



**Minutes of The Annual Meeting (AGM) of Cavendish Parish Council took place on Wednesday 7<sup>th</sup> May 2025. In the Cavendish Memorial Hall at 7.30pm.**

**Councillors Present: Malcolm Halliday (Chair), Nicky Welch, Ted Gittins, Nicholas Vosper, Annette Williamott, Alison Kenny.**

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

**1. Acceptance of apologies for absence.**

No apology received from Councillor Shannon Craig

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

Alison Kenny. Planning Application DC/25/0581/TCA

**3. Approval of minutes of the meeting held on Wednesday 13<sup>th</sup> March 2024.**

It was resolved that the minutes were correct. The Chair (Malcolm Halliday) signed them.

**4. Public Session (20 minutes)**

Parishioner raised the following points:

- White marks reported by him previously are now disappearing outside the Memorial Hall, The Bull and various locations. Parish Council are still not aware of the reason for these.
- Concern of a self-seeding and overgrown tree in the Columbines area. Advised to report this to Suffolk Council using their reporting tool. District Councillor Karen Richardson offered to investigate this along with two further trees causing concern.

**5. Reappoint/Appoint Chair**

Malcolm Halliday informed the Council that he would not be standing for Chair. Nicholas Vosper agreed to stand as Chair.

Proposed by Ted Gittins

Seconded by Nicky Welch

Unanimously agreed.

**6. Reappoint/Appoint Vice Chair**

No Vice Chair was appointed.

**7. Reappoint/Appoint Councillors Responsibilities**

All current Councillors to retain their current roles and responsibilities except for Councillor Alison Kenny who will add War Memorial and Play Area and Footpaths to her responsibilities.

**8. County/District Councillors' reports**

Karen Richardson informed the Council that the Devolution process is still ongoing and that no further information is available on the set up and how this will affect all services.



Bobby Bennett reported that the libraries have been brought back under Suffolk Council control. This was to avoid the proposed opening hours reduction by the charity who previously ran the libraries.

Devolution continues and will lead to elections next year. A briefing is being held by Suffolk County Council for Parish Council representatives to attend.

Malcolm Halliday confirmed that he would be attending.

## 9. Finance

### a) Financial Report End of Year Accounts 2024/2025

This was approved and signed by the Chair (Nicholas Vosper)

### b) April 2025 Accounts

This was approved and signed by the Chair (Nicholas Vosper)

### c) Financial Regulations 2025

The revised agreement proposed was unanimously agreed and approved by all councillors.

## 10. Parish Councillors' Reports

**Malcolm Halliday** reported that along with Nicky and Annette they had carried out a review of the Clerk's wages and conducted an annual performance review. Following a satisfactory review it was resolved to lift the Clerk's current SCP LC1 from 13 to 14 effective from 17<sup>th</sup> March 2025 and backdated to April 1 2024. It was also resolved to lift the Clerk's SCP LC1 from 14 to 15 effective from April 1 2025.

Grass cutting is going well. Including the Sports grounds. However, we are yet to receive the £500 donation from them as they are awaiting monies from the trust.

We are also waiting for the monies from the trust to reimburse the Parish Council for the money spent on the repairs to the Memorial Hall.

**Alison Kenny** reported that the War Memorial Trust conditions on providing a grant was very detailed and restrictive. This meant obtaining quotes to satisfy their conditions was not feasible as several companies stated they would not be able to or wish to comply with these conditions.

A local company (Luxstone) provided a competitive quote (attached) and the standard of their work has been verified as good. As they do not meet the trust's requirements we would fund this work without applying to the trust. It was unanimously agreed to proceed with this.

### **Action: Clerk**

Play Area grants. These were currently being sought. Whilst the National Lottery Fund appears to be an option the application is complex. DC Karen Richardson provided contacts who may be able to assist.

**Nicholas Vosper** reported we had a volunteer to coordinate the work required in the Orchard. Harriet North lives in Glemsford but previously resided in Cavendish.

It was agreed that she would be approached to add her details to the village magazine along with a request for an article introducing herself.



There are no Allotment Plots available as the recent vacant half plot has now been taken. It was agreed that the current (two) general waste bins remain with signs placed on them reminding people that they are for allotment waste only.

#### **11. Chair Report**

(None – new chair)

#### **12. Model Standing Orders – New Version**

It was unanimously agreed to adopt the new version.

