

## MINUTES OF DENHAM PARISH COUNCIL MEETING

Held on 28<sup>th</sup> November 2023 at St John Baptist Church

Chairman: Councillor Duncan McGregor

Email: [denhamparishclerk@gmail.com](mailto:denhamparishclerk@gmail.com)

Present: Cllr D McGregor (DM), Cllr K Jane (KJ), Cllr N Ford (NF), Cllr M Ford (MF), Cllr J Klass (JK), Cllr Matthew Hicks plus 10 members of the public.

Item	Description
1	<p>Apologies for absence:</p> <p>a. Councillors to receive any apologies for absence.</p> <p><b>All Present</b></p> <p>b. Councillors to vote on acceptance to accept apologies for absence.</p> <p><b>Not required.</b></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><b>None received.</b></p> <p>b. To receive and consider any requests for dispensations.</p> <p><b>None requested.</b></p>
3	<p>Minutes of previous meeting: Councillors to agree the minutes of the Parish Council meeting held on 26<sup>th</sup> September 2023 as a true record of the business conducted.</p> <p><b>These were agreed and signed by the chair and clerk as a true record of the business conducted.</b></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>Report from Matthew Hicks.</p> <p>Flooding – any internal flooding should be reported on the MSDC website. £500 payment is applicable. Also looking at reductions in Council tax. Bulky collections have also been waived for homes experiencing flooding.</p> <p>Multiple reports of flooding will trigger Section 19 which will open up further compensation.</p> <p>HS2 cancellation has redirected money to other transport needs. Changes to Ely and Horley junctions are planned. £65m to upgrade roundabouts to Sizewell.</p>

Signed by Chair

Duncan McGregor

Signed by Clerk

Wendy Alcock

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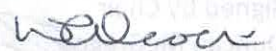
Date: 23/01/2024

	<p>The A140/A1120 junction will be improved.</p> <p>Consultations on budget and library services currently on-going.</p> <p>MOP asked about the bad bend on Shingle Hill - Cllr Hicks stated that there is a possibility of the arrow being extended. ACTION – Clerk to write to MH to support this proposal.</p> <p>Hoxne Road Planning enforcement – Cllr Hicks had no further updates to give. Planning team happy to attend meeting in the new year.</p> <p>Cllr Hicks has been asking for confirmation that planning application has commenced. His personal opinion is that a mistake was made on the original application but this hasn't been confirmed by officer.</p> <p>MOP stated that there is not any confidence in the planning system as MSDC.</p> <p>KJ – people should be held culpable for their mistakes.</p> <p>Cllr Hicks – advised PC to write to Chief Exec with the issues and to ask what has happened with this application. He would support this. Separate out the enforcement from the planning application issue. MH to send correspondence to Clerk to circulate to Cllrs.</p> <p>JK – was concerned about the language being used around these applications. Also asked if the planning application had commenced. JK believed that Planning consent can be invalidated or revoked. Cllr Hicks could not confirm this.</p> <p>Following ASB at the site, JK stated that he was ashamed that the police did not support the victim. Cllr Hicks advised to write to Tim Passmore PCC and Kathy Rolls - Chief Constable of Police. ACTION – JK to draft for Clerk to send out on behalf of the Parish Council.</p> <p>NF – asked if Cllr Hicks had any knowledge on how other Parish Councils were meeting the deficit on precept to increased costs. Cllr Hicks does not have any experience on how other parishes are meeting this.</p> <p>ETRO consultation finishes at the end of January. Cllr Hicks will be sending contacts for comments in the new year.</p> <p>MOP – Cranswick are looking to expand the site times 3. Feeder traffic will need to be considered when this application is received. Cllr Hicks advised that members of the public should attend the planning meeting when the decision is being made. He is not allowed to intervene on planning applications not in his ward.</p> <p>b. To receive comments or questions on matters of interest from members of the public.</p>
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Signed by Chair  
Duncan McGregor



