

MINUTES OF DENHAM PARISH COUNCIL MEETING
Held on 27th September 2022 at St John Baptist Church.

Chairman: Councillor Tania Farrow

Email: denhamparishclerk@gmail.com

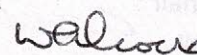
Present: Cllrs T Farrow, N Farrow, K Jane, D McGregor, W Alcock (Clerk) plus 3 members of the public and Cllr Matthew Hicks

Item	Description
27922-1	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence. All present</p> <p>b. Councillors to vote on acceptance to accept apologies for absence. None received</p>
27922-2	<p>Declarations of Interest and Dispensation considerations:</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. To receive and consider any requests for dispensations.</p> <p>No declarations of interest or dispensation considerations received.</p>
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 26th July 2022 as a true record of the business conducted.</p> <p>These were agreed and signed by the chair and the clerk as a true record of the business conducted.</p>
4	<p>Public Forum:</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>Cllr Gould report submitted but unable to attend. Cllr McGregor to formulate a question to Cllr Gould regarding school buses and other environmental issues.</p> <p>Cllr Hicks</p> <p>Safe disposal of batteries – these should not go into customer recycling bins. £158m cost annually to waste operators and the environment. Message to residents are being sent out. Clerk to add news item on website.</p> <p>Avian influenza zone announced for the whole of Suffolk. Bio security measures should take place by operators.</p> <p>Registrations to vote are being sent out to residents.</p>

Signed by Chair
Tania Farrow



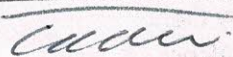
Signed by Clerk
Wendy Alcock



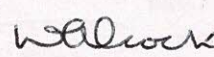
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	<p>MSDC applied for and was successful in obtaining funding for machines to remove chewing gum from the streets.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>MOP asked what happens to tree cuttings when removed by contractors. It is felt that the branches are left to decay. Cllr McGregor to write to BT open reach.</p> <p>MOP asked about access to Blue Badge – Cllr Hicks confirmed that this would be a County Council service. Cllr Jane is investigating and will liaise with Cllr Gould and Cllr Hicks,</p> <p>Footpath at Redlingfield Low Road sign has been broken for some time. Cllr N Farrow to report.</p>
5	<p>Planning:</p> <p>a. To consider any current or new planning applications –</p> <p>DC/22/03923 – Land at Chestnut Tree Farm, Denham Rd, Hoxne – Application without compliance of conditions. Outside parish boundary no comment made. Nothing further received at time of posting agenda.</p> <p>b. Other Planning Matters</p> <p>I. Denham Mill – Planning contravention notice</p> <p>Cllr Farrow gave an update on the meeting with MSDC and PC. Two planning contravention notices have been served on the mill and MSDC will be continuing with their investigation once these are returned.</p> <p>Cllr Farrow proposed the reserves held for legal advice around this issue should be held until the investigation and outcome reported – all in agreement.</p> <p>Cllr Farrow confirmed that MSDC should give a written response to the PC's complaint as this still hasn't been received.</p> <p>II. Council to consider requesting traffic survey to numbers of HGV's impacting Denham.</p> <p>Cllr Gould has confirmed that he could commit £1k towards the Traffic Survey.</p> <p>Council agreed to go ahead with the traffic survey.</p> <p>Clerk to contact Suffolk Highways with a view to installing monitoring points and a price to approach Cllr Gould for funding.</p>

