward.</p> <p><b>The Annual Governance Statement was approved by Council unanimously and signed by the Chair and the Clerk/RFO</b></p> <p>II. Section 2 – Accounting Statements 2025/26</p> <p><b>The Accounting Statement for 2025/26 was approved by Council unanimously and signed by the Chair and the Clerk/RFO</b></p> <p>III. To note the Annual Internal Audit Report 2025/26 for the AGAR</p> <p>The Clerk reported that the Internal Audit had been particularly robust this year raising issues which had not been previously raised by the SALC</p>

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internal audit service. The Clerk had challenged some of the recommendations as she felt they were unfair and unjustified and as a result the internal auditor amended two of the negative responses in their report.

The report was noted by Council.

- IV. To note the recommendations made in the Internal Auditors report and the response and action plan from Clerk/RFO.

As stated above the Internal Auditors report was extremely robust. The Clerk has extracted all the comments and recommendations made in the report and gave a response and action which will be reported back to future Council meetings when these have been actioned.

- V. Council to note the Notice of Public Rights for unaudited accounts.

As recommended in the internal audit report Council are required to note the Notice of Public Rights – Noted by Council.

- b. To review and agree the asset register.

The asset register has been updated as suggested by the internal auditor.

**Council discussed, reviewed and approved the asset register as present. Agreed to consider a qualified evaluation of the village hall.**

- c. To review and approve the Council's risk assessment.

**The Council's risk assessment was discussed, reviewed and approved by Council.**

- d. Review and approve the Financial Regulations

**The amended Financial Regulations including a powers appendices were approved by Council.**

- e. Review and approve the Standing Orders

**The Standing Orders were approved by Council.**

- f. Review and readopt the LGA Code of Conduct

**The Code of Conduct was reviewed and readopted, subject to the page numbers being corrected.**

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9	<p><b>Denham Community Council:</b> To receive an update and consider any action required.</p> <p>Cllr TF reported a change to bar nights which are now alternate Friday's not weekly. Looking to have themed nights throughout the year. Supporting the Red Feather Club open days as a heritage sight.</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) MSDC – Tree planting opportunities - noted  b) MSDC – Consultation on outdoor sports facilities - noted  c) Suffolk Water Recycling – Project update - noted</p>
11	<p><b>Any other matters for information, to be noted, or for inclusion on a future agenda.</b></p> <p>Clerk informed Council of her annual leave for w/c 15<sup>th</sup> June</p> <p>Planning FOI request update.</p>
12	<p><b>Date for the next Parish Council meeting – 21<sup>st</sup> July 2026.</b></p>
13	<p><b>To close the meeting at 20:55</b></p>

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**Local elections: 7 May**

Next Thursday, polls across the county will open from 7am to 10pm for residents to vote in local elections. In Mid Suffolk, residents will be able to vote for their next Suffolk County Councillor. Results will be promoted by [Suffolk County Council via their website](#) and [social media channels](#). In the meantime, relevant information remains on the [Mid Suffolk District Council website](#) and we will continue to promote this to residents via our [Facebook page](#).

**New recycling collections in Suffolk less than six weeks away**

From the end of next week, residents will begin to receive an information pack which includes details on what items can be put in each of their bins in preparation for the new service starting on 1 June. You can find digital versions of the information packs on the [Suffolk Recycles website](#) and attached to this email. We are continuing to promote Better Recycling across our social media channels.

**Port One Legacy Biodiversity Enhancement Fund**

The deadline for Mid Suffolk District Council's Port One Legacy Biodiversity Enhancement Fund has been extended until the end of June.

Community groups that apply for the fund can use it for projects that enhance biodiversity, improve habitats, support community gardens and much more.

If you know of an organisation that would benefit from this funding, encourage them to [visit the community funding page of the Mid Suffolk District Council website](#).

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## County Councillor Report

### Election Results

The 2026 County Council election results are all counted, and the largest party is Reform up 35 councillors with 41 seats, Green Party up 4 councillors with 13 seats, conservative down from 48 councillors to 9 seats, labour down from 6 councillors to 3 seats, liberal democrat down from 6 councillors to 2 seats.

