



Minutes of Annual Meeting (AGM) of Cavendish Parish Council took place on Wednesday 13th May 2026. In the Cavendish Memorial Hall at 7.30pm.

Councillors Present: Nicholas Vosper (Chair), Nicky Welch, Annette Williamott, Ed Stevens, Ted Gittins.

Also present: Kay Garner (Clerk), District Councillor Marion Rushbrook, County Councillor Bobby Bennett and 4 members of the public.

1. Reappoint/Appoint Chair

Nick Vosper

Proposed by Nicky Welch

Seconded by Ted Gittins

Unanimously agreed.

2. Reappoint/Appoint Vice Chair

No Vice Chair was appointed.

3. Reappoint/Appoint Councillors Responsibilities

All current Councillors to retain their current roles and responsibilities.

Ed Stevens will join the Finance Committee and add War Memorial and Play Area to his responsibilities.

4. Acceptance of apologies for absence.

None

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

None

6. Approval of minutes of the meeting held on Wednesday 11th March 2026.

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

7. Public Session (20 minutes)

- A resident asked about the impact the new Glass collection service implemented by Suffolk County Council and how it would affect our bottle bank payments received. It was explained that our income is guaranteed for the next three years from this. We are investigating the feasibility of retaining our bottle bank and receiving payments.
- Although not a parish matter, a resident raised a warning about gift cards from major retailers being cloned, which can render the cards worthless upon receipt.
- Representatives from the Children's Home confirmed that it is now operational and has resident(s).

8. County/District Councillors' reports

District Councillor Marion Rushbrook provided an update on the Local Plan, the restarting of the Locality Budget availability, New Recycling Bins commencing on the 1st of June. The proposed Forest City is unlikely to affect Cavendish.

County Councillor Bobby Bennett was delighted to re-elected as a result of the recent election. And would continue to serve our community and assist, where possible, with any local issues.

9. Finance



a) Financial Report End of Year Accounts 2025/2026

This was approved and signed by the Chair.

b) March 2026 Accounts

This was approved and signed by the Chair.

c) April 2026 Accounts

This was approved and signed by the Chair.

10. Parish Councillors' Reports

- Councillor Ed Stevens reported receiving a complaint regarding an overgrown hedge in Church Walk. He will investigate the matter and report back on any work required by the ground's person.
- Councillor Annette Williamott advised that Welcome Wednesday continues to be well attended, and the recent lunches provided have been very well received.

The new bank account is operating smoothly, with the old account gradually being phased out.

Although a local resident expressed concern that the Green was not looking at its best, it was unanimously agreed that this was not the case, and members were pleased with the standard maintained by the grass-cutting contractor.

- Councillor Ted Gittins reported that he had received advice regarding the proposed action to address the erosion of The Green. It was unanimously agreed that the new proposed barrier should be positioned along the current line rather than the original line. He will investigate suitable barrier options and report back at the next meeting.

11. Chair Report

Nick Vosper reported that that all Allotment Plots are now in use.

The Orchard pruning had been successfully carried out by Harriet and her team and thanks were extended to them for their work.

12. AGAR

1. AGAR (Annual Governance and Accountability Return 2025/26 Form 3) Section 1 – Annual Governance Statement 2025/26. Completed and Signed by Chair and Clerk.
2. AGAR (Annual Governance and Accountability Return 2025/26 Form 3) Section 2 – Accounting Statements 2025/26 Completed and Signed by Chair and RFO

13. Planning Applications

DC/26/0467/LB

Proposal: Application for listed building consent - replacement of front elevation windows

Location: Middle Cottage High Street Cavendish Suffolk CO10 8AZ

Parish Council Response: Support

DC/26/0672/TCA

Proposal: Trees in a conservation area notification - one Conifer (red on plan) fell

Location: Factory Yard, Factory Cottage High Street Cavendish Suffolk

Parish Council Response: Support

14. Affordable Housing



Ted Gittins reported that, following discussions with a housing association, the next step would be to write to landowners who may be willing to sell their land. It was agreed to put the matter to a vote, which was carried by a majority decision.

