

MINUTES OF DENHAM PARISH COUNCIL MEETING
Held on 22nd November 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 13 members of the public and Cllr Matthew Hicks

Item	Description
1	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence.</p> <p>All Denham Parish Councillors present. Apologies from Cllr Gould, Cllr Hicks</p> <p>b. Councillors to vote on acceptance to accept apologies for absence.</p> <p>Apologies accepted for Cllr Gould and Cllr Hicks</p>
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>Cllr T Farrow and Cllr N Farrow declared a non-pecuniary interest for agenda item 5 (a) as the planning application is from their neighbour.</p> <p>Declaration of interest was noted.</p> <p>b. To receive and consider any requests for dispensations.</p> <p>Cllr T Farrow and Cllr N Farrow requested dispensations for agenda item 5 (a) as without their participation Council would not be quorate and no recommendation could be made.</p> <p>Dispensation was granted as the number of Councillors prohibited from participating would impede a transaction of business.</p>
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 27th September 2022 as a true record of the business conducted.</p> <p>Matters arising</p> <p>BT Open Reach – Branches dumped in the ditches following work to lines. Some remedial work has taken place but it hasn't all been cleared Cllr McG to write again.</p> <p>Blue Badge application. Cllr Jane has written to Matthew Hicks but has yet to receive a response. Applicant has been offered an independent assessment.</p>

Signed by Chair
Tania Farrow



Signed by Clerk
Wendy Alcock



Date:

24-01-2023

	<p>Cllr N Farrow – Footpath signs issues. Two have been now been repaired. Drainage issues with one footpath is now being investigated by Suffolk Highways. Boundary sign to Horham has been reported but is not a priority by SCC Highways. Flooding at Shingle Hill has been reported but there has been no action. The broken signs at Shingle Hill have also report.</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> <ol style="list-style-type: none"> To receive reports from the District and County Councillor. None present. Reports discussed. To receive comments or questions on matters of interest from members of the public. <p>MOP reported potholes on the Horeham Road near Denham Cottage – Cllr N Farrow to make a report on the SCC website.</p> <p>MOP reported that BT Open Reach website says that the Fibre is available but when you put your postcode in it isn't available.</p> <p>DC/22/05095 Many concerns from members of the public around consultation, lack of notice and inconsistencies with the descriptions on the application including connections to main drainage. Also concerns regarding road safety with additional temporary residents and vehicles creating anti-social behaviour with a shared drive.</p>
5	<p>Planning:</p> <p>To consider any current or new planning applications –</p> <ol style="list-style-type: none"> DC/22/05095 – Land at Hoxne Road, Denham – Use of land for stationing 5 holiday lodges. <p>The Council discussed this application in detail and agreed to object to this application on the following grounds:-</p> <ul style="list-style-type: none"> There are conflicting statements in application which made it hard to establish the validity of the application. The applicant claims that the site will not impact on the neighbour, this is not true. The site is overlooked on all sides and impacts on a Grade 2 listed building adjacent to the site. The number of cars which the site will attract is worrying. Potentially an additional ten vehicles when fully occupied. The site will share a drive with neighbours with concerns around inappropriate use and parking of temporary residents. Road safety is a real concern with the application on very rural roads which already have a high volume of HGV's servicing The Mill in the village. There needs to be clarity about the drainage provision. The applicant states that there will be main sewerage supply, but this is not currently available. A survey would be required. It is an unsuitable siting for holiday lodges within a residential area.

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- The applicant didn't adequately demonstrate the public benefit. Tourism sites stated which the application states would be of interest to users of the lodges are significantly outside the parish boundary.
- The applicant's statement regarding screening and trees contradictory within the application.
- The community impact has not been considered in the application there is no reference to local groups.
- Due to the strength of community feeling regarding this application Denham Parish Council requests that the decision for this should be made by MSDC Planning Committee to enable those who have concerns to raise to make these at that meeting.