Green councillors will now form the "official opposition"

Next election due May 2027, for the new unitary councils

### Road Schemes included in Government Five-Year Plan

The government has announced its five-year Road Investment Strategy for 2026-2031, which includes four key projects in Suffolk:

- **A12 improvements at Woodbridge** – a recommitment by the government to funding its share during this period of the £63m scheme to upgrade the A12 between the Seven Hills junction with the A14 and the Woods Lane roundabout, subject to Suffolk County Council submitting the final business case later this year
- **A140 - A1120 Earl Stonham junction improvements** – this has been classed as a scheme 'recommended to continue', where the government accepts work on developing improvements should go ahead during this period. However, the work will be subject to affordability, value for money and deliverability assessments.
- **Improvements to the A11 Fiveways junction near Mildenhall** – the government and National Highways will continue to develop this scheme but it will not be delivered before 2031
- **Improvements to the A12/A14 Copdock Interchange** – the government and National Highways will continue to develop this scheme but it will not be delivered before 2031

More information about the projects the government is committing to for 2026-2031 can be found here: <https://maps.dft.gov.uk/road-schemes-spring-2026/index.html>

### Homes for Ukraine: Ukraine Permission Extension Scheme Launched

The government has introduced the Ukraine Permission Extension Scheme (UPES) to allow people living in the UK under an existing Ukraine Visa scheme to apply to extend their stay in the UK for a

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further 18 months when their valid Ukrainian visa expires. If the application is successful, Ukrainian guests will be able to continue to live, work and study in the UK and access public funds. Guests must actively apply to extend their visa (it will not happen automatically) when their current permission has 90 days or less remaining, and they must be physically present in the UK while applying and not leave the UK while the application is being processed.

More information on the extension scheme can be found here: <https://www.gov.uk/guidance/applying-to-the-ukraine-permission-extension-scheme>

### **New Chair for Suffolk Business Board**

The Suffolk Business Board has appointed Lisa Perkins, Chief People Officer and Director of Growth Partnership at Plexal, as its new Chair for the forthcoming year. Lisa is an existing Board member, and takes over from Mark Pendlington, who is stepping down from a two-year term in the role. The Suffolk Business Board is administered by the council but led by local business representatives to oversee funded programmes supporting business growth and skills development across Suffolk. As Chair, Lisa will work with the rest of the Board and local business partners to promote its ongoing programme of clean and inclusive growth across the local economy. Four other appointments have also been made to the Board, bringing in expertise in agri-food, clean energy, port and logistics and the visitor (tourist) economy: Bee Kemball, Managing Director of Debach Enterprises Ltd, Jonathan Reynolds, Managing Director of Opergy Group, Genevieve Christie, Chief Executive Officer of First Light Festival CIC and Andrew Wilkinson, formerly Chief Executive Officer at The University of Manchester Innovation Factory Ltd.

### **Pupils Pitch for School Active Travel Funding**

School pupils from across Suffolk took part in a Dragon's Den style event at Endeavour House to secure active travel funding for their schools. The event, part of the Active Travel Ambassador programme with secondary schools, was delivered by Modeshift. They provided £200 of funding which was matched by Suffolk County Council to provide £400 available for each school, with an additional £50 for the best presentation. Schools can use the money for anything from competition prizes to promotional materials, and the following projects were put forward:

