

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

Tel: 01225 760372 or Email: clerk@marketlavingtonparishcouncil.gov.uk

VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of the **Annual Meeting** of the Parish Council **held on Tuesday 21st May 2024** **At 7.15pm in the Old School**

Councillors Present: Cllr Stevens (Chairman), Cllr Osborn (left at 7.35pm after resigning from the Parish Council following minute number 24/25-10a), Cllr Vine, Cllr Davis, Cllr Taylor, Cllr Fraser (left at 9.24pm), Cllr Turner-Scott, and Cllr Burn (left at 7.50pm).

In attendance: 12 members of the public (one arrived at 9.45pm, one left at 9.24pm, 2 left at 9.27pm, 5 left at 9.28pm, and 2 left at 9.50pm), Wiltshire Cllr Muns (left at 9.27pm), and Carol Hackett (Parish Clerk).

	AGENDA ITEM
24/25-1	Election of Chairman There being no other nominations, it was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to elect Cllr Stevens as Chairman of the Parish Council for the municipal year 2024/2025 (two abstentions – Cllr Osborn and one other Councillor).
24/25-2	Declaration of acceptance of office The Chairman duly signed her Declaration of Acceptance of Office.
24/25-3	Election of Vice-Chairman There being no other nominations, it was proposed by Cllr Turner-Scott, seconded by Cllr Vine, and resolved to elect Cllr Davis as Vice-Chairman of the Parish Council for the municipal year 2024/2025 (Cllr Osborn abstained from the vote).
24/25-4	Declaration of acceptance of office The Vice-Chairman duly signed his Declaration of Acceptance of Office.
24/25-5	Declaration of acceptance of office The Clerk confirmed that Cllr Rosemary Burn had signed her Declaration of Acceptance of Office form before the start of the meeting.
24/25-6	Apologies for Absence Cllr Boaden had sent apologies due to work commitments, which were accepted, and Cllr Roberts had sent apologies due to personal commitments, which were accepted.
24/25-7	Declarations of Interest and Dispensations to Participate a) Cllr Fraser declared an interest in item 24/25-16b as one of the payments for approval was payable to her. She took no part in the voting for this item. b) None.
24/25-8	Adjournment for Public Participation The meeting was adjourned at 7.22pm and resumed at 7.28pm.
24/25-9	Minutes of Council meetings a) Meeting of the Parish Council held on the 16 th April 2024. The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Davis, seconded Cllr Turner-Scott). Cllr Fraser abstained from the vote having not been present at the last meeting. b) Meeting of the Management & Finance (M&F) Committee held on the 30 th April 2024. The draft minutes were noted, and no questions asked. The following updates were provided – The Old School Cleaner had confirmed that 2.5hrs per week was sufficient time to carry out the cleaning – No further action therefore required. The Clerk reported that various Councillor training courses were available on-line through WALC,