Voted unanimously to object to this application. Requested that due to the strength of feeling of the community. DPC would wish for it to go to planning committee.

- b) DC/22/05254 – Shingle Cottage, 17 Shingle Hill, Denham – Erection of a two-storey side extension.

Cllr Jayne – felt the application was a reasonable extension in keep with the existing property – no reason to object.

Cllr MG – there would be some construction inconvenience. Couldn't tell from the plan whether the extension overlooked adjoining property.

Cllr T F – wouldn't object having looked at the plans.

All in agreement to support this application.

Other Planning Matters:

- c) Issues with the Mill

DPC have made a formal complaint to BMSDC around the current use of the Mill which it felt were a significant change of use. The initial complaint was rejected by BMSDC. DPC challenged this.

Concerns have been highlighted regarding change of use to processes and the volume of traffic going to the site.

BMSDC are now looking into more detail as to whether there has been a breach. A planning contravention notice has been issued to the Mill. Two questionnaires have been sent to the Mill who must submit evidence against the concerns raised. DPC are still waiting for the result of the notice.

Planning applications are still being received for other poultry sites inside and outside of the district which are siting the Mill as the supplier.

Should the decision be that there is not a material change DPC will obtain legal advice on how to make an appeal.

Signed by Chair
Tania Farrow



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Wendy Alcock



Date:

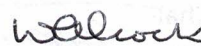
24-01-2023

	<p>SCC Highways – A traffic survey funded by Cllr Gould has been agreed to ascertain current traffic volumes by frequency, size and weight.</p> <p>Cllr Jayne encouraged MOP to continue to report incidents which happen in relation to traffic incidents relation to the Mill.</p> <p>Quiet Lane signs posts have been fitted but the signs have to be collected and fitted by DPC. Cllr T and N Farrow will be collecting on Thursday.</p> <p>Planning Decisions:</p> <p>d) DC/19/05700 – Greenlands Farm, Hoxne Road, Denham. Discharge of conditions application. Condition 2 (Fenestration) and Condition 3 (Materials).</p> <p>Planning decision was noted by Council.</p>
6	<p>Finance:</p> <p>a. Councillors to approve the finance report for the period ended 31st October 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 initial draft Budget for 2023/24.</p> <p>Following a detailed discussion Council agreed the budget proposal as submitted by the Clerk. See Appendix C</p> <p>This results in a precept of £3712.00 for 2023/24 which equates to a 7.2% increase on 2022/23. Council will be funding the balance of expenditure by reserves to the sum of £1298 in order to keep the increase to a minimum.</p> <p>Approved by Council unanimously.</p> <p>e. Propose delegated powers under Section 101 of the Local Government Act 1972 be granted to the Clerk and authorised officers of the Council to approve payment of invoices in relation to the Village Hall project to allow the grant funding process to proceed outside of the meeting schedule.</p>

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	Delegated powers were approved by Council.
7	<p>Governance:</p> <ul style="list-style-type: none"> a. Councillors to review and approve and adopt the following policies as presented. <ul style="list-style-type: none"> i. Complaints Policy ii. Equality and Diversity Policy iii. Health and Safety Policy iv. Safeguarding Policy v. Working with Volunteers <p>All of the above policies were adopted and approved by Council.</p>
8	<p>Denham Village Hall: To receive an update and consider any action required.</p> <p>The Council's application has reached the second stage of the lottery fund for £100k. The full application is being reviewed for submission. Kerina is helping with the community aspects of the application. Our Project manager is having to ask for updated quotes from proposed contractors on completion of the work.</p> <p>£43k is deferred from other sources pending the release of the lottery funding.</p> <p>The original design for the VH has been changed and a new schedule of works has been drawn up to include a more sustainable building.</p> <p>CIL funding is available in May 23 from MSDC which be used to finance work on the outside of the VH.</p> <p>Cllr McG thanked Cllr TF for her hard work on this project. TF said it was a team effort.</p>
9	<p>Correspondence: 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"> a. BMSDC Draft 5 Year Housing Plan – For information b. Rural Mobility Survey – Cllr McGregor agreed to complete and circulate the survey. Cllr F thanked Cllr McGregor. c. Tree Canopy Survey – For information
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>School Transport – County Council reports that secondary school should be Stradbroke and they should walk to school.</p>
11	To note the date of the next Parish Council meeting being 24 th January 2023 .
12	The meeting closed at 20:47