#### **13. AGAR**

1. AGAR (Annual Governance and Accountability Return 2024/25 Form 3) Section 1 – Annual Governance Statement 2024/25. Completed and Signed by Chair and Clerk.
2. AGAR (Annual Governance and Accountability Return 2024/25 Form 3) Section 2 – Accounting Statements 2024/25 Completed and Signed by Chair and RFO

#### **14. Planning Applications**

DC/25/0518/TPO

**Proposal:** TPO tree preservation order - one Beech (T422 on plan and within G7 on order) overall crown reduction by three metres and crown raise to five metres above ground level, one Beech (T431 on plan and within G8 on order) fell, one Beech (T436 on plan and order) fell

**Location:** Devonshire House, High Street Cavendish Suffolk CO10 8AS

**Parish Council Response:** No Comment

DC/25/0581/TCA

**Proposal:** Trees in a conservation area notification – five Alder (numbered 1-5 on plan) reduce height to two metres above ground.

**Location:** 2 Blacklands Hall Farm Barns, Water Lane, Cavendish. CO10 8AJ.

**Parish Council Response:** No Comment

DC/25/0527/LB

**Proposal:** Application for Listed Building Consent – replacement render to rear elevation

**Location:** Peacocks, High Street, Cavendish. CO10 8AW.

**Parish Council Response:** No Comment

DC/ 25/0637/TCA

**Proposal:** Trees in a conservation area notification - a. one Indian Bean (T1 on plan) - fell b. one Malus (T2 on plan) - overall crown reduction by up to one metre and thin by 20%

**Location:** Stour House, Melford Road, Cavendish. CO10 8AD.

**Parish Council Response:** No Comment

DC/ 25/0525/TCA

**Proposal:** Trees in a conservation area notification – one Ash (T1 on plan) fell

**Location:** Western House, High Street, Cavendish. Co10 8AR.

**Parish Council Response:** No Comment

#### **15. War Memorial**

See Agenda Item 11. Alison Kenny.

#### **16. July Parish Council Meeting Proposed Revised Date – Wednesday 16<sup>th</sup> July**

It was agreed to change to this date.

#### **17. Affordable Housing**

It was agreed to contact Housing Associations to determine if there is any interest in coming forward with a proposal for the village.

**Action:** Ted Gittins



**18. Parish Councillors – Contact Details**

To be added to the next Meeting Agenda

**19. Memorial Hall**

Donation of £2000 has been made to the Memorial Hall Trust by the estate of Dr Alan Norman (a previous PC Chair)

It was suggested that this monies fund the painting of the outside of the Memorial Hall. The trust to be contacted.

**Action: Malcolm Halliday**

**20. To receive any outstanding updates on the list of actions agreed at the last meeting.**

None Outstanding.

**21. Correspondence**

- Wales End Solar Farm – Public Consultation hosted by Noventum Power. Provisional date: 4<sup>th</sup> June 2025 16:30-20:30 @ The Memorial Hall, Cavendish.

- Memorial Hall – Front Wall and Notice Board  
It was agreed to remove the broken Notice Board.

**Action: Malcolm Halliday**

A quote for a replacement board will be obtained. The location of the board will be moved to a safer location.

**Action: Clerk**

The Wall in front of the Memorial Hall will be inspected and weeding arranged to be carried out.

**Action: Malcolm Halliday**

**22. Any other business for noting or including on the next agenda of the next meeting on Wednesday 16<sup>th</sup> July 2025.**