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	<p>and information was awaited regarding possible 'group' training – ACTIONS – Summary of options to be presented at June Meeting for consideration. The following matters were considered further:</p> <p>i. Appointment of additional bank signatories – It was agreed to add the following Councillors as bank signatories, Cllr Turner-Scott, Cllr Stevens, Cllr Taylor, and Cllr Vine – ACTIONS – Clerk to prepare the necessary bank mandate for signing at the next meeting.</p> <p>ii. Year-end balances 2023/24 – It was proposed by Cllr Davis, seconded by Cllr Turner-Scott, and resolved to carry forward the following amounts of unspent budget provisions as at 31/3/24 into 'Earmarked Reserve:'</p> <ul style="list-style-type: none"> • Unspent Old School budget for OS Projects £3,000 • Unspent Play Area/Footpaths/Highways budge for HRAF Projects £3,800 • PWLB payment outstanding from 2023/24 for PWLB payments £2,073 • Unspent Elisha Field & Pavilion budget for HRAF Projects <u>£1,100</u> <p style="text-align: right;">TOTAL £9,973</p> <p>iii. Restricted Will Legacy Reserve – It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to allocate the following 2024/25 HRAF budget expenditure to the Restricted Will Legacy Reserve (it was noted that any further grass cutting costs could be added through the year):</p> <ul style="list-style-type: none"> • Handyman contractor hours worked £3,900 • Elisha Field grass cutting contract £1,680 • Footpaths and Amenity Land contract <u>£3,926</u> <p style="text-align: right;">TOTAL £9,506</p> <p>iv. Remaining 'OS Covid LRS Support Grant' money – It was proposed by Cllr Vine, seconded by Cllr Davis, and resolved to split the remaining £3,967 grant funding as follows:</p> <ul style="list-style-type: none"> • £1,967 to OS Projects EMR, and £2,000 to HRAF Projects EMR <p>v. To approve allocation of amounts to specific projects as detailed in the minutes – Not considered - Deferred to June meeting.</p> <p>vi. Governance, Finance & Management Risk Register half yearly review - It was proposed by Cllr Vine, seconded by Cllr Fraser, and resolved to approve the document unamended.</p> <p>vii. 'Community Engagement' Policy – It as proposed by Cllr Fraser, seconded by Cllr Vine, and resolved to prepare the above policy for the Parish Council.</p> <p>c) Annual Parish Meeting held on the 23rd April 2024 - The minutes of the meeting, having been previously circulated to Councillors, were approved, and signed as a correct record (proposed Cllr Turner-Scott, seconded Cllr Davis).</p>
24/25-10	<p>Monthly Reports</p> <p>a) Outgoing Chairman's Report – Cllr Osborn referred to recent events within the Parish Council which had resulted in a formal complaint being made by a Councillor to Wiltshire Council, against another Councillor. He apologised for not taking action early enough to deal with the Councillor complaint, or the inappropriate behaviours being displayed during meetings. He also referred to an error with the Parish Council Standing Orders regarding Code of Conduct Complaints which had hindered the complaint process with Wiltshire Council, and would need amending in due course. In light of these matters Cllr Osborn presented his resignation from the Parish Council with immediate effect.</p>

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	<p>b) Wiltshire Councillor Report – Cllr Muns referred to the Licencing Policy Review currently being undertaken and encouraged individual councillors to consider responding. He then provided an update regarding Blackdog Crossroads, and answered questions regarding Solar Farms.</p> <p>c) Friends of Canada Woods & Community Park Community Group (Cllr Fraser) – Meeting held on 8/5/24 - The meeting minutes were noted, and it was asked if the full names of the Group’s members could be provided. As agreed at the last Parish Council meeting, notes from Working and Community Groups, along with the Youth Council would just contain initials rather than full names. It was noted that the full names of the Working and Community Group members were available on the Terms of Reference documents. There were no updates provided, and as per the meeting minutes (minute number 4) and Terms of Reference for the Group, a formal request was made seeking permission from the Parish Council to apply for grant funding for items of woodland equipment for young people, and to repair the upslope of footpath MLAV2, and possibly the accessibility for MLAV2 behind Beechwood instead of using LHF1G. Following further discussion a request was made for the Community Group to provide a more detailed proposal regarding the application for grant funding for consideration by the Parish Council – ACTIONS – Detailed proposal to be prepared for consideration at next meeting. Cllr Fraser noted that the Group were currently collating a list of local groups and organisations to contact, which would include ‘Aim on the Plain’.</p> <p>d) Youth Council (Cllr Taylor) - Meeting held on 25/4/24 - The meeting minutes were noted. There were no questions asked, updates received, or matters needing further consideration.</p> <p>e) Additional Sports Facilities Working Group (Cllr Stevens) –</p> <ol style="list-style-type: none"> i. On-site meeting with Proludic 7/5/24, local residents 20/5/24 and Football Club 19/5/24 - Cllr Stevens referred to the recent three meetings and the on-going debate regarding the exact positioning of any new equipment. Position of equipment to be finalised at a future meeting. ii. Outdoor static gym equipment – The Clerk referred to the document which had been circulated to Councillors with details of the 2nd hand equipment for sale on Facebook, which included information received from the Parish Council’s insurers and the makers of the equipment. Following further discussion it was agreed that further enquiries and a close inspection of the equipment was required before any decisions could be made – ACTIONS – Cllr Stevens and Clerk to follow-up and report back at next meeting . <p>f) Vintage Meet 20th & 21st July 2024 (Cllr Stevens and Cllr Turner-Scott) –</p> <ol style="list-style-type: none"> i. Cllr Turner-Scott reported that preparations were going well, with a full itinerary of exhibits. ii. Suggested date of Saturday 6th July for a working party at Elisha Field starting at 10am – Noted. <p>g) Footpaths Working Group (Cllr Taylor) – Cllr Taylor reported that she had attended West Lavington and Easterton Parish Council meetings who were both happy to work with us on the many shared footpaths. It was noted that Easterton Parish Council were hoping to repair/replace the fencing adjacent to the Cemetery off Drove Lane. It was hoped that the surface of the adjacent footpath could be improved.</p> <p>h) Community Hall Trust Report</p> <ol style="list-style-type: none"> i. No updates provided. ii. Request from Community Hall Trust for a Parish Council contribution towards the cost of electricity for the lighting in the top carpark – The Clerk noted that attempts to calculate the estimated cost of electricity for the lighting had proved difficult due to unknown factors. Further information to be obtained and reviewed again at next meeting. <p>i) Any other reports – There were none.</p>
24/25-11	<p>Parish Council Committees / Meetings</p> <p>a) Alternative options the current approach of using committees – It was questioned whether it would be more transparent and open if the business currently being considered during committees could be brought back into the main Parish Council</p>