- **Northgate High School in Ipswich** – is promoting active travel through a 'golden bike lock' competition and a prize wheel for students who walk, cycle, or travel sustainably to school. It is also encouraging students who face barriers to active travel to take part by walking, helping everyone experience the benefits of physical activity
- **Ormiston Endeavour Academy in Ipswich** – is encouraging active travel by rewarding students with tokens which can be exchanged for prizes. The school is also running a photo competition, inviting students to capture and share what they see on their journey to school
- **Claydon High School** – the school Green Team organised a Sustainable Travel Day, rewarding students and staff who travel actively with raffle tickets and prizes, alongside a "golden bike lock" competition. It is also exploring ways to promote active travel year-round and have highlighted safer walking routes and crossings around the school
- **Hadleigh High School** – the school's Eco Committee is bringing back its successful 'Hidden in Hadleigh' initiative, hiding painted rocks along popular walking routes for students to find and exchange for prizes. It has also introduced a points system that rewards active and sustainable travel
- **King Edward VI School in Bury St Edmunds** – proposed a 'golden bike lock' prize alongside daily rewards for pupils who walk or cycle to school and suggested collaborating with nearby schools on a joint active travel campaign.

Schools that took part in the event last year have all reported an increase in active travel, with more pupils choosing to cycle or walk to and from school.

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## **Suffolk Ramps Up Energy Sector Training**

Suffolk Economy and West Suffolk College are launching the second phase of their Energy Readiness Programme to support employers as they prepare for major developments, including Sizewell C, growing investment in renewable energy, and the emergence of new clean energy technologies. Project partners will include Suffolk Chamber of Commerce, Suffolk New College and East Coast College. The programme aims to help local people gain the skills needed for well-paid careers and give businesses the confidence to grow, recruit and take advantage of the new opportunities emerging across the energy industry. Employers taking part will be able to access a bursary to help them reduce the costs that can prevent people from undertaking training. There will also be more training options, including new courses shaped by what local employers say they need, extra support for apprenticeships to make it easier for businesses to bring in and train new talent, a focus on innovation to encourage employers to explore new energy solutions and improved monitoring and evaluation to make sure the programme delivers real benefits and adapts as the sector evolves.

Phase two will also introduce training designed specifically for work on the Sizewell C site, including courses covering minimum onsite standards and Fit for Sizewell requirements. It will also support skills development across Suffolk's wider energy economy, linking with initiatives such as Freeport East and offering training in emerging technologies.

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## Appendix C

DENHAM Parish Council

Prepared by the Clerk/RFO on

<b>Bank Reconciliations @ 29 04 2026</b>	
Account balances as at 01 04 2026: Community	1,844.92
Add receipts in year: Community	3,251.00
Less payments in year: Community	448.55
Account balances as at 30 04 2026	4,647.37

Inc VAT

<b>Represented by:</b>	
Savings	1,031.91
Community	3,671.26
less unrepresented payments	55.80
plus unrepresented receipts	-
Available balances as at 29 04 2026	4,647.37

<b>Reserves</b>		Total
General Reserve (Balances on accounts at 29 04 2026)		4,647.37
Ear Marked Reserves		
Pride in Your Place - grant	30.42	-
Village Grant Funding	16.41	
Grant funding from SCC & MSDC for defibrilator at VH	368.33	
Total Ear Marked Reserves		415.16
Balance on reserves		4,232.21

£325 transferred to general reserves for Defibrilator install

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



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## Appendix D

PAYMENTS							
REF	Invoice DATE	PAYEE	Detail	GROSS	VAT	NET AMOUNT	Power to spend
001	07.04/26	W Alcock	P1 - Wages	£ 223.69		£ 223.69	LGA 72 s112
002	05.05.26	HMRC	P1 - PAYE	£ 55.80		£ 55.80	LGA 72 s112
003	13.04.26	CAS	Domain name renewal	£ 27.50	£ 4.58	£ 22.92	LGA 72 s111
004	01.04.26	SALC	Subscriptions 2026/27	£ 141.56		£ 141.56	LGA 72 s143
005	05.05.26	Michael Bloomfield Electrical Services	Fitting of defibrillator	£ 325.00		£ 325.00	LGA 72 s133
006	23.04.26	Red Dune Ltd	Microsoft Office subs	£ 194.40	£ 32.40	£ 162.00	LGA 72 s111
007	05.05.26	W Alcock	P2 - Wages	£ 223.69		£ 223.69	LGA 72 s112
008	05.05.26	HMRC	P2 - PAYE	£ 55.80		£ 55.80	LGA 72 s112

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