**DENHAM PARISH COUNCIL**

Chairman: Councillor Tania Farrow Email: [denhamparishclerk@gmail.com](mailto:denhamparishclerk@gmail.com)

All Parish Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend an ordinary meeting of the Parish Council on Tuesday 25th January 2022

at 7.30pm in St John the Baptist Church, Denham to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort may be made to provide access.

If you are unable to attend but wish to make a comment only please contact the Parish Clerk before 3pm on the day of the meeting

**AGENDA**

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| **Item** | **Description** |
| 1 | **Appointment of a Clerk**;   1. To agree the appointment of a Clerk for the duration of the meeting. 2. To agree the appointment of Tina Newell as Interim Clerk. |
| 2 | **Apologies for absence:**   1. Councillors to receive any apologies for absence. 2. Councillors to vote on acceptance to accept apologies for absence. |
| 3 | **Declarations of Interest and Dispensation considerations:**   1. To receive any Councillors’ Interests in subsequent agenda items and to note any additions and/or deletions to the Councils Register of Interest. 2. To receive and consider any requests for dispensations. |
| 4 | **Minutes of previous meeting:** Councillors to agree the minutes of the Parish Council meeting held on 28 November 2021 as a true record of the business conducted. |
| 5 | **Public Forum:**  **(this section at the Chairman’s discretion may last up to 15 minutes):**   1. To receive reports from the District and County Councillor. 2. To receive comments or questions on matters of interest from members of the public. |
| 6 | **Planning:**   1. Councillors to agree comments on applications made to the Local Planning Authority (MSDC): 2. 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.   1. DC/22/00097   Erection of two bay oak framed cart lodge.  The Lodge, Reading Green, Hoxne. IP21 5DJ.   1. Councillors are asked to note the following comments made by Denham Parish Council outside of a formal meeting: 2. DC/21/06710 Vicarage Farm, Hoxne Road, Denham IP21 5DF Copperfields,   DPC: No Objection   1. Councillors to receive an update on Denham Feed Mill. |
| 7 | **Finance:**   1. Councillors to approve the finance report for the period ended 31 December 2021 including: 2. Bank reconciliations 3. Budget to actual payments and receipts 4. Reserves 5. Councillors to note receipts since the last meeting. 6. Councillors to approve payments. |
| 8 | **Governance:**   1. To agree the Internal Audit Plan. 2. To agree to appoint Suffolk Association of Local Councils (SALC) as the Internal Auditor for the 2022 year end. 3. To agree issuing the Internal Auditors letter of appointment. 4. To receive an updated report on the issues raised by SALC on the Internal Audit Report 2020/21. 5. To agree the insurance renewal for 2022/23. |
| 9 | **Neighbourhood Plan:** To note Hoxne Parish Council are consulting on the pre-submission draft version of their Neighbourhood Plan; the consultation end date is 23 02 2022. |
| 10 | **Denham Community Council:** To receive an update and consider any action required. |
| 11 | **Correspondence:** To receive and consider any comments/actions to correspondence received which is not already covered within the agenda. |
| 12 | **To receive and update on the appointment of a Parish Clerk and RFO and consider future action.** |
| 13 | **Any other matters for information, to be noted, or for inclusion on a future agenda.** |
| 14 | **To agree a date for the next Parish Council meeting.** |
| 15 | **To close the meeting.** |

Tina Newell

Tania Farrow: Chairman to Denham Parish Council

Dated this 18th day of January 2022