He will draft a letter, which will be passed to the Clerk for formal issue.

15. Memorial Hall

Window Repairs.

It was acknowledged that the quote received for repairs to the wooden windows was understandably high and would likely result in ongoing maintenance costs. It was therefore proposed that quotations be obtained for replacement UPVC windows. This was unanimously agreed.

Action: Clerk

16. Use of the Green

- Cavendish Primary School for Colour Run. Agreed and Approved.
- Illuminators – Installation of stainless-steel sleeve for Christmas Tree. Agreed and Approved.
- Vehicle Drive Out Meet. Agreed and Approved.

17. Pond

Councillor Ed Stevens agreed to investigate the cause of the potentially blocked fountain and take any necessary action.

18. Orchard

A request had been received for additional funding for Water Butts, Roofing and Guttering from Harriet North. It was unanimously agreed to approve this. Funding will be sought from the District/County Councillors Locality Funds.

19. Correspondence

- Donation to Lighthouse Women's Aid – Proposed £50. Unanimously agreed and approved.
- Donation to Cavendish Magazine for £300.00. Unanimously agreed and approved.

20. Any other business for noting or including on the next agenda of the next meeting on Wednesday 8th July 2026.

None

21. Presentation to Malcolm Halliday

A presentation was made to former Chair and Councillor Malcolm Halliday who has now left the village. Thanks were expressed for his many years of exemplary service to the village and the Parish Council. He will be greatly missed.

22. Finbow-Ambrose Trust Meeting

This meeting did not take place as the secretary for the Trust was not in attendance.

There being no further business the meeting was closed at 20:50.

Signed:

Date:

8/7/2026



Receipts and Purchases 2025_2026

31/03/2024	31/03/2025
975.00	994.00
0.00	0.00
33.42	96.60
0.00	0.00
25.00	0.00
3083.25	2110.55
21.00	12.17
1500.00	0.00
500.00	0.00
200.00	0.00
0.00	727.31
837.94	891.60
0.00	5000.00
0.00	0.00
0.00	0.00
44.00	0.00
9748.00	9836.90
1798.16	1424.00
0.00	-130.05
0.00	0.00
0.00	0.00
27500.00	29650.00
754.40	2324.94
0.00	14.88
0.00	180.00
0.00	100.00
0.00	0.00
1000.00	1400.00
141.78	130.45
48161.95	54763.35
5345.65	3427.71
53507.60	58191.06

Receipts

Type	31/03/2026
Allotments	920.00
Bank Compensation Payment	0.00
Bank Interest	181.04
Bank Transfer from Savings Account	9708.32
Cavendish Book	0.00
Cemetery	4142.00
Course Cancellation	416.40
Dog Bags	0.00
Donation - Defib	0.00
Donation - Sports Club	0.00
Donation - Theatre Club	0.00
Donations - Other	0.00
Glass Recycling	387.00
Grant For Play Area	0.00
Grant for Speed Indicator	0.00
Grant for Village Hall	0.00
Hall - Parking	0.00
Hall Bookings	8566.50
Hall Meters	1082.00
Incorrect Receipt in 2023_2024	0.00
Local Council Tax Grant	0.00
Locality Grant	600.00
Non Presenting Cheque	0.00
Precept	31322.00
Pre-school Electric	939.51
Refund - Overpayments	0.00
Sale of Equipment	10.00
Sale of Speedgun	0.00
Sponsorship	0.00
Warm Wednesday Grant	1100.00
Wayleave (Eastern Power)	59.62
Total	59434.39
VAT Return	4778.32
Total	64212.71

31/03/2024	31/03/2025
630.00	570.00
268.58	367.12
85.99	168.64
565.20	677.00
67.20	145.00
0.00	0.00
250.00	370.00
0.00	0.00

Payments

Type	31/03/2026
Allotment - Clear Waste	0.00
Allotment Waste	380.12
Allotment Water Rates	266.00
Audit	647.00
Auto Innovations re sign	0.00
Bank Charges	41.39
Bench	0.00
Bottle Bank Area	0.00

