

**MINUTES OF DENHAM PARISH COUNCIL MEETING**  
**Held on 24<sup>th</sup> January 2023 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, D McGregor, W Alcock (Clerk) plus 5 members of the public and Cllr Matthew Hicks

Item	Description
1	<p><b>Apologies for absence:</b></p> <p>a. Councillors to receive any apologies for absence.</p> <p>All Denham Parish Councillors present. Apologies from Cllr Gould</p> <p>b. Councillors to vote on acceptance to accept apologies for absence.</p> <p>Apologies accepted</p>
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>Cllr T Farrow and Cllr N Farrow declared a non-pecuniary interest for agenda item 5 (a) as the planning application is close to their property.</p> <p>Declaration of interest was noted.</p> <p>b. To receive and consider any requests for dispensations.</p> <p>None requested.</p>
3	<p><b>Minutes of previous meeting:</b> Councillors to agree the minutes of the Parish Council meeting held on 22<sup>nd</sup> November 2022 as a true record of the business conducted.</p> <p>Cllr Jane reported that there is no e in Horham and her name had been shown as Jayne when it should be Jane. Cllr N Farrow noted a grammatical error in item 3, in his report the last paragraph should read reported not report.</p> <p>These amendments were noted.</p> <p>These were agreed and signed by the chair and the clerk as a true record of the business conducted.</p>
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>Cllr Hicks reported the following:-</p>

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	<p>MSDC are in the process of Budget setting they have carried out a review of fees and charges and the current income for last year was noted.</p> <ul style="list-style-type: none"> <li>• Planning income 1.5 m</li> <li>• Garden waste 1.2m</li> <li>• Trade waste 0.5 m</li> <li>• Building regulations 0.2m</li> </ul> <p>More environmentally friendly bin lorries are in operation and a competition to name these by the public and schools has been held.</p> <p>Gateway 14 is going ahead, planting trees and hedgerows for screening and wildflower meadows for the site.</p> <p>Town and Parish Council liaison meeting 7<sup>th</sup> February. Cllr Hicks encouraged attendance. Agenda items will include – The Budget, Local Plan and 2023 elections.</p> <p>A member of the public asked about the waste tip at Brome and opening times. Cllr Hicks replied that this is not a Council run site it is private and it is struggling to break even.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>Members of the public raised concerns over DC/22/06322.</p> <p>Worried about the size of the plan against neighbouring properties. Stated that there is a hedge boundary which there isn't. All in attendance are worried about sewerage, no consideration for foul or water run-off. Previous application for residential build was refused. Neighbour reported that she isn't currently experiencing flooding with current build. The plans are higher than the surrounding residential buildings.</p> <p>Concerns noted by Council.</p>
5	<p><b>Planning</b></p> <p><b>Planning Applications for consideration:</b></p> <p>a) DC/22/06322 – Denham Industrial Units, Shingle Hill, Denham – erection of up to 14 units.</p> <p>The Council discussed this application in detail having listened to the concerns raised by members of the public present and agreed to object to this application on the following grounds:-</p> <ul style="list-style-type: none"> <li>• Concerns for water run-off to neighbouring properties and provision for sewerage disposal which is off mains.</li> <li>• Previous action at the site saw the removal of an old WW2 building from the site stating that it was too close to the neighbouring residential buildings. This application contradicts this showing buildings up to the neighbours border.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The hours of operation were not included in the application, these would be required to understand the impact to traffic flow and nuisance to the village community and immediate neighbours.</li> <li>• There is a demonstrated loss of amenities by the points raised above. Noise, light and air pollution are also expected should the operations described in the application be approved.</li> <li>• The location is not an HGV route and current routes available already have restrictions. Concerns about increased HGV's and traffic through the village.</li> <li>• The Highways Authority stated that they did not consider the location to be sustainable and that the site is remote from footways and there is very limited public transport meaning that employees along with servicing to the site would be heavily reliant on motor vehicles. Denham Parish Council agree with this statement.</li> <li>• The development has not been included in Mid Suffolk's Local Plan.</li> <li>• It was noted that each new unit on the plan was equivalent square footage to all of the current units on the site.</li> <li>• The current site has vacant units. No explanation has been given for how an additional 14 units would be occupied given the vacant units at this sites and other business units in the vicinity.</li> </ul> <p>Denham Parish Council voted unanimously and strongly to object to this application.</p> <p><b>Planning Decisions:</b></p> <ul style="list-style-type: none"> <li>b) DC/22/05095 – Land at, Hoxne Road, Denham – Planning permission granted</li> <li>c) DC/22/05254 – 17 Shingle Hill, Denham – Planning permission granted</li> </ul> <p>The planning decisions were noted.</p> <p><b>Other Planning matters:</b></p> <ul style="list-style-type: none"> <li>d) Nothing to discuss.</li> </ul>
6	<p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>a. Councillors to approve the finance report for the period ended 31<sup>st</sup> December 2022 including: <ul style="list-style-type: none"> <li>I. Bank reconciliations (Appendix A)</li> <li>II. Budget to actual payments and receipts</li> </ul> <p>These were all noted by Council.</p> </li> <li>b. Councillors to note receipts since the last meeting. <p>The receipts were noted by Council.</p> </li> <li>c. Councillors to approve payments. <p>The payments as presented were approved by Council. See Appendix B.</p> </li> </ul>