- Parish Councillors Contact Details
- Memorial Hall Notice Board

**There being no further business the meeting closed at 9.50pm**

**Signed:**

**(Chair)**

**Dated:**

16/6/2025



## Receipts and Purchases 2024\_2025

### Receipts

31/03/2022	31/03/2023	31/03/2024	Type	31/03/2025
25734.00	27450.00	27500.00	Precept	29650.00
166.00	0.00	0.00	Local Council Tax Grant	0.00
7.50	2.09	33.42	Bank Interest	96.60
502.50	665.00	975.00	Allotments	994.00
1062.50	2500.00	3083.25	Cemetery	2110.55
141.78	141.78	141.78	Wayleave (Eastern Power)	130.45
0.00	18.00	21.00	Dog Bags	12.17
0.00	19.00	44.00	Hall - Parking	0.00
450.00	0.00	0.00	Bank Compensation Payment	0.00
0.00	0.00	1500.00	Donation - Defib	0.00
0.00	0.00	500.00	Donation - Sports Club	0.00
0.00	0.00	200.00	Donation - Theatre Club	0.00
6775.00	8744.00	9748.00	Hall Bookings	9836.90
708.00	902.00	1798.16	Hall Meters	1424.00
107.87	500.00	0.00	Donations - Other	727.31
14.68	0.00	0.00	Refund - Overpayments	14.88
0.00	0.00	0.00	Incorrect Receipt in 2023_2024	-130.05
516.15	808.33	754.40	Pre-school Electric	2324.94
1070.40	924.60	837.94	Glass Recycling	891.60
0.00	303.83	0.00	Sponsorship	0.00
0.00	750.00	1000.00	Warm Wednesday Grant	1400.00
0.00	750.00	0.00	Grant for Speed Indicator	0.00
8000.00	0.00	0.00	Grant for Village Hall	0.00
0.00	0.00	0.00	Grant For Play Area	5000.00
300.00	0.00	0.00	Sale of Speedgun	100.00
0.00	0.00	0.00	Sale of Equipment	180.00
2.46	0.00	0.00	Non Presenting Cheque	0.00
0.00	0.00	25.00	Cavendish Book	0.00
45558.84	44478.63	48161.95	Total	54763.35
2621.92	3141.07	5,345.65	VAT Return	3427.71
48180.76	47619.70	53,507.60	Total	58,191.06




<b>Payments</b>				
<b>31/03/2022</b>	<b>31/03/2023</b>	<b>31/03/2024</b>	<b>Type</b>	<b>31/03/2025</b>
5164.80	7023.64	7199.49	Salary	8690.69
997.80	1923.12	1138.49	PAYE	399.68
586.00	449.00	565.20	Audit	677.00
2025.05	2190.07	0.00	Insurance	3997.59
90.00	90.00	54.00	Payroll	114.00
341.81	304.23	320.97	Stationery	211.57
456.84	457.33	434.46	Subscriptions	510.33
25.00	0.00	184.80	Training	347.00
103.32	120.97	393.97	Chair Expenses	474.60
100.00	100.00	417.00	Charitable Gifts	120.00
0.00	10182.83	8225.62	Grass Cutting	3208.75
200.00	40.98	37.05	Orchard Expenses	0.00
250.56	352.74	357.76	Cemetery Costs Bins	827.58
360.00	780.84	148.25	Tree Services	85.55
501.12	503.88	537.20	Hall Waste Disposal	551.72
65.50	65.71	88.97	Dog Bags	121.05
435.50	205.83	267.00	Playarea Repairs	2185.00
135.92	30.00	4650.32	Speedwatch	62.20
385.00	0.00	2414.40	Defibrillator	975.00
129.00	38.17	0.00	Paint Kit	0.00
240.00	186.88	0.00	Bottle Bank Area	0.00
5394.41	5812.34	3715.50	Street Cleaner	7959.15
221.29	395.62	0.00	Other	0.00
63.86	356.86	85.99	Allotment Wter Rates	168.64
307.84	321.04	268.58	Allotment Waste	367.12
1294.70	262.75	487.51	Covid 19 Payments/Warm Wednesday	965.15
300.00	300.00	0.00	Magazine Donation	300.00
72.50	822.23	0.00	Jubilee Gifts	0.00
25.00	25.00	30.00	Remembrance Day Donation	24.00