Signed by Chair
Tania Farrow



Signed by Clerk
Wendy Alcock



Date:

24-01-2023

Appendix A

06 a (i) Bank Reconciliation @ 28.10.22

DENHAM Parish Council

Bank Reconciliations @ 28.10.2022	
Account balances as at 01 04 2022: Community	6,088.11
Add receipts in year: Community	36,356.29
Interest	0.75
Less payments in year: Community	31,785.29
Account balances as at 28 10 2022	10,659.86
TRUE	

Represented by:	
Savings	2,004.45
Community	8,700.41
less unrepresented payments	45.00
plus unrepresented receipts	-
Available balances as at 29 09 2022	10,659.86

Signed by Chair
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Wendy Alcock



Date:

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Appendix B

06. c Payments for Approval

REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
35	01.10.2022	CAS - Business Services	BT	One Suffolk website fees	£ 60.00	£ 10.00	£ 50.00
36	01.09.2022	SALC	BT	Payroll fees P1-6	£ 9.00	£ 1.50	£ 7.50
37	10.10.2022	W Alcock	BT	Wages - P7	£ 179.47		£ 179.47
38	10.10.2022	HMRC	BT	P7 -PAYE	£ 45.00		£ 45.00

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Appendix C Budget 2023/24

DENHAM Parish Council

Budget Heading	2021/22	2022/23			2023/24	Notes
	Actual	Actual	Budget	Available	Budget	
Asset replacement		500.00	500.00	-	-	
Clerks Salary	1,079.38	1,734.49	2,693.60	959.11	3,058	5% increased factored in pay award anticipated for 2023-24
Office expenses - tel, payroll fees, postage, printing & stationery etc		241.17	312.00	70.83	300	
Insurance	176.36	-	412.20	412.20	448	Increased by RPI 8.6%
Audit	188.00	109.00	400.00	291.00	400	
GDPR		35.00	35.00	-	35	
Subscription	178.98	142.97	175.00	32.03	175	
Elections		-	250.00	250.00	120	2023 Elections. Provision for contested election £820 funded from reserves
Training	-	-	100.00	100.00	100	
Website	50.00	50.00	75.00	25.00	75	
Recycling Payment		-	-	-	-	
Village Hall	439.98	234.29	300.00	65.71	300	
VAT reclaim		-	-	-	-	
TOTAL SPEND	2,112.70	3,046.92	5,252.80	2,205.88	5,010	
TRUE						
Income Heading	2020/21	2021/22			2022/23	Notes
	Actual	Actual	Budget	Available	Budget	
Precept	3,191.00	3,418.00	3,418.00	-	3,712	Increased by RPI 8.6%
MSDC grant	1,600.00	-	-	-	-	
Recycling income		-	70.00	(70.00)		
Interest		0.75	0.75	0.75		
Funding from reserves	-	1,654.80	1,654.80	-	1,298	To be funded by reserves if precept increased by RPI. For last year 32.62% was funded from reserves
VAT reclaim	100.00	-	-	-	-	
TOTAL INCOME	4,891.00	5,073.55	5,142.80	(69.25)	5,010	
TRUE						

* Total Income should equal total spend. The Precept is the balancing figure of total spend and total income.

Precept	2022/23	2023/24	Increase
Tax Base	83.43	84.65	1.46%
Average Band D cost	40.97	43.92	7.20%

Funded from reserves
2023/24 Budget £ 1,298.00

Earmarked reserves
The Mill £ 1,000.00
Village Hall Project @ 30.9.22 £ 4,702.82
Election 2023 £ 820.00

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