

# MINUTES OF DENHAM PARISH COUNCIL MEETING

Held on 26<sup>th</sup> July 2022 at St John Baptist Church.

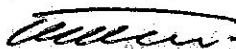
Chairman: Councillor Tania Farrow

Email: [denhamparishclerk@gmail.com](mailto:denhamparishclerk@gmail.com)

Present: Cllrs T Farrow, N Farrow, K Jane, , W Alcock (Clerk) plus 3 members of the public.

Item	Description
26722-1	<p><b>Apologies for absence:</b></p> <p>a. Councillors to receive any apologies for absence.</p> <p>Cllr Mc Gregor was absent.</p> <p>Councillors to vote on acceptance to accept apologies for absence.</p> <p>No apologies received from Cllr Mc Gregor.</p> <p>Apologies received from Cllr Gould - Noted.</p>
26722-2	<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.</p> <p>To receive and consider any requests for dispensations.</p> <p>Cllr's T Farrow and K Jane declared a pecuniary interest in agenda item 6c. As abstention would result in the vote being non-quorate Cllrs will be able to take part.</p>
26722-3	<p><b>Minutes of previous meeting</b></p> <p>Councillors agreed the minutes of the Parish Council meeting held on 10<sup>th</sup> May 2022 as a true record of the business conducted subject to the amendments below.</p> <p>These will be signed by the chair and the clerk as a true record once the amendments below are made:-</p> <ul style="list-style-type: none"><li>• Cllr Nick Farrow also stated that he wouldn't be standing next year.</li><li>• 10.0 £15k short on estimates for phase two not £15.</li><li>• Appendix C duplication of the word of in second paragraph.</li></ul> <p>Clarify 8 a(ii) clarify amount £250 for the VH in reserves report. Clerk confirmed that £250 had been set aside from reserves for the VH maintenance with an additional £50 which had already allocated into the budget for 22/23 making a total of £300 to cover the cost of insurance and utilities.</p>
26722-4	<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>County Cllr Gould was unable to be present but had circulated his report which had been circulated to Cllrs.</p>

Signed by Chair  
Tania Farrow



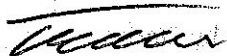
Signed by Clerk  
Wendy Alcock



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Date: 27/09/2022

	<p>District Cllr Hicks gave a verbal report.</p> <p>Waste collection fleet has transferred from diesel to vegetable oil. This had left to a significant amount of Co2 savings. Down to less than 89%.</p> <p>The change has resulted in more complicated maintenance schedules but on the whole more efficient. Maintenance cost have increased by 10-15%.</p> <p>£150K fund opened for carbon reduction projects. MSDC will support 50% of costs to a max of £10K.</p> <p>Gateway 14 Project – has received request from Range to take up 50% of site. Additional jobs for the region.</p> <p>Planning meeting regarding Town Farm. Planning officers have requested an information note to establish the current operations.</p> <p>Cllr T Farrow had a meeting with SCC Highways officer for signage of horses on highways.</p> <p>Traffic survey to be supported financially by Cllr Gould for HGV usage for the main routes through village. Clerk to liaise with Cllr Gould regarding the support he would be able to offer for the funding of the traffic survey.</p> <p>Cllr N Farrow asked regarding the power lines currently being installed from North Norfolk to Tilbury. All of the affected Councils have indicated objections as no other alternatives have been submitted.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>No issues to raise from the public.</p>
26722-5	<p><b>Planning:</b></p> <p>To consider any current or new planning applications.</p> <p>No new applications to consider.</p>
26722-6	<p><b>Finance:</b></p> <p>a. Councillors to approve the finance report for the period ended 30<sup>th</sup> June 2022 including:</p> <p>Bank reconciliations</p>

Signed by Chair  
Tania Farrow



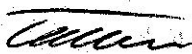
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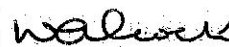
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	<p>The Clerk read the bank balances, the full report is available in Appendix A.</p> <p>II. Budget to actual payments and receipts</p> <p>These were noted by Council.</p> <p>III. Reserves to discuss DPC contribution to VH Project.</p> <p>Thanks to the Community Council who have funded the first phase of the VH.</p> <p>After discussion it was agreed by Council to allocate £194.51 from unspent Jubilee Reserves as a contribution to the Village Hall Project.</p> <p>b. Councillors to note receipts since the last meeting.</p> <p>The receipts were noted by Council.</p> <p>c. Councillors to approve payments.</p> <p>The payments as presented were approved by Council. See Appendix B.</p>
26722-7	<p><b>Governance:</b></p> <p>a. Councillors to review and approve the Financial Regulations 2022</p> <p>The Financial Regulations were approved by Council.</p> <p>b. Councillors to review and approve the Standing Orders 2022</p> <p>The Standing Orders were approved by Council.</p> <p>c. To agree the Internal Control Statement for the year ending 31<sup>st</sup> March 2023.</p> <p>The Internal Control Statement for year ending 31<sup>st</sup> March 2023 was approved by Council.</p> <p>d. To review and approve the Council's risk assessment.</p> <p>The Council's risk assessment for 2022 was approved.</p> <p>e. To adopt the Model Councillor Code of Conduct <u>Notes for guidance</u></p> <p>The Model Councillor Code of Conduct was adopted by Council.</p>
26722-8	<p><b>Denham Community Council:</b> To receive an update and consider any action required.</p> <p>CLlr Farrow – grant funding phase one is almost complete. (roof replacement). The vents will need to be rebuilt in line with the heritage appearance. Community Council have committed funds for the project. Total of £40K committed for next phase. Also pending Lottery Commission £100k, Suffolk Acre up to £100k, Community Fund for levelling up of £100k. CIL funding application submitted but now needs to be submitted for the November round as incorrect deadline dates given.</p> <p>CLlr Jane thanked CLlr Farrow for her perseverance with the applications.</p>

