

MINUTES OF DENHAM PARISH COUNCIL MEETING

Held on 18th July 2023 at St John Baptist Church.

Chairman: Councillor Duncan McGregor

Email: denhamparishclerk@gmail.com

Present: Cllrs D McGregor , K Jane, Cllr N Ford, Cllr M Ford, W Alcock (Clerk) plus 20 members of the public

Item	Description
1	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence. All Denham Parish Councillors present.</p> <p>b. Councillors to vote on acceptance to accept apologies for absence. No apologies received so no vote required.</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. None received.</p> <p>b. To receive and consider any requests for dispensations. None requested.</p>
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 23rd May 2023 as a true record of the business conducted.</p> <p>These were agreed (with one amendment) and signed by the chair and the clerk as a true record of the business conducted.</p>
4	<p>Public Forum: (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. Apologies: Cllr Matthew Hicks. The Clerk has circulated the MSDC report with the agenda for information. Full report in Appendix A. Cllr Peter Gould was not present and no apologies given.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p> <p>Cllr D McG gave an introduction on the current enforcement action for breach of conditions for Greenland's Farm. A Planning Enforcement stop notice has been issued for non-</p>

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1

Date: 26/09/2023



	<p>compliance. The deadline for stop notice has now expired and a Breach of Conditions notice has been issued. Work should cease on the site until all the conditions of the planning permission granted have been complied with. Cllr D McG thanked all of those who have given support with this matter.</p> <p>Members of the public (MOP) spoke of their concerns with current works at the location and also possible future uses. The erection of a sign at the site about the type of tenants invited for rental of the lodges has caused real worries. The sign is inflammatory and could be seen as discriminatory.</p> <p>Members of the public have raised their concerns with MSDC planning enforcement, District Cllr Matthew Hicks and Daniel Poulter MP.</p> <p>Cllr McG asked for MOP's to email himself and the Clerk with any questions and concerns they might have and he will forward these to the appropriate authority. He advised to keep making a log of incidents and to report these to the planning enforcement team as this will assist with their investigation.</p> <p>Meeting closed for public participation.</p>
5	<p>Consider any nominations for co-option</p> <p>Cllr D MCG informed the meeting that the Council had one vacancy if any members of the public would wish to put themselves forward as Councillors. He explained the need to declare interest for any pecuniary or non-pecuniary business the Council will be discussing or making decisions.</p> <p>Jon Klass had previously expressed an interest but was unable to attend the May meeting and would still like to submit his nomination.</p> <p>Jon Klass was proposed by Cllr D Mc and seconded by Cllr KJ. Jon was asked to join the Council.</p>
6	<p>Planning:</p> <ol style="list-style-type: none"> To consider any current or new planning applications – none to discuss. Notification of Withdrawn Application - DC/22/03923 - Land At Chestnut Tree Farm, Denham Road, Hoxne, Suffolk - noted by Council
7	<p>Finance:</p> <ol style="list-style-type: none"> Councillors to approve the finance report for the period ended 30th June 2023 including: <ol style="list-style-type: none"> Bank reconciliations (Appendix B) Budget to actual payments and receipts <p>These were noted by Council.</p> Councillors to note receipts since the last meeting. <p>The receipts were noted by Council.</p>

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2

Date: 26/09/2023





	<p>c. Councillors to approve payments.</p> <p>The payments as presented were approved by Council. (Appendix C).</p>
8	<p>Governance:</p> <p>a. Councillors to review and approve the Financial Regulations 2023</p> <p>Approved by Council</p> <p>b. Councillors to review and approve the Standing Orders 2023</p> <p>Cllr N Ford raised a query about blanks within the template. Clerk to investigate and represent at the next meeting.</p> <p>Approved by Council subject to amendments and ratification at next meeting.</p> <p>c. Clerk's report on internal auditors recommendations from 2022/23 audit</p> <p>To consider and approve the following policies.</p> <ul style="list-style-type: none"> I. Policy and Procedure for Handling Requests for Information II. Data Subject Access Request Policy III. Information and Security Incident Policy <p>The policies above were approved by Council subject to amendments for references to Policy and Resources Committee. Council also noted that the Clerk had updated the Pension Regulator with change of employee details.</p>
9	<p>Denham Community Council: To receive an update and consider any action required.</p> <p>Cllr KJ gave a report on the on Community Council's AGM. Full report available in Appendix D.</p> <p>Concerns raised about the process for the Lottery Fund Grant. Despite the Clerk and ex Cllr Farrow chasing the Lottery Fund Project Officer we still do not know if the grant has been approve. All information has been provided as requested but with no resolution.</p> <p>Cllr D Mc suggested that a letter of complaint be sent to the Lottery Fund as this is now causing problems with the contractors who have submitted bid as to whether they have been successful their tenders. Tania Farrow to assist with drafting the letter which will be sent by the Clerk on behalf of the Council.</p> <p>a. Co-option of Tania Farrow to act on behalf of the Parish Council for the village hall project.</p> <p>Tania Farrow was co-opted to act on behalf of the Parish Council for the village hall project to allow continuation with on-going grant applications. It was noted that Cllr Jane was also on the project committee.</p>