Summary AGAR



Receipts and Purchases 2025_2026

357.76	827.58	Cemetery Waste	145.52
393.97	474.60	Chair Expenses	0.00
417.00	120.00	Charitable Gifts	150.00
0.00	0.00	Courses	-13.20
2414.40	975.00	Defibrillator	0.00
88.97	121.05	Dog Bags	0.00
8225.62	3208.75	Grass Cutting - Sports Fields	2497.46
3715.50	7959.15	Grounds Maintenance	8927.50
2385.70	2344.22	Hall Cleaner	4009.05
51.00	378.00	Hall Deposit Return	350.00
3880.41	3590.85	Hall Electric	3611.58
204.45	456.98	Hall Expenses	641.54
426.00	238.47	Hall Music Licence	206.54
10219.10	5859.83	Hall Repairs	626.00
627.66	497.13	Hall -Security/Fire	1362.13
0.00	0.00	Hall Screen	0.00
249.98	0.00	Hall Table Tennis Table	0.00
537.20	551.72	Hall Waste	571.48
404.09	808.06	Hall Water Rates	1745.07
0.00	0.00	ICO	52.00
0.00	3997.59	Insurance	2376.52
0.00	0.00	Jubilee Gifts	0.00
0.00	300.00	Magazine Donation	300.00
37.05	0.00	Orchard Expenses	18.47
0.00	0.00	Transfer from Savings Bank Account	9708.32
12.50	0.00	Other Gratia Payment	0.00
0.00	0.00	Paint Kit	0.00
1138.49	399.68	PAYE	689.73
54.00	114.00	Payroll	45.00
267.00	2185.00	Playarea Repairs	3500.00
0.00	0.00	Refunds	20.00
30.00	24.00	Remembrance Day Donation	0.00
12.88	0.00	Safety Goggles	0.00
7199.49	8690.69	Salary	8539.05
0.00	0.00	Speed Monitor Licence	0.00
4650.32	62.20	Speedwatch	0.00
320.97	211.57	Stationery/Ink/CCTV Camera	101.00
434.46	510.33	Subscriptions	545.28
184.80	347.00	Training	0.00
148.25	85.55	Tree Services	134.00
29.99	0.00	Waders for Pond	0.00
0.00	0.00	War Memorial Repairs	3433.50
0.00	60.00	Wasp nest removal	0.00
406.59	356.89	WasteBins (Glasdon UK)	145.20
0.00	520.00	Waver Costs	0.00
120.00	120.00	Website	120.00
487.51	965.15	Welcome Wednesday (/Covid 19 Payments)	1166.80
81.91	0.00	WS Council election exps.	0.00

Summary AGAR



Receipts and Purchases 2025_2026

52081.99	49658.80	Total	57060.05
887.87	4447.35	VAT on payments	3845.57
52969.86	54106.15	Total	60905.62

2024	2025		2026
26007.60	28541.06	Receipts (Not Inc Precept)	32890.71
8337.98	9090.37	Staff/Wages (Salary plus PAYE)	9228.78
43744.01	45015.78	All other Payments	51676.84

AGAR

2024	2025	Accounting Statement	2026
60073	61369	1. Balances brought forward	65584
27500	29650	2. Precept	31322
26008	28671	3. Total Other Receipts	32891
8338	9090	4. Staff Costs	9229
0	0	5. Loan repayments	0
43744	45016	6. All other payments	51677
61499	65584	7. Balances carried forward	68891
61499	65584	8. Total Value of Cash and short term investments	68891
864317	863620	9. Total fixed assets	863512
0	0	10. Total Borrowing	0