Signed by Clerk  
Wendy Alcock


  
Date: 23/01/2024

	<p>MOP reported a missing signpost for Horeham/Denham/Eye on Box Hill  <b>ACTION</b> - Cllr DM to report on SCC website.</p> <p>Report of a Low Road, branch is on the road causing an obstruction. DM requested an exact location is identified and for MOP to log onto SCC website.</p> <p>MOP – asked why the ditches on the sides of the road were not being cleared now. DM – explained that this is the responsibility of the County Council.</p> <p>MOP reported that a small bridge has fallen into the ditch near the Red Feather Club and has caused an obstruction. <b>ACTION</b> - KJ has agreed to talk to the land owner.</p> <p>MOP reported flooding on Dragon Hill. Cllr DM stated that this is not within Denham Parish. This needs to be reported to Eye Town Council.</p> <p>MOP suggested a volunteer group to clean the signposts in the spring as part of the annual litter pick. Council agreed to consider this when the next litter pick takes place.</p>
5	<p><b>Planning:</b></p> <p>a) To consider any current or new planning applications – None received at time of drafting agenda.</p> <p>b) <b>Planning Decisions:</b></p> <p>I. DC/23/03685 Land At, Hoxne Road, Denham – Refused</p> <p>II. DC/23/04200 Land At , Hoxne Road, Denham – Refused</p> <p>The details of the planning decisions were discussed and noted.</p> <p>JK stated that MSDC needs to state if the planning commission has commenced. Anti-social behaviour has taken place between the applicant and neighbours the police were called.</p> <p>KJ – noted that the same points in the application for 03685 and 04200 were similar and these were taken into account for the second application which was refused but not for the first application which was approved. This doesn't seem consistent.</p>
6	<p><b>Finance:</b></p> <p>a. Councillors to approve the finance report for the period ended 31<sup>st</sup> October 2023 including:</p> <p>I. Bank reconciliations (Appendix A)</p> <p>II. Budget monitoring report.</p>

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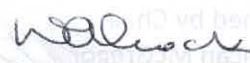
  
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	<p>These were noted by Council</p> <p>b. Councillors to note receipts since the last meeting. Receipts were approved by Council.</p> <p>c. Councillors to approve payments. (Appendix B) The payments as presented were approved by Council.</p> <p>d. Councillors to agree to pay Clerks working from home allowance and printing expenses .</p> <p>The Clerk explained that it was common practice to pay the tax-free allowances for working from home. This had not been pointed out to the clerk at time of appointment. Looking back at archived data Council have paid the previous Clerk this allowance.</p> <p>The Clerk has been printing council documents at her own expense. Common practice is to pay an agreed figure per sheet with the clerk providing the printer and consumables related to any printing.</p> <p>Council agreed to pay the current working from home allowance (pro-rata £6 per week) to the Clerk at £2 per week and 8p per printed paperwork from the 1<sup>st</sup> November 2023. The Clerk to provide a statement of expenses every 3 months for approval to Council.</p> <p>e. Councillors to consider the draft Budget for 2024/25 and make a decision on the precept for the next financial year.</p> <p>A lengthy discussion was held over the budget. The Clerk explained that the shortfall of precept against expenditure had been subsidised from the general reserve for the last 2 years. This cannot be sustained for future years as reserves are not available. The proposed budget will lead to a 48.14% increase for Council Tax Band D.</p> <p>Council felt that they couldn't agree this budget as additional considerations need to be made around Councillor expenses. Deferred until January 24 meeting.</p> <p>f. Council to make a decision on the earmarked reserve for The Mill for £1000.</p> <p>The Clerk explained that the general reserve was currently in deficit of £589.56. Council had previously discussed whether the £1000 held as earmarked reserves in relation to potential legal fees towards possible planning enforcement for The Mill against change of use.</p> <p>To be deferred until the budget is approved at the January meeting</p> <p>g. To approve the NJC National Pay Award for 2023/24 and arrears from the 1<sup>st</sup> April to 30<sup>th</sup> November.</p>
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Wendy Alcock



Date: 23/01/2024

	<p><b>Council accepted and approved the pay agreement and agreed to pay the arrears to the Clerk against the new pay award from the 1st August.</b></p>
7	<p>Governance:</p> <ul style="list-style-type: none"> <li>a. Councillors to review and approve and adopt the following policies as presented. <ul style="list-style-type: none"> <li>i. Complaints Policy</li> <li>ii. Equality and Diversity Policy</li> <li>iii. Health and Safety Policy</li> <li>iv. Safeguarding Policy</li> <li>v. Working with Volunteers</li> </ul> </li> </ul> <p>The Policies above as presented to Council were approved.</p>
8	<p>Denham Village Hall: To receive an update and consider any action required.</p> <p>Building work progress going to plan.</p> <p>Issues – grey waste from the kitchen currently pipes into the drain by the road. The builder are providing a quote for this additional work.</p> <p>Cracks identified in the walls which will require a structural engineers reports.</p> <p>Currently working within budget.</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"> <li>a. SCC consultation on improvements to Bus Network – DM reported on his attendance of this meeting.</li> <li>b. BMSDC – Grant award, Pride in Your Place – Grant awarded of £196 for litter picking equipment. Clerk to purchase equipment to for storage at the village hall when it is open.</li> <li>c. BMSDC – Listed buildings consultation – Cllrs to comment as appropriate.</li> <li>d. Nomination for member on the joint consultation group for the ETRO at Eye – For decision. Cllr N Ford volunteered to be the Council representative.</li> </ul>
10	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Representative on the Parish working group for concerns with the Cranswick expansion application.</p> <p>2024/25 – Budget and precept claim to include a proposal for Cllr Expenses.</p> <p>To consider the earmarked reserves in relation to The Mill and other planning matters.</p>

