**Minutes of the Cavenham Annual Parish Meeting 7th November 2023 at Cavenham Club**

**Present :- Alison and Lee Richardson, Terry Newcombe, Tom Moore, Ruth Chipperfield, Ben Humphreys, Liz and David Goodman**

1. Welcome and Apologies. Apologies from Sarah Brownie, Kevin Blackman, Frank & Marylin Cox and Jo Dekkers, Denise Alexander.
2. Minutes of the meeting for May 2023 were received for comments and correction, none received.
3. Matters arising none received.
4. Election of a new RFO Due to Phillip Patterson standing down due to work commitments the meeting were asked for someone to stand for the post of RFO, Ben Humphreys agreed to take on the post of RFO and this was unanimously agreed.
5. Receive and accept the financial reports and statements including the Annual Governance Statement. In lieu of an RFO Ralph Brownie (Chair) presented a half year report of the bank account for the village, at present the account stands at £2054 including the precept payment of £840. Outgoings are £29.95 for the website £50.00 for the Village Memorial and £177.00 for the mower maintenance. A reserve sum of money will be kept for the tree maintenance.
6. Update on Planning Kevin Blackman reported that there was a Building Control application for 2 heat source pumps at Damson Cottage this is currently pending.5
7. Defibrillator Ruth Chipperfield has extensively researched the options open to the Village and presented information and a quote from The Community Heartbeat Trust. A discussion was had by the floor around the citing of the defibrillator, training for Villagers who are prepared to be ‘on call’ and service contract. The cost for the set up would be £2714.00. Ruth further explained and referred to the attached quote and information from the Community Heartbeat Trust. Questions were raised in respect of the maintenance, ongoing costs and community volunteers, which again are explained in the attached document. Ralph Brownie thanked Ruth for her work regarding the research and acknowledge that Ruth had submitted an application for a grand for the Department of Health. As there are Defibrillators in both Risby and Tuddenham Ralph Brownie asked if the floor knew of any issues.
8. Cavenham Village Green Ltd The group are regularly meeting and confirm that an application for the community chest through West Suffolk Council has been submitted. To replace and refurbish the park equipment will cost £140,000. The mowing season has come to an end and the recent work day in the park was well attended. Directors now have full access to the bank account but were firm about the major project (park refurbishment) has to happen or the village will lose the park. Tom Moore asked the chair about the £420.00 that had previously given to Cavenham Green from the Village meeting? Ralph Brownie explained that CVG has not presented an invoice for the money. Tom Moore explained that costs of petrol for the mower and maintenance are carried out by Martin Cartwright who only charges for parts had only recently been paid as the directors were not able to access the CVG bank account. Lee Richardson explained that volunteers helping with the upkeep on the park are using their own equipment such as hand mowers and that some benches have been removed from the park due to safety. He further advised that when the new equipment is in place there may be a need to a maintenance person but called for villagers to be involved. Liz Goodman raised the question of when the current benefactor who yearly gives money to CVG for the purposes of insurance, move or pass away who would take on the payments. Ben Humphreys suggested equipment being donated, Alison Richardson ask why funds could not come from the Village Meeting account. Ralph Brownie confirmed that not all costs can be given to the Village Meeting plus it is public money and requires a paper trail. Tom Moore commented that the upkeep i.e. maintenance should not be mates rates and Liz Goodman reiterated the earlier point for having a paper trail when asking for money from the Village Meeting. Tom Moore agreed that he will invoice the Village Meeting for the sum of £420.00 per year and that the current report from West Suffolk Council is condemning the current play equipment. Both Tom and Lee also reinforced the value of the money from the Village Meeting and that Village Green is an asset to Cavenham Village. Tom Moore asked Ralph Brownie if there could be an uplift in the current £420.00, Ralph Brownie confirmed that this figure will be paid as of 1st April 2024
9. Suffolk County Council report (Mr Colin Noble) Did not attend
10. West Suffolk District Council Report (Mr Dave Taylor
11. Police Report (Insp Connor Lyon)
12. AOB
13. To agree the date of the next meeting which is planned for 2nd May 2024

The meeting closed at 9pm.