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Date: 26/09/2023



10	<p>Correspondence: To receive and consider any comments/actions to correspondence received which is not already covered within the agenda.</p> <p>a. 20 is plenty campaign – for information</p> <p>Cllr KJ had attended a workshop for this campaign and gave a report. To move the adoption of a 20 mph limit you have to demonstrate public support. Cllr D Mc agreed to draft a survey to be sent out via email's, on the village WhatsApp group and on the website for residents to state their support or objections and where it might be felt a 20 mph would be most beneficial.</p> <p>b. D-Day 80 – 6th June – for consideration</p> <p>Council felt that the 80th Anniversary of D-Day should be acknowledged. Cllr KJ to initiate discussions with the Red Feather Club.</p> <p>c. Digital Champion Volunteer – for consideration</p> <p>It was agreed to add details of volunteer request for a Digital Champion for members of the public to register their interest.</p>
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Report from Cllr N Ford on the replacement of the Fairline Bus run following contact with School Transport.</p> <p>Cllr D Mc G Request for a volunteer for a Tree Warden</p>
11	To note the date of the next Parish Council meeting being 26th September 2023 .
12	To close the meeting.

Wendy Alcock – Parish Clerk
Tel: 07726 924786
Email: clerk@denhamparishcouncil.org

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Date: 26/09/2023

Councillors' briefing notes for town and parish councils



Babergh & Mid Suffolk Councils

July 2023

Anti-social behaviour awareness

Our community safety team will be out in our market towns this month, sharing information and answering questions from residents, working alongside partners in tenancy management, environmental health and officers from Suffolk Police on the following dates:

- Monday 3 July: Hadleigh, Morrisons
- Tuesday 4 July: Eye, Broad Street
- Wednesday 5 July: Stowmarket Cedars Park Tesco
- Thursday 6 July: Sudbury market

Summer holiday activities and free family fun days

We will soon be promoting our summer holiday activity programme to encourage everyone to stay active and healthy during the school break.

Our holiday, activities and food (HAF) programme, funded by the Department for Education, ensures children in need, for example those eligible for free school meals, continue to receive support through holidays - with places also available to book by others looking to entertain their youngsters locally for a small fee. [Find your local activities.](#)

Also during July we will be holding a series of free family fun days across the districts - offering everything from climbing walls to archery, face-painting to sports. The events will be 10am to 2pm on:

- Monday 24 July at Eye Community Centre
- Tuesday 25 July at Stowmarket Recreation Ground
- Thursday 27 July at Shotley Community Centre
- Friday 28 July at East House Park, Hadleigh
- and Monday 31 July at Belle Vue Park, Sudbury

Look out for further information on social media over coming weeks and please help us spread the word within your towns and parishes.

Works get underway to install almost 30 new electric vehicle charge points in council car parks
Babergh and Mid Suffolk District Councils are set to install 28 new electric vehicle chargers across their car park network this year, to help tackle climate change. [More information](#)

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5

Date: 26/09/2023

Districts welcome the Tour of Britain

The UK's biggest professional cycle race, the men's Tour of Britain, is heading to Suffolk on Thursday 7 September. The race will pass through a number of towns and villages in the Mid Suffolk district, including Debenham, Stowmarket and Needham Market. [For the full route details, visit the website.](#)

Meanwhile we are promoting a competition to design the jersey to be presented to the winner of the Suffolk stage. [More information](#)

Joint Local Plan examination

Examination hearing for our Joint Local Plan took place this week. The virtual sessions can be viewed via the [Joint Local Plan YouTube channel](#). [Find out more about our Joint Local Plan.](#)

National Grid pylons consultation

National Grid has launched its latest public consultation on plans for a new high-voltage power line across East Anglia, including Mid Suffolk and Babergh.

The Norwich to Tilbury project has previously been opposed by both councils amid significant concerns, particularly over the impact on the environment.

The public consultation events in our area are:

- Tuesday 11 July, 11am-4pm at Blackbourne Community Centre, Blackbourne Road, Elmswell.
- Wednesday 19 July, 2pm-7pm - Copdock Village Hall, Old London Road, Copdock.

