



Minutes of the Cavendish Parish Council that took place on Monday 16th June 2025. In the Cavendish Memorial Hall at 4.15pm.

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

Also present: Kay Garner (Clerk) and Ed Stevens (New Councillor).

1. Acceptance of apologies for absence.

None.

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

No councillor declared an interest in any item on the agenda. No dispensation requests were received.

3. Approval of minutes of the meeting held on Wednesday 7th May 2025.

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

4. Public Session (20 minutes)

No Members of the Public were present.

5. County/District Councillors' reports

No County/District Councillors were present.

6. Co-Option of New Councillor

Ed Stevens was formally co-opted onto the Parish Council. And took office immediately.

7. Finance

a) May 2025 Accounts

This was approved and signed by the Chair.

8. Parish Councillors' Reports

Alison Kenny

Broken steps leading from FP to Water Lane has been reported and are going to be repaired. FP sign missing from Ducks Hall Lane onto FP Reported but no response yet.

Spoken to landowner and rubbish near FP behind Nether Road is being sorted. Commenced looking into possible Lottery funding for the replacement play area.

Ted Gittins

Further email communication had been received via an email from Sue Downs, Rural & Community Housing Enabler and it informs us that WSDC may be able to fund Housing Needs Surveys. This will be followed up. He will be attending the Rural Housing Event in Stowmarket on the 10th of July 2025.

Malcolm Halliday

Pond – clearance had been carried out.

Cemetery – areas had been tidied up.

War Memorial – wreaths will be removed in preparation for the repair/cleaning of the War Memorial.

Broken Notice Board – Outside the Memorial. Arrangements will be made to have this removed along with tidying up the front wall.



Annette Williamott

Solar Farm. Met with the representatives of the proposed Solar Farm and walked the route with them prior to the consultation meeting hosted by them. Advised that an application was imminent. As soon as notification was received Clerk will advise all councillors.

Bank Account. Potential bank accounts are being investigated for the Council's move to online banking with BACS payment's facility.

Nicky Welch

Welcome Wednesday. Attendance numbers had dropped slightly but still well attended.

Nick Vosper

Orchard. Our new volunteer manager Harriet North had started to organise the work required. A request had been made to fund pruning of the Orchard later in the year. This will be on the Agenda for the finance committee in the first instance. Her work, so far, was appreciated.

A complaint had been received regarding alleged damage to a parishioners fence that abuts the Orchard and compensation was sought. He had been spoken to and all councillors agreed that there is no case to answer and compensation is denied. Nick will contact him advising him of this decision.

Allotments. Work has been carried out to clear overgrown areas in the Allotments. In particular the area adjoining Hermanna Cottage where a complaint had been received from the owner.

9. Chair Report

New chair had no report.

10. AGAR – Resubmitted

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

11. Any other business for noting or including on the next agenda of the next meeting on Wednesday 16th July 2025.

(a) Magazine Article

It was agreed that each councillor will write an article for the Cavendish Magazine. Rota as follows:

July 2025 – Ted Gittins

August 2025 – Malcolm Halliday

September 2025 – Annette Willamott

October 2025 – Nicky Welch

November 2025 – Alison Kenny

December 2025 – Nick Vosper



January 2026 – Ed Stevens

February 2026 – Kay Garner

(b) Meeting Dates for 2026 and APM/Community Fair

(c) Actions from result of Internal Audit

- Government Email Accounts
- Terms of Reference for the Finance Committee
- S137 Payments to be identified

Action: Clerk

There being no further business the meeting closed at 17.10.

Signed:

(Chair)

Dated:

10/9/25



Receipts

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
01/05/25	Hall Hire - Yoga (Vatters)	170.00					170.00		
02/05/25	Hall Hire - Allison	22.00					22.00		
02/05/25	Cemetery Plots (Gilbey)	750.00		750.00					
06/05/25	HMRC Vat Refund	235.29							235.29
08/05/25	Hall Hire - Gooch	96.00					96.00		
08/05/25	Hall Hire - Noventum	69.00					69.00		
09/05/25	Hall Meters - Cash	294.00						294.00	
12/05/25	Hall Hire - Allison	22.00					22.00		
13/05/25	Electric - Pre School	104.25						104.25	
16/05/25	Hall Hire - Quiz	10.00					10.00		
18/05/25	Hall Hire - Deposit (Petts)	25.00					25.00		
19/05/25	Hall Hire - Pre School	250.00					250.00		
19/05/25	Hall Hire - CCA	133.00					133.00		
25/05/25	Interest from Bank Account	99.65	99.65						
Total for May 2025		2280.19	99.65	750.00	0.00	0.00	797.00	398.25	235.29
B/Fwd		99070.17							
Total C/Fwd		101350.36							
Less Expenses to 31/05/25		9379.92							
Net		91970.44							

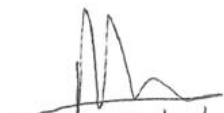
Earmarked Funds as at 31/05/25

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	68543.31
Total	91970.44

Bank Account 31/05/25

Current	82262.12
Savings	9708.32


Total	91970.44
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16/6/2025



BANK ACCOUNT PAYMENTS To May 31st 2025

				Category											
Date	TO WHOM	Cheque No./DD	Amount	ADMIN	MISC Other	Cemetery/ Allotments	Street Clean/Maint.	Grass/ Trees	Hall Maint.	Hall Services	Hall Deposit Return	VAT	S137		
01/05/25	SALC Payroll Services	23459	54.00	45.00								9.00			
01/05/25	SALC Membership Subscription	23458	415.29	415.29											
06/05/25	Anglian Water (Allotments)	DD	18.00			18.00									
09/05/25	James Munro Landscaping	23465	1530.00					1530.00							
12/05/25	J Murcott Hall Cleaning	23464	204.99							204.99					
14/05/25	West Suffolk (Bins) Allotments	DD	38.01			38.01									
14/05/25	West Suffolk (Bins) Memorial Hall	DD	57.15							57.15					
14/05/25	West Suffolk (Bins) Cemetery	DD	85.72			85.72									
20/05/25	Luxstone - War Memorial Repair	23469	1000.00		618.50							381.50			
20/05/25	Luxstone - War Memorial Repair	23470	289.00		289.00										
20/05/25	Luxstone - War Memorial Repair	23468	1000.00		1000.00										
20/05/25	Hall Hire Deposit Return (Davy)	23466	25.00								25.00				
21/05/25	British Gas (Electric)	DD	193.16							183.96		9.20			
21/05/25	Cavendish Magazine	23471	300.00		300.00										
22/05/25	WSC Refund (Cemetery Bins)	CR	-425.96			-425.96									
23/05/25	Stationery/Ink	23474	41.46	37.12								4.34			
23/05/25	Clerk Wages (K Garner)	23472	767.57	767.57											
28/05/25	Chubb F&S	DD	31.08							25.90		5.18			
	Total For Period		5624.47	1264.98	2207.50	-284.23	0.00	1530.00	0.00	472.00	25.00	409.22	0.00		
	B/Fwd		3755.45												
	C/Fwd		9379.92												


16/6/2025