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Tania Farrow



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Wendy Alcock



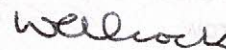
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6	<p>Finance:</p> <p>a. Councillors to approve the finance report for the period ended 31st August 2022 including:</p> <p>i. Bank reconciliations</p> <p>The Clerk read the bank balances, the full report is available in Appendix A.</p> <p>ii. Budget to actual payments and receipts</p> <p>These were all noted by Council.</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> <p>d. Councillors to consider requirements for 2023/24 budget.</p> <p>Discussion around the financial commitments expected for 2023/24.</p> <p>Clerk to ask SALC what happens if the Parish does is not quorate after an election.</p> <p>Cllr McGregor offered to draft a new Trust Deed for the village hall management committee when the renovation project was complete.</p>
7	<p>Governance:</p> <p>a. Councillors to review and approve the Data Protection Policy as presented.</p> <p>The Data Protection Policy were approved by Council.</p> <p>b. To consider issues raised by the SALC Internal Audit Report for 2021/22 – Clerks report as submitted.</p> <p>The report was received and noted by Council.</p> <p>c. Councillors to consider and decide on poster options for recruitment as submitted.</p> <p>Council agreed that they liked all of the poster and would use these on the parish notice board, the village WhatsApp group and on the website in the run up to the election in May 2023.</p>
8	<p>Denham Community Council: To receive an update and consider any action required.</p> <p>Village Hall Project</p> <p>Cllr Farrow confirmed that our application has now proceeded to the second round with the lottery funding. Further information is now required for the final decision to be</p>

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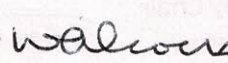
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	<p>made. Fortnightly meetings will take place with the Lottery Funding Officer to support the next application process. An additional three quotations for Stage 2 and 3 are required. Timeframes as quickly as information can be supplied to LF. Then decision will be made within four weeks of receipt of the application.</p> <p>It was agreed that £1200 for professional fees to assist with the Planning application would be funded out of the VH project budget.</p> <p>Denham Community Council – Cllr Jane reported that fund raising is still taking place. The Ceilidh was a great success £1320 raised. There was a surplus of drinks from the Ceilidh which will be used for a Christmas gathering. Date to be decided. Carrying on with the marketplace sales. Continuing to raise money every Monday at the #Red Feathers club.</p>
9	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <p>a. SAAA 2022 Opt-out of external audit – For information</p> <p>b. MSDC Town & Parish Update. Previously circulated – For information.</p>
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>The Clerk informed that the following policies would be presented to Council for approval at the meeting to be held on the 22nd November :-</p> <ul style="list-style-type: none"> • Complaints Policy • Equality and Diversity Policy • Health and Safety Policy • Safeguarding Policy • Working with Volunteers Policy • Proposed budget and precept claim for 2023/24
11	To note the date of the next Parish Council meeting being 22 nd November 2022 .
12	To close the meeting. 8:47

Signed by Chair
Tania Farrow



Signed by Clerk
Wendy Alcock



Date: 22/11/2022

Appendix A

DENHAM Parish Council

Bank Reconciliations @ 30.08.2022

Account balances as at 01 04 2022: Community	6,088.11
Add receipts in year: Community	33,922.24
Interest	-
Less payments in year: Community	31,267.35
Account balances as at 30 06 2022	8,743.00
	TRUE

Represented by:

Savings	
Community	1,956.85
less unrepresented payments	6,831.15
plus unrepresented receipts	45.00
	-
Available balances as at 30 08 2022	8,743.00

Signed by Chair
Tania Farrow

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Signed by Clerk
Wendy Alcock

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Date: 22/11/2022

Appendix B

06. c – Payments for Approval

PAYMENTS						
REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	NET AMOUNT
28	06.07.2022	Walton Engineering	BT	Works on VH	£ 3,528.00	£ 2,940.00
29	28.07.2022	MSDC	BT	Works on VH	£ 216.00	£ 180.00
30	22.08.2022	W Alcock	BT	Wages - P5	£ 179.47	£ 179.47
31	06.09.2022	HMRC	BT	P5 - PAYE	£ 45.00	£ 45.00
32	29.08.2022	WAVE	BT	Water Rates VH	£ 24.29	£ 24.29
33	19.09.2022	W Alcock	BT	Wages - P6	£ 179.67	£ 179.47
34	19.09.2022	HMRC	BT	P6 - PAYE	£ 44.80	£ 45.00

Signed by Chair
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