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	<p>meetings. Concerns were raised regarding the adverse effect this might have on the length of the main meetings in order to maintain the level of discussion and more in-depth knowledge for each matter, as afforded by the current committee meeting system. Following a full discussion, it was therefore proposed by Cllr Vine, seconded by Cllr Taylor, and resolved that 'Management & Governance' and 'Planning' matters would be considered during the main Parish Council meeting for a trial period of one year, with the 'Old School (OS)', 'Highways, Recreation, Amenity and Footpath (HRAF)', and newly named 'Finance' committees remaining (one abstention from the vote) – ACTIONS – Clerk to amend Terms of Reference for committees as necessary for approval.</p> <p>b) Representatives for external committees – The following appointments were agreed:</p> <ul style="list-style-type: none"> ➤ LHFIG – Cllr Davis ➤ JLC – Cllr Stevens and Cllr Turner-Scott ➤ MLCHT – to be appointed at June meeting <p>c) Parish Council Facebook page – As mentioned at the April meeting, it was suggested that an additional admin support volunteer be appointed to help manage the Facebook page. The Chairman referred to the offer kindly received from a local resident to help with this role. Following further discussion, Cllr Fraser stepped down from the role of Facebook Administrator and handed over details of the Facebook page to the Clerk to pass on to the new administrator/s – ACTIONS – information to be passed to local resident, and matter to be considered further at June Parish Council meeting.</p>
24/25-12	<p>Highways / Maintenance issues in the village</p> <p>a) LHFIG meeting 17/4/24 – Cllr Davis reported he had given advance notice that the Parish Council would be seeking traffic calming in Parsonage Lane to reduce the speeding as identified in the recent traffic survey. The desired 'priority outbound' chicanes at either end of the village were still on the LHFIG agenda, but until the Parish Council were in a position to be able to contribute 25% towards the cost of the assessment and subsequent work it was unlikely that the project could move forward.</p> <p>b) MLAV2 Footpath / riverbank slippage in Canada Woods</p> <ol style="list-style-type: none"> i. Dialogue with Wiltshire Council Rights of Way (ROW) Officer – The Clerk reported that a site meeting was due to be held with ROW warden on the 11th of June to consider options. ii. Repair options investigated – The Clerk reported that four contractors had been approached for proposals and quotes to repair the slippage, with only one response received. ii. Grant funding opportunities – The Clerk reported that a grant application had been submitted to Wessex Water for £2,000. It was proposed by Cllr Davis, seconded by Cllr Vine, and resolved to apply to LHFIG for grant funding if considered appropriate by the ROW Warden following the site meeting. iii. Quotes received – It was not appropriate to consider the quote received at the current time. iv. Any further actions – Clerk to action as necessary following site visit with ROW Warden. <p>c) Community Park grass cutting – The Clerk reported that the Handyman contractor had not had suitable equipment to cut the grass, Mark Goddard the Footpath/Amenity land contractor had therefore been instructed to carry out an initial cut. It was proposed by Cllr Turner-Scott, seconded by Cllr Vine, and resolved to ask Mark Goddard to continue cutting the grass for the remainder of the year, with a further 7 cuts – ACTIONS – Clerk to liaise with Contractor.</p> <p>d) Damage to wall at bottom of steps in Roman Way, and surrounding SSE substation on Grove Road – The Clerk referred to the response from Wiltshire Council Highways that both walls were private structure and did not form part of the public Highway. The wall on Roman Way surrounding a private parking area, so would be owned, and maintained by the properties it served, and SSE being responsible for maintenance of the substation – ACTIONS – Clerk to approach SSE and neighbours on Roman Way.</p> <p>e) Lavington Hill road sign – The Clerk reported that repainting of the sign had not been successful, and provided details of the quote to purchase a new one. It was proposed by</p>

