



Minutes of The Annual Meeting (AGM) of Cavendish Parish Council held on Wednesday 8th May 2024. In the Cavendish Memorial Hall at 7.30pm.

Councillors present: Malcolm Halliday (Chair), Nicky Welch, Edward Gittins, Nicholas Vosper, Annette Williamott.

Also present: Kay Garner (Clerk), County Councillor Bobby Bennett, District Councillors Karen Richardson and Marion Rushbrook and 1 member of the public.

1. Acceptance of apologies for absence.

Apology was received from Councillor Richard Dawkins and accepted.

No apology was received from Councillor Mark Freeman.

2. Declaration of Interest in items on the agenda and dispensation requests.

No councillors declared an interest in any items on the agenda. No dispensation requests were received.

3. Approval of minutes of the meeting held on Wednesday 13th March 2024.

It was resolved that the minutes were correct. The Chair signed them.

4. Public Session (20 minutes)

- Notice Boards. A parishioner informed that the notice boards both outside the Memorial Hall and opposite the Bull Pub were exposed to the elements. He was advised that the Memorial Hall and the open one opposite the Bull were the responsibility of the CCA and to contact them directly.
- Gigaclear. A parishioner asked if work was complete. The Parish Council are not aware of any more work that was required other than any connections that are requested by householders.
- Repairs to pavements. A parishioner reiterated following his previous comments at previous meetings that if standard of repair following Gigaclears work is not to a satisfactory standard to report this to highways. They have ensured that Gigaclear then redid the work to the required standard.

5. Reappoint/Appoint Chair

It was proposed by Edward Gittins, seconded by Nicholas Vosper that Malcolm Halliday should be reappointed as Chair. It was unanimously approved by the councillors and agreed by Malcolm.

6. Reappoint/Appoint Deputy Chair

This could not be actioned as the current Deputy Chair was not in attendance.

7. Reappoint/Appoint Councillors Responsibilities

All current Councillors to retain their current roles and responsibilities except for Councillor Nicholas Vosper who will add The Community Orchard to his responsibilities.

8. County/District Councillors' reports

County Councillor Bobby Bennett reported that her Annual Summary will be available for the Annual Parish Meeting on 22nd May 2024.

Areas that she has been working on are:

- Road Closures. Pressing for better communication between utility companies, highways and the public. Recent closure of Cavendish High Street was not communicated at all.



- Flooding. Held meetings to discuss recent flooding and action required to alleviate this happening in the future. Including the entrance to Cavendish at the Clare side of the village.
- Childrens Services. New portfolio and has involved spending time with the safeguarding team visiting family hubs.
- Successful in securing £7.3 million from the government's local electric vehicle infrastructure but we're looking at how we can use that to boost electric vehicle charging networking we will be asking people to nominate sites that they think we need.
- Potholes. The programme of repairs is being completed and we are starting to see the outstanding areas completed.
- Nature. We are looking at the importance of Nature in Suffolk. We want to know where you favourite parts are. Local Nature Recovery Strategy (LNRS)

District Councillors Karen Richardson and Marion Rushbrook

- Bins. Council is proposing two extra bins per household. One for glass and one for food waste. They will be pushing for consultation to ensure the public have their say. Cavendish already recycle our glass in the bins provided and the Parish Council receive revenue from this. With food people use compost bins.
- Budget. Now that the elections are over, they will be seeing the availability of funds to be used in communities.
- Solar Panel. A parishioner enquired after the last meeting if there was funding for Solar Panels. This was investigated but at present it is not available.

9. Finance

- a) Financial Report End of Year Accounts 2023/2024

This was approved and signed by the Chair.

- b) April 2024 Accounts

This was approved and signed by the Chair.

10. Parish Councillors' Reports

Nicholas Vosper

Reported that he had completed his SALC training course which was very informative Allotments. These are well tended.

Nicky Welch

Pointed out that there is no sign outside the Memorial Hall informing that parking was only for the users of the hall/sports field. She will investigate purchasing one.