13/5/2026



Payments

Date	TO WHOM	Cheque No./DD	Amount	Category									
				ADMIN	MISC Other	Cemetery/ Allotments	Street Clean/Maint.	Grass/Trees	Hall Maint.	Hall Services	Hall Deposit Return	VAT	S137
03/03/26	Allotment Overpaid (Freeman)	23556	20.00			20.00							
05/03/26	Water Rates (Allotments)	DD	43.00			43.00							
12/03/26	J Murcott Hall Cleaning	23557	178.60							178.60			
20/03/26	Welcome Wednesday Expenses	23552	286.35	286.35									
20/03/26	Santander Bank Charges	DD	9.98	9.98									
25/03/26	British Gas (Electric)	DD	549.02							457.52		91.50	
26/03/26	Chubb F&S	DD	32.33							26.94		5.39	
26/03/26	Clerk Wages (K Garner)	23553	676.12	676.12									
27/03/26	Transfer to Bank Account	TRN	9708.32										
31/03/26	Manual Credit Unity Handling Charge	DD	1.20	1.20									
31/03/26	Unity Bank Service Charge	DD	10.90	10.90									
Total For Period			11515.82	984.55	0.00	63.00	0.00	0.00	0.00	663.06	0.00	96.89	0.00
B/Pwd			49389.80										
C/Pwd			60905.62										


 13/5/2026



Receipts

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
02/03/26	Allotments (Seelay)	40.00			40.00				
02/03/26	Hall Hire - Yoga (Vatters)	130.00					130.00		
04/03/26	Allotments (Macdonald)	20.00			20.00				
05/03/26	Hall Hire (Mens Badminton)	7.00					7.00		
06/03/26	Cemetery Memorial (Gammon)	300.00		300.00					
06/03/26	Cemetery Ashes Plot 918	300.00		300.00					
06/03/26	Hall Hire - Cavendish Care	26.00					26.00		
09/03/26	Allotments (Westrope)	20.00			20.00				
09/03/26	Hall Hire (Simmons)	21.00					21.00		
10/03/26	Hall Hire (Bridge)	48.00					48.00		
10/03/26	Hall Hire (Ladies Badminton)	91.00					91.00		
12/03/26	Hall Hire (Bridge)	8.00					8.00		
12/03/26	Chq Deposit - Cemetery (Saxon)	300.00		300.00					
12/03/26	Chq Deposit - Allotment (Gittins)	40.00			40.00				
13/03/26	Hall Meters (Cash Deposit)	286.00						286.00	
16/03/26	Hall Hire (Brook)	25.00					25.00		
17/03/26	Cemetery Memorial (Wells)	300.00		300.00					
17/03/26	Cemetery Barnard Memorials	600.00		600.00					
19/03/26	Hall Hire (Mens Badminton)	7.00					7.00		
18/03/26	Pre-School Rent	250.00					250.00		
20/03/26	Deposit - UK Power Networks	12.48	12.48						
20/03/26	Allotments (Vosper)	20.00			20.00				
27/03/26	Transfer from Savings Account	9708.32	9708.32						
27/03/26	Closure of Savings Account	81.39	81.39						
30/03/26	Hall Hire (Mens Badminton)	7.00					7.00		
Total for March 2026		12648.19	9802.19	1800.00	140.00	0.00	620.00	286.00	0.00
B/Fwd		117148.25							
Total C/Fwd		129796.44							
Less Expenses to 31/03/26		60905.62							
Net		68890.82							

2025_2026 Accounts

[Signature]
13/5/2026

Receipts

Earmarked Funds as at 31/03/26

Cavendish Flowers	647.13
War Memorial	711.00
Memorial Hall	8750.00
Play Area (Replacement)	5000.00
Traffic Management	6030.00
Total Earmarked Funds	21138.13
Reserve	47752.69
Total	68890.82

Santander Bank Account 31/03/26

Current	62867.99
Savings	0.00

**Transferred to Current Account

Unity Trust Bank Account 31/03/26

Current	6022.83
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Total	68890.82
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Payments

