

DENHAM PARISH COUNCIL

Minutes of the full Council meeting held on
25 January 2022 held in St John the Baptist Church, Denham

Councillors Present: Tania Farrow (TF) (Chairperson), Kerina Jane (KJ), Duncan McGregor (DM) and Nick Farrow (NF)

In Attendance : Matthew Hicks (MH) (District Councillor), and three members of the public.

250122/01 **Appointment of a Clerk:** All Councillors resolved to appoint NF as Clerk for this meeting.

250122/02 All Councillors agreed to appoint Tina Newell as an interim Clerk to the Parish Council until a permanent Clerk is appointed and agreed to the appointment on the terms issued prior to the meeting.

250122/03 **Apologies for absence:** Apologies from Councillor Peter Gould were noted.

250122/04 **Declarations of Interest and Dispensation considerations:** Declarations of interest were received from DM as a trustee of the charity that oversees Hoxne play area and the Hoxne Neighbourhood Plan. KJ as Chairman of the Community Council. No requests for dispensation were received.

250122/05 **Minutes of previous meeting:** All Cllrs confirmed receipt of the draft minutes for the Parish Council meeting held on 28 November 2021 prior to the meeting and agreed to accept these as a true record of the decisions made. TF signed the minutes as a true record.

Public Forum:

250122/06 A written report was received prior to the meeting from the County Councillor with no questions.

250122/07 There was no report from the District Councillor.

250122/08 A member of the public expressed concerns regarding potholes along Redlingfield Low Road. Councillor DM agreed to report these on the County Council website.

250122/09 District Councillor MH joined the meeting.

These minutes are in draft form only. They have not been ratified by the Committee and therefore are not a matter of formal record. They will be presented to the Committee for approval at the next meeting.

- 250122/10 A member of the public asked for confirmation of the criteria for funded bus school places confirming it is not safe to walk to Stradbroke School. The Parish Council have made representation to the County Council; the District Councillor confirmed there is a process that needs to be followed and each individual needs to be considered in isolation. It was suggested to look on the Suffolk County Council website for further information.
- 250122/11 The District Councillor gave his report in brief in which he confirmed there are new grants available for businesses in the hospitality and leisure industry affected by COVID.
- 250122/12 A member of the public asked for an update on the 'Denham Feed Mill'. It was thought by MH, as advised by the planning department at MSDC, that the case was closed in August 2021; TF confirmed this was not the case. A zoom meeting will be set up by MH with himself, representatives from the Parish Council and the head of MSDC enforcement to answer the Parish Council concerns previously submitted.
- Planning:** Councillors considered the following applications relating to Denham:
- 250122/13 DC/21/06824 Erection of 6 no poultry houses with associated admin blocks, feed bins and ancillary development (EIA Development).
Land at Fennings Farm, Pixey Green, Stradbroke, Suffolk.
After discussion all Councillors resolved to submit a comment of **SUPPORT** to the Stradbroke Parish Council comment offering additional comments as per the report received by all Councillors prior to the meeting.
- 250122/14 DC/22/00097 Erection of two bay oak framed cart lodge.
The Lodge, Reading Green, Hoxne. IP21 5DJ.
All Councillors noted this is not an application in Denham however agreed to offer support to the Hoxne Parish Council comment. It was also noted that the site plans submitted did not reflect the recent construction of a similar cart lodge within the grounds of the neighbouring property.
- 250122/15 Councillors noted the following comment made by Denham Parish Council outside of a formal meeting:

DC/21/06710 Vicarage Farm, Hoxne Road, Denham IP21 5DF

Application for a Ménage

DPC: No Objection

250122/16 An update was heard previously in the meeting.

Finance:

250122/17 Councillors confirmed receipt of the bank reconciliations as supported by bank statements for the period ended 31 December 2021. All Councillors verified the bank reconciliations as presented equal the bank statements for the same period.

250122/18 All Councillors approved the budget to actual payments and receipts as presented noting total the payments to date were £1,681.42 and receipts £3,976.14.

250122/19 All Councillors agreed the reserves and agreed to the virements resulting in the general reserve being equal to 95.7% of the annual precept.

250122/20 All Councillors noted there was a receipt for £0.05p for interest on 6 December 2021.

All Councillors noted the payments made outside of a formal meeting all relating to Rod Cairds final salary and HMRC payments:

250122/21	HMRC	PAYE	£52.40
250122/22	HMRC	PAYE	£9.40
250122/23	Rod Caird	Final Salary	£37.73

Governance:

250122/24 All Councillors confirmed receipt of the Internal Audit Plan prior to the meeting and agreed with the plan as proposed.

250122/25 All Councillors considered the Clerks recommendation to appoint SALC as the Internal Auditor for the 2022 year end.

250122/26 All Councillors agreed for the Clerk to issue a letter of appointment to SALC appointing them as the Internal Auditor.

250122/27 All Councillors noted TN is working through the outstanding points from the 2020/21 Internal Audit and will update all Councillors at the next meeting.

- 250122/28 All Councillors agreed to renewal the annual insurance with CAS at a cost of £176.36 noting the fidelity guarantee covers up to £25k in cash (available cash currently less than £7k) and all Parish Council assets are insured up to £10k.
- 250122/29 **Neighbourhood Plan:** All Councillors received a report from TF on the Hoxne Parish Council pre-submission draft version of their Neighbourhood Plan. After consideration all Councillors agreed to the plan with additional comments as per the report
- 250122/30 **Denham Community Council:** A meeting is scheduled for February 2022 to consider plans for The Queen's Platinum Jubilee; a request has been sent to a local artist for support with the renovation of the Village Hall and applications for grant funding have been and are being completed.
- Correspondence:**
- 250122/31 Correspondence had been received from Box House and responded to outside of a formal meeting.
- 250122/32 Further to concerns of lorries and speed down Church Road a request to consider nominating this road as a non-HGV route had been received
- 250122/33 **To receive an update on the appointment of a Parish Clerk and RFO and consider future action:** Councillors agreed to continue advertising with SALC with an increase in hours to four hours per week.
- 250122/34 **Any other matters for information, to be noted, or for inclusion on a future agenda:** Signage required 'slow down for horses'
- 250122/35 **To note the date for the next scheduled meeting:** It was noted the next scheduled meeting as 26th April 2022.
- 250122/336 The Chairman closed the meeting.