

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 **Meeting** of the Parish Council **held on Tuesday 17th December 2024** **At 7.15pm in the Old School**

Councillors Present: Cllr Davis (Acting Chair), Cllr Taylor, Cllr Fraser, Cllr Poole, Cllr Turner-Scott, Cllr Bond (left the meeting at 8.20pm after resigning from the Parish Council), and Cllr Roberts.

In attendance: Eight members of the public (four left at 8.21pm, one left at 8.29pm and returned at 8.38pm, and one left at 9.12pm), Wiltshire Cllr Muns (left at 8.21pm), and Carol Hackett (Parish Clerk).

In the absence of Cllr Stevens, Vice-Chair Cllr Davis took on the role of Acting Chair.

	AGENDA ITEM
24/25-174	Apologies for Absence Cllr Boaden had given apologies due to work commitments, and Cllr Stevens had given apologies for personal reasons, both of which were accepted. Absent Cllr Sparkes and Cllr Morrison.
24/25-175	Declarations of Interest and Dispensations to Participate a) Cllr Fraser, Cllr Davis and Cllr Taylor declared an interest in item 24/25-181b as payments due for approval were payable to them. They took no part in the voting for this item. b) None.
24/25-176	Adjournment for Public Participation The meeting was adjourned and resumed at 7.16pm with no comments from members of the public present.
24/25-177	Minutes of Council meetings a) Meeting of the Parish Council held on the 19 th November 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 Taylor). Cllr Davis abstained from the vote having not been present at the last meeting. b) Finance Committee meeting held on the 10 th December 2024. The draft minutes were noted, with no questions asked. Cllr Poole provided some background information to the budget setting process, including details of the Legacy money received, and the hope that some of the projects the Parish Council hoped to progress could wherever possible be funded with the help of grants. He noted that the tax base figure issued by Wiltshire Council and used to calculate the precept had reduced this year putting an extra strain on the budget. With the retirement of the current Clerk, it had been acknowledged that the clerk was regularly working more hours than she was paid for, and this would need to be addressed with the appointment of the new Clerk. The following matters were then considered for approval: i. Draft budget for 2025/26 – Cllr Fraser questioned the revised figure in the budget being put aside for possible additional tree works in Canada Woods as part of the Management Plan 5-year review (reduced from £3,000 to £1,500). The Clerk noted that the HRAF projects budget could be diverted to tree works if necessary, and that currently only £106 of the £3,000 tree budget for 2024/25 had been spent. It was therefore anticipated that there could be an unspent amount at the financial year end which could then be carried forward into the Tree Works Earmarked Reserve for that purpose – Councillors indicated their support for ring-fencing funds in this way. Cllr Poole noted again the option of possible grant funding for tree work, and other projects. It was proposed by Cllr Turner-Scott, seconded by Cllr Taylor, and resolved to approve the budget for 2025/26 – two abstentions (Total receipts £84,444 / Total payments £94,957 (£10,513 of which