BANK ACCOUNT PAYMENTS

From 1st April 2026

BANK ACCOUNT PAYMENTS To April 30th 2026

Date	TO WHOM	Cheque No. / DD / / Bank Payment	Amount	Category									
				ADMIN	MISC Other	Cemetery / Allotment s	Grass Cutting/S tree Maint.	Grass Cutting - Sports Fields	Hall Maint.	Hall Services	Hall Deposit Return	VAT	S137
07/04/26	Anglian Water (Allotments)	DD	43.00			43.00							
08/04/26	Anglian Water (Memorial Hall)	23554	424.70							424.70			
09/04/26	J Murcott Cleaning	BP	203.50							203.50			
09/04/26	Jackson Landscaping	BP	252.00					252.00					
09/04/26	James Munro Landscaping	BP	1730.00				1730.00						
13/04/26	Allotment Overpay (C James)	BP	20.00			20.00							
13/04/26	Hall Hire - Deposit Return	BP	25.00								25.00		
13/04/26	Hall Hire - Overpay (Bowls Club)	BP	36.00								36.00		
14/04/26	West Suffolk Bins (Allotments)	DD	39.42			39.42							
14/04/26	West Suffolk Bins (Cemetery)	DD	59.23			59.23							
14/04/26	West Suffolk Bins (Memorial Hall)	DD	59.23							59.23			
16/04/26	HMRC	BP	9.38	9.38									
16/04/26	SALC - Payroll Services	BP	54.00	54.00									
21/04/26	To Unity Bank Account	23555	60000.00	60000.00									
24/04/26	J Maynard & Son	BP	187.20						187.20				
24/04/26	Consumables (K Garner)	BP	25.70	25.70									
24/04/26	Pre-School - Unblock Drains	BP	508.80						508.80				
24/04/26	K Garner - Wages	BP	713.42	713.42									
24/04/26	J Munro Landscaping	BP	1360.00				1360.00						
28/04/26	Deposit Return (Mackenzie)	300001	25.00								25.00		
30/04/26	Unity Bank Charges	DD	10.00	10.00									
Total For Period			65785.58	60812.50	0.00	161.65	3090.00	252.00	696.00	687.43	86.00	0.00	0.00
B/Fwd			0.00										
C/Fwd			65785.58										


13/5/2026



Receipts

BANK ACCOUNT RECEIPTS

From 1st April 2026

Date	Source	Amount
01/04/26	Balance B/Fwd	68890.82

To 30th April 2026

Date	Source	Amount	Admin.	Cemetery	Allotments	Other	Hall Bookings	Hall Other	VAT
02/04/26	Hall Hire - Yoga (Vatters)	50.00					50.00		
07/04/26	Hall Hire - Strollercise	36.00					36.00		
07/04/26	Hall Hire - Strollercise	36.00					36.00		
08/04/26	Sports Club(Grass Cutting x2years)	1000.00				1000.00			
09/04/26	Hall Hire - Astronomy Society	63.00					63.00		
13/04/26	Hall Hire - Lockdale Coins Ltd	91.00					91.00		
13/04/26	Hall Hire - Brook	44.00					44.00		
13/04/26	Hall Hire Deposit - Illuminators	25.00					25.00		
15/04/26	Hall Hire - Koalas	84.00					84.00		
20/04/26	Hall Hire - Pre-School	250.00					250.00		
21/04/26	From Sandtander Bank Account	60000.00	60000.00						
22/04/26	Hall Meters	261.00						261.00	
23/04/26	Hall Hire - Mens Badminton	7.00					7.00		
30/04/26	HMRC Vat Return	524.58							524.58
30/04/26	WSC - Precept	32289.00	32289.00						
	Total for April 2026	94760.58	92289.00	0.00	0.00	1000.00	686.00	261.00	524.58
	B/Fwd	68890.82							
	Total C/Fwd	163651.40							
	Less Expenses to 30/04/26	65785.58							
	Net	97865.82							

Earmarked Funds as at 30/04/26

Cavendish Flowers	647.13
War Memorial	3000.00
Memorial Hall	2000.00
Play Area (Replacement)	5000.00
Traffic Management	6030.00
Total Earmarked Funds	16677.13
Reserve	81188.69
Total	97865.82

Santander Bank Account 30/04/26

Current	2242.41
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Unity Trust Bank Account 30/04/26

Current	95623.41
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Total	97865.82
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13/5/2026