

MINUTES OF DENHAM PARISH COUNCIL MEETING
Held on 23rd May 2023 at St John Baptist Church.

Chairman: Councillor Duncan McGregor

Email: denhamparishclerk@gmail.com

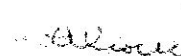
Present: Cllrs D McGregor , K Jane , , W Alcock (Clerk) plus 5 members of the public and Cllr Matthew Hicks

Item	Description
1	<p>Co-option of any candidates put forward to Council</p> <p>Nancy Ford and Maria Ford put themselves forward for co-option. The Clerk confirmed that they qualified to become a Councillor for Denham Parish Council. They were unanimously accepted and asked to join the table. The Clerk asked both Councillors to sign an acceptance of office to enable them to participate in the meeting.</p>
2	<p>To elect the Chair and Deputy Chair for 2023/24</p> <p>The following appointments were proposed and agreed.</p> <p>Duncan McGregor - Chair Kerina Jane - Vice Chair</p>
3	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence.</p> <p>All Denham Parish Councillors present.</p> <p>b. Councillors to vote on acceptance to accept apologies for absence.</p> <p>No apologies received so no vote required.</p>
4	<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>None received.</p> <p>b. To receive and consider any requests for dispensations.</p> <p>None requested.</p>
5	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 28 March 2023 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>

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



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Date: 18/07/2023

6	<p>Public Forum:</p> <p>a. To receive reports from the District and County Councillor.</p> <p>Cllr McGregor gave an overview of the responsibilities of district and county council.</p> <p>Matthew Hicks gave a verbal report and the Clerk will circulate the report with the minutes and this will be published on the website.</p> <p>Highlights include:-</p> <ul style="list-style-type: none"> • Improvement to leisure services. • Increased recycling at bring sites. • Hedgerows planted as part of the queen's canopy. • Waste Collection fleet are almost carbon neutral • £43 million grants to small businesses during COVID • £2m external government fund for rural development • Council tax from MSDC hasn't increased for two years <p>MOP asked whether the district council would be working with the NHS to help with recycling. Cllr Hicks didn't think that this would be planned for the future.</p> <p>Cllr McG asked if there would be any funding for improving homes to be greener. Cllr Hicks confirmed that money from central government has been received to be made available in the future.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>MOP asked if the industrial estate on Shingle Hill. No planning decision has been received from the District Council. Action – Clerk to send DPC's objection and request for this application to be heard by committee to MH.</p> <p>MOP asked about whether the footpath from the village to Stradbroke. DMc CC don't provide school transport to school anymore. TF – asked if we could formally ask for a response to our previous correspondence as to when the assessment of the road access to Stradbroke High School would take place. Action for Cllr McGregor and Clerk</p> <p>MOP asked about the drainage issue for the road at Burnthouse Farm. This is highways, Cllr McG has offered to make enquiries of NCC.</p>
7	<p>Planning</p> <p>a) Planning Applications for consideration:</p> <p>No planning applications received.</p>

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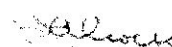
Date: 18/07/2023

8	<p>Finance:</p> <ul style="list-style-type: none"> a. Councillors to approve the finance report for the period ended 30th April 2023 including: <ul style="list-style-type: none"> I. Bank reconciliations (Appendix A). II. Budget to actual payments and receipts. <p>These were noted by Council.</p> b. Councillors to note receipts since the last meeting. The receipts were noted by Council. c. Councillors to approve payments. The payments as presented were approved by Council. (Appendix B). d. Agree new authorised officer for bank accounts. Cllr Duncan McGregor agreed to be the new authorised officer. Action: Clerk to instruct the bank to remove ex Cllr Tania Farrow and set Cllr McGregor as a new authorised office with on-line banking facility.
9	<p>Governance:</p> <ul style="list-style-type: none"> a. Councillors to approve the Annual Governance and Accountability Return for 2022/23 <ul style="list-style-type: none"> I. Annual Governance Statement 2022/23 II. Section 2 – Accounting Statements 2022/23 These were approved and signed by the Chair and Clerk/RFO in order for the Clerk to make the submission to the external auditor. III. To note the Annual Internal Audit Report 2022/23 for the AGAR and the recommendations made in the detailed report as submitted to Council. The Annual Internal Audit Report for 2022/23 was noted. The Clerk to submit a report at the next meeting on the recommendations made in the detailed report. b. To agree the Internal Control Statement for the year ending 31st March 2024. Agreed. c. To review and agree the asset register. Agreed. d. To review and approve the Council's risk assessment. Agreed.

Signed by Chair
Duncan McGregor



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Date: 18/07/2023

	<p>e. Agree new Councillor areas of responsibilities as followed.</p> <ul style="list-style-type: none"> i. Planning and Highways – Duncan McGregor ii. Footpaths and fly tipping – Maria Ford iii. Community Support and Village Hall – Kerina Jane iv. Education and Transport – Nancy Ford
10	<p>Denham Community Council: To receive an update and consider any action required.</p> <p>Clfr Jane reported that the AGM for the Denham Community Council is to be held on the 8th July @10:00 am venue to be agreed. All will be welcome to attend.</p>
11	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <p>BMSDC – Local plan consultation Clfr McGregor to consider response if any required.</p>
12	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <ul style="list-style-type: none"> a) Co-option of Jon Klass b) Lottery Funding update c) Tree Warden volunteer
11	<p>To note the date of the next Parish Council meeting being 18th July 2023.</p>
12	<p>The meeting closed at 8:20 pm.</p>

Signed by Chair
Duncan McGregor



Signed by Clerk
Wendy Alcock



Appendix A

DENHAM Parish Council

Bank Reconciliations @ 28.04.2023	
Account balances as at 01 04 2023: Community	7,372.62
Add receipts in year: Community	1,925.70
Less payments in year: Community	988.10
Account balances as at 28 04 2023	8,310.22

Represented by:	
Savings	1,960.97
Community	6,964.25
less unrepresented payments	615.00
plus unrepresented receipts	-
Available balances as at 28 04 2023	8,310.22

Signed by Chair
Duncan McGregor



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Wendy Alcock



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Appendix B

PAYMENTS

REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
001	06.04.2023	HMRC	BT	P12 2022/23 PAYE	£ 48.60		£ 48.60
002	01.04.2023	SALC	BT	Subs	£ 130.23		£ 130.23
003	12.04.2023	W Alcock	BT	Wages P1	£ 194.27		£ 194.27
004	06.05.2023	HMRC	BT	P1 2023/24 PAYE	£ 48.40		£ 48.40
005	01.06.2023	Information Commissioners Office	DD	Data protection fee	£ 35.00		£ 35.00
006	08.05.2023	Red Dune	BT	IT licence/support	£ 218.40	£ 36.40	£ 182.00
007	30.04.2023	SALC	BT	Internal Audit	£ 313.20	£ 52.20	£ 261.00
008	09.05.2023	W Alcock	BT	Wages P2	£ 194.07		£ 194.07
009	06.06.2023	HMRC	BT	P2 2023/24 PAYE	£ 48.60		£ 48.60

Signed by Chair
Duncan McGregor



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