Signed by Chair  
Tania Farrow



Signed by Clerk  
Wendy Alcock




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	<p>CLlr Jane - Local fund raising is still taking place. Local people are being very generous. Plans for a cèilidh in September as a fund raising event. Facebook market place and other sales are contributing. These small amounts show local commitment.</p>
26722-9	<p><b>Correspondence:</b> 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. MSDC Peer Review – For information</li> <li>b. MSDC UK Shared Prosperity Fund Engagement – For information.</li> <li>c. MSDC Parking Strategy consultation – For comment. Pdf of questions would be helpful before assessing the value and work involvement.</li> <li>d. MSDC East Anglia Green consultation – For comment. Send response supporting the district council submission</li> <li>e. MSDC – 2022 Tree scheme – For discussion and decision. Council not in a position possibly 2023 if the scheme still runs</li> <li>f. SCC – Thermal imaging camera project – thank you but not Denham at this time.</li> </ul>
26722-10	<p><b>Any other matters for information, to be noted, or for inclusion on a future agenda</b></p> <ul style="list-style-type: none"> <li>• Discussion regarding the Mill</li> <li>• Risk assessment</li> <li>• Recruitment</li> <li>• Village Voice deadline.</li> </ul>
26722-11	The next Parish Council meeting will be held on 27 <sup>th</sup> September at 7:30pm.
26722-12	To close the meeting. 8:35 pm

Signed by Chair  
Tania Farrow



Signed by Clerk  
Wendy Alcock



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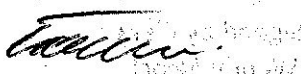
**DENHAM Parish Council**

<b>Bank Reconciliations @ 30.06.2022</b>	
Account balances as at 01 04 2022: Community	6,088.11
Add receipts in year: Community	20,299.86
Interest	-
Less payments in year: Community	21,037.44
Account balances as at 30 06 2022	5,350.53

TRUE

<b>Represented by:</b>	
Savings	1,956.85
Community	3,438.68
less unrepresented payments	45.00
Cash	-
Available balances as at 30 06 2022	5,350.53

Signed by Chair  
Tania Farrow



Signed by Clerk  
Wendy Alcock



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Date: 27/09/2022




# Appendix B

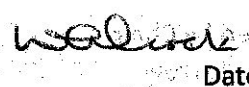
## PAYMENTS

REF	INVOICE DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
6	31.05.2022	W Alcock	BT	May wages + expenses	£ 215.47		£ 215.47
7	31.05.2022	HMRC - P1	BT	P1 - PAYE	£ 44.80		£ 44.80
8	20.05.2022	CAS - Business Services	BT	Village Hall Insurance	£ 210.00		£ 210.00
9	30.05.2022	SALC	BT	Internal Audit	£ 130.80	£ 21.80	£ 109.00
10	31.05.2022	Peter Wragge Supplies Ltd	BT	Supplies for VH roof	£ 8,220.00	£ 1,370.00	£ 6,850.00
11	05.06.2022	HMRC - P2	BT	P2 - PAYE	£ 44.80		£ 44.80
12	06.06.2022	A R Kent & Son	BT	Skip hire - VH	£ 264.00	£ 44.00	£ 220.00
13	06.06.2022	A R Kent & Son	BT	Skip hire - VH	£ 324.00	£ 54.00	£ 270.00
14	30.05.2022	Red Dune	BT	Laptop replacement & install	£ 860.28	£ 143.38	£ 716.90
15	11.06.2022	L E Mellor	BT	Jubilee expenses	£ 63.50		£ 63.50
16	16.06.2022	Horham VH Trust Bar	BT	Jubilee expenses	£ 92.00		£ 92.00
17	13.06.2022	T G Farrow	BT	Jubilee expenses	£ 228.91		£ 228.91
18	20.06.2022	K Jane	BT	Jubilee expenses	£ 16.28		£ 16.28
19	20.06.2022	W Alcock	BT	Wages - P3	£ 179.47		£ 179.47
20	05.07.2022	HMRC - P3	BT	P3 - PAYE	£ 45.00		£ 45.00
21	23.06.2022	Wolton Engineering	BT	Roof removal/refit	£ 9,552.00	£ 1,592.00	£ 7,960.00
22	20.07.2022	W Alcock	BT	Wages - P4	£ 180.35		£ 180.35
23	05.08.2022	HMRC - P4	BT	P4 - PAYE	£ 44.80		£ 44.80
24	19.07.2022	Paul Batchelor	BT	Works on VH	£ 840.00		£ 840.00
25	12.07.2022	Will Garrad	BT	Works on VH	£ 625.00		£ 625.00
26	09.07.2022	Stuart Garrad	BT	Works on VH	£ 825.00		£ 825.00
27	20/07/2022	Paul Hardcastle	BT	Works on VH	£ 3,722.00		£ 3,722.00

Signed by Chair  
Tania Farrow

  
TANIA FARROW

Signed by Clerk  
Wendy Alcock

  
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