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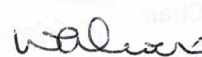


7	<p><b>Governance:</b></p> <p>a) School Transport – issues of travel to High School. Comment requested from County Councillor Gould.</p> <p>Cllr McGregor reported the on-going issue of no school transport for children from Denham to feeder high schools.</p> <p>He has raised this issue on numerous occasions but still hasn't had a response. Children are expected to walk to and from Denham to Stradbroke. Cllr Gould hasn't responded.</p> <p>Cllr McG to forward his last correspondence for the Clerk to support a formal response.</p> <p>b) Clerks Appraisal – agree format and appraising officers.</p> <p>The Chair was keen to adopt a process for the Clerks appraisal prior to the elections in May. It was agreed to adopt the policy and appraisal form as presented in 07b form 2. The Clerk to liaise with the Chair to get this in place by the end of March.</p> <p>c) To agree to appoint Suffolk Association of Local Councils (SALC) as the internal auditor for the 2023 year end.</p> <p>Council agreed to appoint SALC as the internal auditor for 2023 year end.</p> <p>d) To agree issuing the Internal Auditors letter of appointment</p> <p>Council instructed Clerk to issue letter of appointment to SALC</p> <p>e) To agree the insurance renewal for 2023/24</p> <p>The insurance schedule as presented was approved by Council.</p>
8	<p><b>Denham Village Hall:</b> To receive an update and consider any action required.</p> <p>Still proceeding with lottery application almost there at stage 2 waiting for an additional quotation to submit. Buildings and funding will then review and hopefully approve.</p> <p>When that funding is received, we are expecting £100k with an element of contingency.</p> <p>Cllr Farrow has made an application made for funding from the platinum jubilee village hall fund managed by ACRE. £30k applied for.</p> <p>A further £43k has been committed from other funding sources.</p>
9	<p><b>Correspondence:</b> To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p>

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	<p>a. Request from SALC on planned events for the Coronation celebrations for 6<sup>th</sup> May.</p> <p>Discussion was held as to whether this would be a possibility it was noted that there hadn't been any funding identified in the 2023/24 budget. It was suggested that the Parish Council could make an application to the District/County Cllrs locality budget.</p> <p>Community Council may consider an event. Cllr Jane to report back.</p> <p>Nothing planned but will be considered.</p> <p>b. PCC precept survey.</p> <p>Cllr McG agreed that more funding is needed to support community projects.</p> <p>Cllr McG has agreed to submit a response on behalf of the parish council.</p>
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Philip Isbell regarding the Mill. Clerk to ask Matthew Hicks to chase response</p>
11	To note the date of the next Parish Council meeting being 28 <sup>th</sup> March 2023.
12	Meeting closed at 20:38

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## Appendix A

### DENHAM Parish Council

Bank Reconciliations @ 30.12.2022	
Account balances as at 01 04 2022: Community	6,088.11
Add receipts in year: Community	36,356.29
Interest	1.84
Less payments in year: Community	32,349.43
Account balances as at 28 10 2022	10,096.81

TRUE

Represented by:	
Savings	1,958.54
Community	8,138.27
less unrepresented payments	-
plus unrepresented receipts	-
Available balances as at 29 11 2022	10,096.81

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## Appendix B

### PAYMENTS

REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
39	14.11.2022	W Alcock	BT	Wages - P8	£ 296.07		£ 296.07
40	14.11.2022	HMRC	BT	P8-PAYE	£ 74.00		£ 74.00
41	19.12.2022	W Alcock	BT	Wages - P9	£ 194.07		£ 194.07
42	06.01.2023	HMRC	BT	P9-PAYE	£ 48.60		£ 48.60
43	03.01.2023	Hollins Architects	BT	Fees for VH	£ 1,818.00	£ 303.00	£ 1,515.00

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