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	<p>Cllr Vine, seconded by Cllr Davis, and resolved to purchase just the 'plate' name sign, without a frame at a cost of £59 + VAT and postage – ACTIONS – Clerk to place order.</p> <p>f) Any other updates – There were none.</p> <p>g) Excessive speeding and large agricultural machinery travelling along Kings Road – Information received from Easterton Parish Council was considered, and it was agreed to work with them to prepare a joint request to LHFIG to request a speed limit reduction and additional signage – ACTIONS – Cllr Davis to act as liaison with Easterton Parish Council.</p> <p>h) Steps leading up from Old School to Museum – The recent incident was noted. Cllr Davis reported that the Museum had already painted yellow paint on the edge of some of the steps, and he would attach some marking tape on any other steps as considered appropriate.</p> <p>i) New matters reported - Parish Steward (next visit 19th & 20th June) – would be tasked with focusing on Drove Lane in preparation for the Vintage Meet event.</p>
24/25-13	<p>Land at Elisha Field, Drove Lane – Lease between Market Lavington Parish Council and The Trustees of 1st Lavington Sea Scout Group</p> <p>The Clerk referred to the email received from the Parish Council Solicitors circulated with the agenda papers which detailed the additional points that the Scouts would like included within the draft lease. Following a full discussion, Councillors were happy to agree to the first two points which related to the slightly bigger footprint for the proposed new building, and allowing improved access onto the field from the carpark via the existing pedestrian gap on the left-hand side nearest the pavilion. With the third point however, further information regarding the extent of the activities was to be requested, and clarification regarding what agreements are/will be in place for the Parish Council and Football Club etc. for storage and general use of the building – ACTIONS – Clerk to follow up with Solicitor. An update received from the Scouts advised that the sale of the existing Scout Hall was being carried out by auction on the 11th of July 2024.</p>
24/25-14	<p>Correspondence Received</p> <p>a) From Wiltshire Council Planning Service – Invitation to attend Stakeholder engagement meeting Tuesday 25th June at County Hall Trowbridge, 6.15pm – Clerk, and two volunteers who came forward for the Neighbourhood Plan Review to attend – ACTIONS – Clerk to book places.</p> <p><i>Any other correspondence received before the meeting, but after the agenda has gone to print will be included in an appendix and discussed/noted at the meeting</i></p> <p>There was none.</p>
24/25-15	<p>Planning applications, decisions, and any other planning issues</p> <p>a) The following planning application received which had been considered at a Planning Committee meeting was noted:</p> <p>i. PL/2024/03208 Land off Fiddington Hill. Erection of 4 dwellings with attached single garages – Objection.</p> <p>b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted:</p> <p>i. PL/2023/07321 LBC & PI/2023/07290 (additional information / amended plans) 79 High Street. Proposed internal alterations, extensions, double bay garage, modifications, and refurbishment – No objection.</p> <p>c) To receive and consider planning applications . appeal notifications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule and an extension cannot be obtained</i>)</p> <p>There were none.</p> <p>d) The following recent planning application decision made by Wiltshire Council was noted:</p>