0.00	313.82	0.00	Waver Costs	520.00
0.00	157.48	0.00	Hall Screen	0.00
0.00	50.00	0.00	Wasp nest removal	60.00
0.00	340.00	250.00	Bench	370.00
1095.40	1370.01	2385.70	Hall Cleaner	2344.22
499.96	319.00	426.00	Hall - Music Licence	238.47
300.00	25.00	204.45	Hall Expenses	456.98
0.00	150.00	0.00	Speed Monitor Licence	0.00
2821.71	2342.71	10219.10	Hall Repairs	5859.83
2292.45	3119.15	3880.41	Hall - Electric	3590.85
363.53	531.66	627.66	Hall - Security/Fire	497.13
525.74	110.00	120.00	Website	120.00
1170.49	1270.08	404.09	Hall- Water Rates	808.06
0.00	0.00	51.00	Hall - Deposit Return	378.00
0.00	0.00	249.98	Hall- Table Tennis Table	0.00
0.00	0.00	29.99	Waders for Pond	0.00
0.00	0.00	12.88	Safety Goggles	0.00
0.00	0.00	67.20	Auto Innovations re sign	145.00
0.00	0.00	12.50	Gratia payment	0.00
0.00	0.00	81.91	WS Council election exps.	0.00
0.00	0.00	406.59	Glasdon uk re waste bins	356.89
0.00	0.00	630.00	Allotment - Clear Waste	570.00
29,342.10	43,440.97	52,081.99	Total	49,658.80
1,261.42	3,871.14	887.87	Vat on payments	4,447.35
30,603.52	47,312.11	52,969.86	Total	54,106.15



22,446.76	20,169.70	26,007.60	Receipts (Not Inc Precept)	28,541.06
6,162.60	8,946.76	8,337.98	Staff/Wages (Salary plus PAYE)	9,090.37
23,179.50	34,494.21	43,744.01	All other Payments	45,015.78
	<b>2023</b>	<b>2024</b>	<b>Accounting Statement</b>	<b>2025</b>
	60035	60073	1. Balances brought forward	61499
	27450	27500	2. Precept	29650
	20167	26008	3. Total Other Receipts	28541
	8946	8338	4. Staff Costs	9090
	0	0	5. Loan repayments	0
	38634	43744	6. All other payments	45016
	60073	61499	7. Balances carried forward	65584
	60073	61499	8. Total Value of Cash and short term investments	65584
	861167	864317	9. Total fixed assets	863620
	0	0	10. Total Borrowing	0

  
 7/5/25

Total for March 2025		4413.41	2794.71	0.00	18.00	0.00	0.00	0.00	1020.60	505.10	75.00
Total Costs b/fwd		49692.74	12720.60	5608.86	1345.34	6591.32	5503.47	5888.83	7814.07	3942.25	278.00
Total Cost 2024/2025		54106.15	15515.31	5608.86	1363.34	6591.32	5503.47	5888.83	8834.67	4447.35	353.00

7/5/25



**BANK ACCOUNT RECEIPTS To 31st March 2025**

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
02/03/25	Allotments - Clifton	40.00			40.00				
03/03/25	Hall Hire - Ladies Badminton	91.00					91.00		
06/03/25	Allotments - James	20.00			20.00				
07/03/25	Allotments	20.00			20.00				
07/03/25	Allotments - Vosper	20.00			20.00				
09/03/25	Hall Hire - Deposit (Akasha Yoga)	25.00					25.00		
10/03/25	Allotments - Pickett	40.00			40.00				
10/03/25	Hall Hire - Chapman	60.00					60.00		
11/03/25	Hall Hire - Deposit (Coburn)	25.00					25.00		
11/03/25	Allotments - Condliffe	20.00			20.00				
11/03/25	Cemetery (Heath)	150.00		150.00					
12/03/25	Hall Hire - George Savage Trust	7.00					7.00		
12/03/25	Allotments - Freeman	40.00			40.00				
13/03/25	Allotments - Gittins	40.00			40.00				
13/03/25	Allotments - Condliffe	20.00			20.00				
14/03/25	Hall Hire - Cavendish Care Quiz	10.00					10.00		
18/03/25	Hall Hire - Cavendish Pre School	250.00					250.00		
18/03/25	Hall Hire - Cavendish Bowls Club	42.00					42.00		
19/03/25	Allotments - Ward	20.00			20.00				
19/03/25	Hall Hire - Allison	22.00					22.00		
21/03/25	Cemetery (Holland)	300.00		300.00					
21/03/25	Hall Hire/Eastern Power Network	21.33				11.33	10.00		
22/03/25	Hall Hire (Fuller)	60.00					60.00		
24/03/25	Pre School Electric	195.22						195.22	
25/03/25	Hall Hire - Illuminators Quiz	10.00					10.00		
26/03/25	Cash - Hall Heating Meters	186.00						186.00	
31/03/25	Hall Hire Deposit (Gooch)	25.00					25.00		
31/03/25	Hall Hire - Yoga (Vatters)	168.00					168.00		