There are also consultation webinars on July 5 (1-2pm), July 25 (7-8pm), August 12, 17 (both 10-11am). [For more details visit the National Grid website.](#)

Gateway14: Latest plans submitted

Plans have been submitted for a new 164,500 sq ft manufacturing and warehouse unit at Gateway 14 – the new state-of-the-art business, innovation and logistics park taking shape in Stowmarket. [More information](#)

Mid Suffolk District Council and CARE Suffolk joint statement on solar farm application

Mid Suffolk District Council and CARE (Community Alliance for a Rural Environment) Suffolk issued a joint statement about the Bramford Green solar farm application and appeal. [More information](#)

New Mid Suffolk Chair announces support for disability charities in Thornham Magna

Two charities in Thornham Magna will be supported by Mid Suffolk District Council's new chairman Cllr Rowland Warboys. [More information](#)

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Appendix B

DENHAM Parish Council

Bank Reconciliations @ 30.06.2023	
Account balances as at 01 04 2023: Community	7,372.62
Add receipts in year: Community	1,929.79
Less payments in year: Community	1,545.44
Account balances as at 28 04 2023	7,756.97

Represented by:	
Savings	1,965.06
Community	5,840.51
less unrepresented payments	48.60
plus unrepresented receipts	-
Available balances as at 30 05 2023	7,756.97

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7

Date: 26/09/2023

Appendix C

PAYMENTS

REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
D10	19.06.2023	Kerina Jane	BT	Coronation celebrations	£ 72.00		£ 72.00
D11	19.06.2023	W Alcock	BT	Wages P3	£ 194.07		£ 194.07
D12	06.07.2023	HMRC	BT	P3 2023/24 PAYE	£ 48.60		£ 48.60
D13	07.07.2023	W Alcock	BT	Wages P4	£ 194.27		£ 194.27
D14	07.07.2023	HMRC	BT	P4 2023/24 PAYE	£ 48.40		£ 48.40

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Appendix D

Denham Community Council Meeting & AGM Notes

15th July 2023 09.30am at Rose Cottage.

Attendees: Kerina Jans, Tanya Farrow, Nick Farrow, Derek Drane, Jane Gilmora.

Apologies: Christine Drane

1. Update on grant funding -- TF explained that sadly we were no further forward with the lottery funding despite constantly attempting to make contact with them via email and telephone. Wendy (Parish clerk) had also made several attempts and tried to inform them that now TF was no longer Parish Council chair, that Duncan would now be lead contact. She explained that she had sent every document and piece of information that they had requested, sometimes twice as they failed to acknowledge receipt or appear to realise that it had been sent previously. She felt that it was time that the Parish Council should now escalate this by sending a complaint due to the incompetence of them dealing with our case. We have been going through this process now for over 3 years and have followed their criteria, even receiving a letter back on 15/09/22, stating 'congratulations' that we had reached the stage where they would be willing to offer us the funds as long as we could evidence all that had been submitted in our application. It was agreed by all Present that this was the correct way forward at this stage. It was also mentioned that we had the promise of a further £32,000 in grants which we had obtained on the understanding that the lottery grant was achieved, which we are now in fear of losing.

TF pointed out that at the next Parish Council meeting on the 18th July it would be on the agenda for herself to be opted on as the project lead for funding to ensure compliance was adhered to between both the DCC & DCC.

2. Finance update & review and complete AGM documentation

TF handed out a financial TF report for both year to date and for the purpose of end of year for the charity commission. There is a total fund of £7931.50 currently in the account and a further £12,000 held in the Parish Council on behalf of works to take place for the village hall. She pointed out that due to the charity commission's website being updated that she is unable to add this on, however will do once it is back up and running and we have plenty of time before we must submit for compliance purposes. All trustees read and signed the end of year report in front of those present.

3. Building update. DD explained that thankfully our current builders were still keen to complete the works as soon as we can give them the go ahead, which obviously depends on the lottery application. He did voice his concerns though, of how much longer this will be the case, as they too have other commitments and have already been extremely patient with our process and submitted several quotes in line with inflation and on the request of the lottery. He said he would base with them regularly to ensure that our relationship with them continued.

4. Review of recent celebrations for the Kings coronation. The event went very well and although it was not aimed as a fundraising event, we still managed to raise £121 through donations and a raffle. We thanked Lindsey and Rick again for allowing us to use their property. DD pointed out that they were slightly disappointed that no photographs of the event reached the village voice. We had a brief discussion about this and have decided, that going forward a designated person would be in charge of the side of organising any future events.

JG stated that at present we have no further events planned to raise funds for the village hall, mainly because we have all been waiting for a definitive answer from the lottery, however we all felt that it was important to continue the current momentum, as all previous ones had been well attended with good feedback. It was suggested that maybe we could contact Duncan in view of maybe having a joint event

with Hoare, as our main issue was having a venue that we can hold them in and that this would also start to build communication and relationships between the two villages going forward.

A.C.B.

JG brought up the current WhatsApp groups in the village and felt that it was time to update them, as the Village Hall restoration one, is really for active members of the committee and that any relevant information from this one, is always added to the Denham Community group. Once the hall is up and running, then this would also be a good time to update this situation. So anyone who currently does not actively attend meetings, will be removed from the group, but if they feel they would like to be in this group going forward, then this can be reflected at the time.

NF informed us that telephone box, now has the shelves back in and some books available. He believes he has found the source of the leak and will soon deal with this situation. It was requested that, although this is a great asset to our village with books and information board, that we don't over fill the shelves, or they will collapse, so please if the shelves are full then don't leave more for the time being.

Next meeting was agreed for Saturday 23rd September at 9.30am at the Rose Cottage

Meeting closed at 11.30hrs

Signed by Chair
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