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	<ul style="list-style-type: none"> i. PL/2023/08288 Land at Spin Hill. Use of land for the stationing of caravans for residential use and the laying of hardstanding and erection of a dayroom ancillary to that use – Refuse. e) To review any matters referred to Planning Enforcement <ul style="list-style-type: none"> i. The Barn, Spin Hill. Unauthorised motocross track – The Wiltshire Council Enforcement Officer had advised that the remaining mounds would be removed over the next week or so depending on the site owners commitments. f) Neighbourhood Plan Review <ul style="list-style-type: none"> i. Steering Group volunteers – The Clerk reported that 11 volunteers had now come forward offering to be part of Steering Group. Cllr Turner-Scott and Cllr Stevens also offered to be part of the Group. It was therefore agreed that this was a sufficient number. ii. Planning Consultant – The Clerk referred to the information received from the Planning Consultant which had been circulated prior to the meeting, and detailed the process and likely costs for undertaking the Neighbourhood Plan Review. iii. Review of existing Neighbourhood Plan – It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to proceed with a review of the existing Market Lavington Neighbourhood Plan, using Anthony Northcote as the Planning Consultant – ACTIONS – Clerk to liaise with Consultant and Steering Group volunteers, and apply for grant funding when available.
24/25-16	<p>Finance</p> <ul style="list-style-type: none"> a) Councillors received and approved the financial reports - receipts and payments details for April 2024 (including card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date. b) It was resolved to approve the payment of 'card / on-line Payments' for May 2024, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings) – Proposed Cllr Davis, seconded Cllr Vine (see appendix at end of minutes). c) Use of variable direct debits to pay utility bills and other payments as considered appropriate (as per fin. Regs. Para. 6.7) – It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to approve the use of direct debits. d) Use of BACS as a method of payment (as per fin. Regs. Para. 6.9) – It was proposed by Cllr Taylor, seconded by Cllr Turner-Scott, and resolved to approve the use of BACS. e) Appointment of the Internal Auditor for the year ending 31/3/25 - The Clerk noted that a family member continued to work for the Internal Auditing Company currently used by the Parish Council, but confirmed that they would not be responsible for auditing the Parish Council's accounts. It was proposed by Cllr Vine, seconded by Cllr Stevens, and resolved to approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor. f) Council's subscriptions to other bodies (SLCC, NALC/WALC, WHVA, Rural Village Group, and ICO) – It was proposed by Cllr Taylor, seconded by Cllr Davis, and resolved to continue payment of the above subscriptions. g) Quarterly check of Parish Council accounts by Chairman of Management & Finance committee – Cllr Davis read out the report prepared by Cllr Fraser who had already left the meeting - all appeared to be in order following her quarterly review of the accounts as at 31/3/24. h) Electricity contract renewal for the Elisha Field Pavilion and Old School (current contract ends 30/6/24) – Councillors reviewed the summary of renewal options for a further 1-year contract, comparing the renewal offer from the existing supplier 'British Gas Lite' with the best offers obtained by the Utility Broker. It was proposed by Cllr Taylor, seconded by Cllr Stevens, and resolved to approve the renewal offer provided by the existing supplier – ACTIONS – Clerk to make the necessary arrangements.
24/25-17	Parish Council Accounts year ending 31st March 2024