Total for 1 months to 31/03/25	1,927.55	0.00	450.00	280.00	11.33	805.00	381.22	0.00
Total b/wd	117,762.33							
Total c/wd	119,689.88							
Less Expenses	54,106.15							
Net	65,583.73							

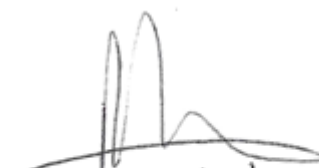
**Earmarked Funds as at 31/03/25**

Cavendish Flowers	647.13
War Memorial	3,000.00
Memorial Hall (Incl Winter Warmer Grant)	8,750.00
Play Area (Replacement)	5,000.00
Traffic Management	6,030.00
Total earmarked funds	23,427.13
Reserve	42,156.60
Total	65,583.73

**Bank account 31/03/25**

Current	55975.06
Savings	9608.67

Total	65,583.73
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7/5/25

**From 1st April 2025**

[illegible]

Date	VAT Number	Company	VAT Amount
23/04/25	684966762	British Gas (Electric)	75.56
23/04/25	312583869	KingNursery	15.00
24/04/25	226659933	Currys	33.17
28/04/25	439475808	Chubb F&S	5.18
			128.91

7/5/25



**BANK ACCOUNT RECEIPTS**

From 1st April 2025

Date	Source	Amount
01/04/25	Balance B/Fwd	65583.73

To 30th April 2025

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
03/04/25	Hall Hire - Koalas	168.00					168.00		
03/04/25	Hall Hire - Davy	35.00					35.00		
03/04/25	Hall Hire - Cobern	32.00					32.00		
07/04/25	Hall Hire- Davy	21.00					21.00		
16/04/25	SALC - Course Refund	416.40	416.40						
17/04/25	HMRC Vat Refund	1222.04							1222.04
22/04/25	Hall Hire - PreSchool	250.00					250.00		
24/04/25	Allotments - Westrope	20.00			20.00				
28/04/25	WSC - Precept	31322.00	31322.00						
	Total for April 2025	33486.44	31738.40	0.00	20.00	0.00	506.00	0.00	1222.04
	B/Fwd	65583.73							
	Total C/Fwd	99070.17							
	Less Expenses to 30/04/25	3755.45							
	Net	95314.72							

**Earmarked Funds as at 30/04/25**

Cavendish Flowers	647.13
War Memorial	3000.00
Memorial Hall	8750.00
Play Area (Replacement)	5000.00
Traffic Management	6030.00
Total Earmarked Funds	23427.13
Reserve	71887.59
Total	95314.72

**Bank Account 30/04/25**

Current	85706.05
Savings	9608.67

Total	95314.72
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*[Handwritten signature]*  
7/5/25



**Luxsigns Ltd**

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**LUXSTONE**

Cust No : GARN 5000947  
Quotation No : 201496

Ms Alison Kenny  
Cavendish Parish Council

25/04/2025

Dear Alison,

Please note that this quotation is valid for 30 days from the date above. Please be aware that on very rare occasions, issues may occur that could not be foreseen when the memorial was viewed. In this case, there may be an added cost incurred which will be kept to a minimum. For further information on this project, please see our covering letter.

**Order Details**

**Nett Price**

**VAT**

**Gross**

Renovation of war memorial on Cavendish village green.  
Clean steps and base of memorial and surrounding bollards  
with DOFFsteam cleaning system, hand cleaning if necessary  
with natural brush and ingredients.  
Clean bronze panels without removing. These will be cleaned  
very gently using a natural brush and ingredients. The  
letters will be enhanced by cleaning gently with a soft  
lint buffer \*. Clean and repaint chains in black.  
Enhance letters\*\*on stone by carefully hand painting (black)

Total cost incl. labour, materials and cost of hire equipmnt	£3,815.00	£763.00	£4,578.00
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<b>Nett Amount</b>	<b>£3,815.00</b>
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<b>VAT Amount</b>	<b>£763.00</b>
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<b>Gross Amount</b>	<b>£4,578.00</b>
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If you have any questions, or we can be of any further assistance, please do not hesitate to get in touch

Kind Regards

Lisa Perry

Errors and omissions excepted  
Luxstone - part of the Luxsigns Ltd group of companies  
Registered in England and Wales No. 03962825, VAT Registration GB 112931248  
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**BRAMM**