Annette Williamott

Parishioner had contacted her regarding the pothole outside the Sue Ryder shop. This had already been reported to highways.

Community Orchard. Still outstanding: a replacement for the current person managing the orchard.

Damaged planter. This has been repaired and will be filled with plants once the threat of frost has passed.



11. Chair Report

Chair is aware of the need to seek out volunteers to manage the orchard to replace the present incumbent. Notice to be put in next village magazine report.

He has been working with Community Heartbeat Trust to repair Memorial Hall defibrillator. New unit is required (see 20.)

Lower street bench – agreed that CCA can fit memorial plaque after bench is oiled.

Cost per unit has risen for Memorial Hall heaters – meters adjusted as required.

Replacement play-area equipment discussions with *Caloo* have taken place and meeting arranged with *Wicksteed*.

Investigations are taking place to increase the number of dog bins and rationalise litter bins.

Asked our maintenance contractor to apply preservative oil to the wooden benches in the village.

Complaint was made directly to the Chair that our maintenance contractor has been confronted as to whether he had the right to put waste in the Memorial Hall bins and accused of fly tipping. Our contractor is engaged by us to carry litter management and it is unfortunate that he was challenged in such a way. We are to look at supplying him with an ID badge or a hi-viz tabard with CPC on it.

A meeting was held between the Chair, our grass cutting contractor and members of Cavendish Cricket Club to determine the best way forward regarding the cutting of the outfield.

The Parish Council is still in possession of certain equipment it no longer requires (strimmer, sprayer etc). It was agreed they should be sold and to give our maintenance contractor first refusal. Chair to investigate.

12. To receive an update on the list of actions agreed at the last meeting.

All outstanding actions from the last meeting have been completed.

13. Planning Applications

DC/24/0463/FUL

Proposal: Planning application - a. three dwellings with demolition of existing steel barns
b. associated access

Location: Ducks Hall, Ducks Hall Lane, Cavendish, Suffolk, CO10 8AL

Parish Council Response: Object

Parish Council Observation: 1. CPC consider the visual impact of three detached dwellings and their domestic paraphernalia would be more harmful to the character and appearance of the countryside than the existing Class Q permission. It would introduce an increased scale of development in terms of both area and built form that would be harmful to rural amenity.

2. The claimed sustainability benefits do not outweigh the harm identified above and many of such benefits can be achieved via the implementation of the existing Class Q permission.

3. The proposed layout and design of the dwellings are unsatisfactory and do not reflect a comfortable relationship with their setting, with existing development or indeed, with one another.

4. The proposed dwellings would form a discordant group without any of the characteristics of a small hamlet and would appear incongruous within this isolated countryside setting.

DC/24/0409/FUL



Proposal: Planning application - a. conversion of outbuilding to garage/workshop b. first floor dwelling

Location: Chinnerys, The Green, Cavendish CO10 8BA

Parish Council Response: No Comment

Parish Council Observations: This appears to be a sensitive conversion hence "no objection". We would query the Agent's claim that Listed Building Consent is not required. The building is within the curtilage of Chinnerys and would have been so when Chinnerys was Listed and hence would be Deemed Listed.

DC/24/0552/ELEC

Proposal: Application under the overhead lines (Exemption) (England and Wales) Regulations 2009 - overhead lines and installation of in-line pole

Location: Nether Road Cavendish Suffolk

Parish Council Response: No Comment

14. Audit 2023-2024

The following Housekeeping actions were completed as follows:

1. The standard "Standing Orders and Financial Regs. Confirmed that no changes are needed. Policies on website: affirmed all in order and that no amendments were due.
2. Formally Appointed the Clerk as "Responsible Financial Officer".
3. Confirmed The Council insurance is up to date and the Premium for 2024-25 has been paid.
4. Confirmed that the clerk does not wish to join a pension scheme and the council have completed a Declaration of compliance.
5. Signed off the updated Asset Register.
6. SALC has been appointed as our Internal Auditor.
7. The Internal control statement has been signed off.
8. Completed Financial Risk Assessment statement has been signed off.
9. AGAR (Annual Governance and Accountability Return 2023/24 Form 3) Section 1 – Annual Governance Statement 2023/24. Completed and Signed by Chair and Clerk.
10. AGAR (Annual Governance and Accountability Return 2023/24 Form 3) Section 2 – Accounting Statements 2023/24 Completed and Signed by Chair and RFO.