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	<p>a) Internal Audit Report – The Clerk referred to the report circulated to members with the agenda papers, which had also been reviewed by the M&F Committee, and in which no formal recommendations had been made. It was proposed by Cllr Vine, seconded by Cllr Davis, and resolved to accept and approve the report.</p> <p>b) Section 1 of the Annual Governance and Accountability Return (Annual Governance Statement 2023/24) – It was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to approve and sign section 1 of the Annual Governance and Accountability Return (Annual Governance Statement).</p> <p>c) Section 2 of the Annual Governance and Accountability Return (Accounting Statements 2023/24) – It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to approve and sign section 2 of the Annual Governance and Accountability Return (Accounting Statements).</p>
24/25-18	<p>General Parish Matters Cllr Vine questioned whether Wayleave payments could be applied for on any other Parish Council owned land other than at Broadwell – ACTIONS – Councillors to advise Clerk of any utilities they are aware of on Parish Council land. Cllr Stevens noted the formal thanks of the Parish Council to Cllr Colin Osborn for his dedication and commitment during his time on the Parish Council, as both a Councillor and Chairman. It was agreed to spread the review of Parish Council documents, and policies as evenly as possible throughout the coming financial year following the decision for 'Governance and Management' to be brought back into the main Parish Council meeting on a trial basis. The Clerk referred to a request she had received to hire some tables from the Old School. With no formal hiring policy in place at the current time, councillors approved the request on the condition that any items damaged would be repaired or replaced, and a donation to the Parish Council would be requested – ACTIONS – Clerk to liaise with enquirer. Equipment Hiring policy to be considered at next Old School Committee Meeting.</p>
24/25-19	<p>Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 9.43 and resumed at 9.45pm.</p>
24/25-20	<p>Date of next Meeting/s Parish Council Meeting – Tuesday 18th June 2024.</p> <p>(Dates of Parish Council meetings for whole year – 16.7.24 / no meeting in August / 17.9.24 / 15.10.24 / 19.11.24 / 17.12.24 / 21.1.25 / 18.2.25 / 18.3.25 / 15.4.25 / 20.5.25)</p>
24/25-21	<p>Closure of meeting There being no further business the meeting was closed at 9.54pm.</p>

Appendix

Payments for approval at May Parish Council meeting				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	23/5/24	115.00	BP1
Handyman contractor monthly hours, and exps *	various	23/5/24	405.45	BP2
Clerk wages, and expenses **	various	23/5/24	998.26	BP3
Mark Goddard – Footpath and EF contract 2 of 7	Various	23/5/24	887.30	BP4
WALC – annual subscription	4140	23/5/24	855.25	BP5
D Fraser – reimburse Friendly Friday refreshments	RR 329	23/5/24	29.19	BP6
ML & E WI – S137 grant	4210	23/5/24	62.50	BP7
Fire Alarm Consultancy – 50% deposit for new fire alarm system in Old School	4440/120	23/5/24	1728.60	BP8

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TOTAL			5,081.55	
Payments made in between meetings				
M Goddard & Sons – verti-drain of Elisha Field	4710/140	20/4/24	900.00	BP
Rural Services Partnership – Annual subs	4140	21/4/24	60.00	BP
Lidl – Cleaning materials Old School	4450	18/5/24	18.51	card

* Handyman hours worked £375 + Petrol allowance £11.25 + black bags £19.20 = TOTAL £405.45

** Clerk monthly wages £994.50 + refreshments for APM £3.76 = TOTAL £998.26

£50,000 transferred from Current Account to Deposit Account 1/5/24

Current list of Direct Debits paid as at 1/4/24

Company	Purpose	Frequency	Amount inc. VAT where applicable
Water2Business	Water supply Old School	Monthly	£31.00
Water2Business	Water supply EF Pavilion	Monthly	£18.50
Aegon Sipp	Employer pension contribution for Clerk	Monthly	£39.78
PWLB	Loan repayments	Half yearly Half yearly	£4,409.17 £2,073.41
Daisy (was XLN Telecom)	Broadband Old School	Monthly	£82.32
British Gas Lite	Electric supply Old School	Monthly	Varies each month £141 March
British Gas Lite	Electric supply EF Pavilion	Monthly	Varies each month £15.04 March
1 & 1 Internet	Old School Website hosting fee	Monthly	£6.00
ICO	Annual subscription	Yearly	£35.00