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Date: 23/01/2024

11	Proposed change of date of the next published Parish Council meeting from 16 <sup>th</sup> January 2024 to 23 <sup>rd</sup> January 2024 It was agreed that the next meeting date would be the 23 <sup>rd</sup> January 2024	
12	Meeting closed at 21:05	

11	<p>Any other matters for information, to be noted, or for inclusion on a future agenda.</p> <p>Representative on the Parish working group for concerns with the Cranwick expansion application.</p> <p>2024/25 - Budget and precept claim to include a proposal for Cllr Expenses.</p> <p>To consider the earmarked reserves in relation to The Mill and other planning matters.</p>	
10	<p>a. SCC consultation on improvements to Bus Network - DM reported on his attendance of this meeting.</p> <p>b. BM2DC - Grant award, Prize in Your Place - Grant awarded of £195 for litter picking equipment. Clerk to purchase equipment for storage at the village hall when it is open.</p> <p>c. BM2DC - Listed buildings consultation - Cllr to comment as appropriate.</p> <p>d. Nomination for member on the joint consultation group for the ET&amp;G at Fye - For decision. Cllr N Ford volunteered to be the Council representative.</p> <p>Correspondence: To receive and consider any correspondence to correspondence received which is not already covered within the agenda.</p> <p>Currently working within budget.</p>	
9	<p>Cracks identified in the walls which will require a structural engineers report.</p> <p>Builder are providing a quote for this additional work.</p> <p>Issues - grey waste from the kitchen currently pipes into the drain by the road. The builder work progress going to plan.</p> <p>Danham Village Hall: To receive an update and consider any action required.</p> <p>The policies above as presented to Council were approved.</p> <p>a. Consultation to review and approve and adopt the following policies as presented.</p> <p>i. Complaints Policy</p> <p>ii. Equality and Diversity Policy</p> <p>iii. Health and Safety Policy</p> <p>iv. Safeguarding Policy</p> <p>v. Working with Volunteers</p>	

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## Appendix A

### DENHAM Parish Council

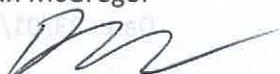
#### Bank Reconciliations @ 31.10.2023

Account balances as at 01 04 2023: Community	7,372.62
Add receipts in year: Community	49,814.25
Less payments in year: Community	47,541.61
Account balances as at 31 10 2023	9,645.26

#### Represented by:

Savings	1,970.33
Community	7,674.93
less unrepresented payments	-
plus unrepresented receipts	-
Available balances as at 31 10 2023	9,645.26

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Duncan McGregor



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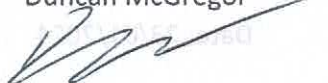
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## Appendix B

### PAYMENTS

REF	Invoice DATE	PAYEE	Ref	NOTES	GROSS	VAT	NET AMOUNT
022	25.09.2023	Needhams Contracts Ltd	BT	Septic tank inspections	£ 558.00	£ 93.00	£ 465.00
023	25.09.2023	Needhams Contracts Ltd	BT	Stage one application	£ 17,112.00	£ 2,852.00	£ 14,260.00
024	30.09.2023	SALC	BT	Payroll Fees P1-6	£ 54.00	£ 9.00	£ 45.00
025	01.10.2023	CAS	BT	Website hosting fees	£ 60.00	£ 10.00	£ 50.00
026	16.10.2023	W Alcock	BT	Wages P7	£ 194.27		£ 194.27
027	22.10.2023	HMRC	BT	P7 2023/24 P7 & P8	£ 97.20		£ 97.20
028	13.10.2023	Needhams Contracts Ltd	BT	Stage two application	£ 26,479.20	£ 4,413.20	£ 22,066.00
029	13.10.2023	E-on next	BT	Village hall electricity	£ 91.60	£ 15.27	£ 76.33
030	02.10.2023	Hollins Architects	BT	Professional services for VH	£ 213.66	£ 35.61	£ 178.05
031	25.10.2023	Needhams Contracts Ltd	BT	Stage three application	£ 22,375.98	£ 3,729.33	£ 18,646.65
032	06.11.2023	W Alcock	BT	Wages P8	£ 194.07		£ 194.07
033	17.11.2023	Needhams Contracts Ltd	BT	Stage four application	£ 19,703.00	£ 3,284.00	£ 16,419.99

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