15. Tommy Soldier Statue

Planning permission question remains outstanding. Formal application may be required.

Action: Ted Gittins

16. EV Charging Points

Questions to be submitted to the provider to ensure feasibility of installing these.

17. His Majesty the King Portrait

This has been hung in the Memorial Hall.

18. Memorial Requests

Bench. All in favour of installing the bench. Formal planning application required.

Action: Ted Gittins

Tree. All in favour of installing a tree. Species, cost, location and appropriate planting date will be advised to the lady who is funding the tree. **Action:** Malcolm Halliday



19. Replacement Bench – Nether Road. All in favour of purchasing and installing a replacement bench.

20. Defibrillator

A new defibrillator will be purchased and installed outside of the Memorial Hall. Current one is no longer working and is not repairable.

21. Cavendish Parish Magazine – request to sponsor page (again)

It was unanimously agreed that the Parish Council would sponsor a page to the sum of £300.00.

22. Correspondence

A Donation request was received from Dedham Vale National Landscape and Stour Valley Joint Advisory Committee and Partnership. It was unanimously agreed that the Parish Council would donate £150.00.

23. Any other business for noting or including on the next agenda of the next meeting on Wednesday 10th July 2024.

None

There being no further business the meeting closed at 9.45pm.

Signed.....*M. Hattiday*..... (Chair) Dated.....*10/7/24*.....

Cavendish Parish Council

cavvpc@outlook.com



BANK ACCOUNT RECEIPTS To 31st March 2024

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
01/03/2024	Allotment Renewal Fee (Seeley)	40.00			40.00				
03/03/2024	Allotment Renewal Fee (Cooper)	40.00			40.00				
05/03/2024	Allotment Renewal Fee (Pickett)	40.00			40.00				
05/03/2024	Hall Hire - Ladies Badminton	65.00					65.00		
05/03/2024	Allotment Renewal Fee (Carter)	20.00			20.00				
06/03/2024	Hall Hire - K Vatter (Yoga)	150.00					150.00		
06/03/2024	Allotment Renewal Fee (Clifton)	40.00			40.00				
06/03/2024	Allotment Renewal Fee (Barrow)	40.00			40.00				
07/03/2024	Allotment Renewal Fee (Gladstone)	20.00			20.00				
11/03/2024	Allotment Renewal Fee (Barnett)	40.00			40.00				
13/03/2024	Hall Hire (Cooper)	22.00					22.00		
13/03/2024	Hall Hire Deposit (Smith)	25.00					25.00		
15/03/2024	Vosper M	20.00			20.00				
17/03/2024	Hall Hire (Cameron)	19.00					19.00		
17/03/2024	Hall Hire (Sudbury Scuba Club)	22.00					22.00		
18/03/2024	Hall Hire Cavendish Pre-School	250.00					250.00		
18/03/2024	Car Park Hire (Norms)	44.00					44.00		
18/03/2024	Hall Hire (Cameron balance)	25.00					25.00		
19/03/2024	Hall Hire - Community Shop	22.00					22.00		
21/03/2024	Luxsigns Ltd (Memorial - Bethell)	150.00		150.00					
22/03/2024	Hall Hire - Cavendish Care	10.00					10.00		
28/03/2024	WSC - Grant for Kitchen Floor	250.00						250.00	
28/03/2024	Hall Hire - Gainsborough	130.00					130.00		
29/03/2024	Hall Hire (Smith)	25.00					25.00		
29/03/2024	C. Turner - Sports Club Donation	500.00				500.00			
	Total for 1 mths to 31/03/24	2009.00	0.00	150.00	300.00	500.00	809.00	250.00	0.00
	Total b/wd	111571.77							
	Total for Year 2023/2024	113580.77							
	Less Expenses	52081.85							
	Net	61498.92							

Earmarked Funds as at 31/03/24		Bank account 31/03/24	
Cavendish Flowers	634.96	Current	51856.70
War Memorial	3000.00	Savings	9478.65
Memorial Hall (Incl Winter Warmer)	8500.00		
Traffic Management	6030.00		
Total earmarked funds	18164.96		
Reserve	43170.39		
Total	61335.35	Total	61335.35

BANK ACCOUNT PAYMENTS To 31st March 2024

			Category								
Date	TO WHOM	Cheque No./DD	Amount	ADMIN	MISC Other	Cemetery/ Allotments	Street Clean/Mail	Grass/ Trees	Hall Maint.	Hall Services	VAT
01/03/2024	James Munro Landscaping	23274	122.50				122.50				
01/03/2024	J Murcott Hall Cleaning	23275	203.00							203.00	
19/03/2024	Hall Hire Deposit Return	23257	25.00							25.00	
20/03/2024	Community Heartbeat Defib	23276	330.00								
25/03/2024	British Gas (Electric)	DD	998.71							948.77	49.94
26/03/2024	Chubb F&S	DD	19.74							16.45	3.29
28/03/2024	J Murcott Hall Cleaning	23284	223.08							223.08	
	Total for March		1922.03	0.00	0.00	0.00	122.50	0.00	0.00	1416.30	53.23
	Total Costs b/wd		50159.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Cost c/wd		52081.85	0.00	0.00	0.00	122.50	0.00	0.00	1416.30	53.23

M. Mitchell

8/5/24



Date	Source	Amount	Admin.
01/04/2024	Balance B/Fwd	61,335.35	61,335.35

BANK ACCOUNT RECEIPTS To 30th April 2024

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
03/04/24	Hall Hire - Stour Astronomy Society	44.00					44.00		
10/04/24	Hall Hire - K Vatter (Yoga)	200.00					200.00		
11/04/24	Hall Hire (L Jones)	44.00					44.00		
11/04/24	Electric - Pre-School	776.64						776.64	
11/04/24	Electric - Pre-School	86.40						86.40	
12/04/24	Hall Hire - K Vatter (Yoga)	200.00					200.00		
15/04/24	Hall Hire - Ladies Badminton	60.00					60.00		
17/04/24	Heating Meters	287.00						287.00	
18/04/24	Cavendish Pre-School Rent	250.00					250.00		
23/04/24	Hall Hire Deposit (Davy)	25.00					25.00		



23/04/24	Hall Hire - CCA	22.00					22.00		
24/04/24	Hall Hire - K Vatter (Yoga)	125.00					125.00		
25/04/24	West Suffolk Council Precept	29,650.00	29,650.00						
25/04/24	Hall Hire & Deposit (L Blackwell)	113.00					113.00		
30/04/24	Hall Hire - Gainsborough	130.00					130.00		
Total for April 2024		32,013.04	29,650.00	0.00	0.00	0.00	1,213.00	1,150.04	0.00
b/wd		61,335.35							
Total c/fw		93,348.39							
Less Expenses to 30/04/24		5393.73							
net		87,954.66							

Earmarked Funds as at 30/04/24 Bank account 30/04/24

Cavendish Flowers	634.96
War Memorial	3,000.00
Memorial Hall	8,500.00
Traffic Management	6,030.00
Total earmarked funds	9,664.96
Reserve	78,323.12
Total	87,988.08

Current	78476.01
Savings	9512.07

Total	87,988.08
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M. Mitchell

8/5/24