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	<p>to be funded from Legacy money).</p> <ul style="list-style-type: none"> ii. Precept requirement for 2025/26 - It was proposed by Cllr Davis, seconded by Cllr Turner-Scott, and resolved to approve the precept requirement of £80,132. £80,132 divided by 768.77 (tax base) = £104.23 band 'D' charge (an increase of £7.30 / 7.53% from 2024/25). Cllr Poole noted that when the Internal Auditor had reviewed the reserves of the Parish Council as at 31/3/24 they deemed that they were at an appropriate level. When calculating the budget for 25/26 it was hoped to maintain the reserves at the same level. iii. Parish Council Priority Projects for the next few years – Cllr Fraser questioned whether repairs to MLAV2 were still considered as a priority – which was re-affirmed. Cllr Poole referred to the recent contact with the Wiltshire Council Rights of Way Warden who had suggested that a permissive path could be created slightly away from the unstable footpath to provide a safe usable footpath for the community to use. Wiltshire Council would oversee the work and provide any materials if required for the surface. Cllr Poole referred to the list of projects identified by the different committees and circulated with the agenda papers, noting that as each project comes forward it will be reviewed to determine its priority, and if grant funding can be sourced. It was proposed by Cllr Poole, seconded by Cllr Roberts and resolved to progress with priority projects on this basis. iv. Amended Parish Council Financial Regulations – Cllr Poole noted that the new Model document produced by NALC was significantly different in its layout to the previous Model document which we were currently using. Having reviewed both documents with the Clerk and preferring the existing layout, an exercise was undertaken going through the new Model document and transposing any new and critical items into the existing document, which was now being presented to the Council for consideration. Cllr Fraser raised some doubts about this approach, and suggested more time needed to be taken to ensure the key points had been transposed correctly. In order to give more time for Councillors to review the document it was agreed to defer a decision on this matter to the January meeting.
24/25-178	<p>Wiltshire Councillor Report</p> <p>Cllr Muns referred to the Wiltshire Council Draft Local Transport Plan which was being consulted on at the moment, and encouraged everyone to respond to it. He noted the Government's recent changes to the National Planning Policy Framework (NPPF), which included significant increases to housing targets, along with their recent removal of the Rural Services Delivery Grant of £4million to Wiltshire Council. He then referred to the Government's recent Devolution proposals, getting rid of smaller authorities, as well as grouping together larger unitary authorities such as Wiltshire Council, with neighbouring councils. He then answered questions posed by Councillors and a member of the public - Housing allocation numbers likely to be released by Wiltshire Council in January, along with more details regarding the devolution plans. Resurfacing of Lavington Lane delayed due to crossing being installed, likely Spring 2025 at the earliest, and High Street (Drove Lane end) on the schedule but not sure when will be done. Concerns with barriers on Lavington Lane blowing over, very little that can be done. Clarification being sought from Planning Officers regarding 'green' and 'grey' belt land.</p>
24/25-179	<p>Market Lavington Neighbourhood Plan 2</p> <ul style="list-style-type: none"> a) Steering Group Meeting 3/12/24 – The Chair handed over to the Chair of the Steering Group who referred to the draft minutes. Cllr Bond who had attended the meeting as a member of the public expressed his concerns that the minutes were a 'whitewash' and did not include sufficient details of the views expressed at certain points during the meeting. This objection was noted, but no request was made for the minutes to be re-written. There were no further questions or comments made, or updates received. The following matter was considered: <ul style="list-style-type: none"> i. Terms of Reference for Steering Group – The Clerk referred to the request received from the Steering Group to re-designate the Steering Group as a 'Working Group' rather than a 'sub-committee' of the Parish Council, and the background information regarding this request circulated with the agenda papers. She noted that the

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	<p>Terms of Reference document template had originally been supplied by the Wiltshire Council Link Officer. Cllr Bond noted his objection to this re-designation, stating that both designations meant the same legally. The Chair of the Steering Group provided a detailed explanation of the differences between the two designations. Cllr Bond continued to express his concerns regarding this, along with the powers and remit of the Steering Group, after which he tendered his resignation from the Parish Council and left the meeting. The Chair brought the meeting back to order, thanking the Chair of the Steering Group for his explanation, which other Councillors supported. Concerns were raised by a number of those present regarding the behaviour of Cllr Bond at the Steering Group meeting. It was proposed by Cllr Davis, seconded by Cllr Fraser and resolved to approve the re-designation of the Steering Group to a 'Working Group' of the Parish Council. Wiltshire Cllr Muns noted that the West Lavington Steering Group was also designated as a 'Working Group'.</p> <p>b) Issues surrounding appointment of Anthony Northcote as Planning Consultant – Cllr Poole referred to the video meeting he and Cllr Stevens had had with the Planning Consultant, which had ended with a mutually acceptable solution recommending a settlement of his account claim covering the cost of the support he had already given to the Parish Council. The Chair asked what proposed actions were being considered to appoint a new Consultant. Cllr Poole noted that there was one Consultancy who had already submitted a proposal and quote, and two other Consultancies who had been identified with good experience in Neighbourhood Planning, whom it was hoped could be invited to submit their bids. He noted that approaching three consultancies would be in line with the normal tendering process for the Parish Council. Although the Councils Financial Regulations provided an exemption for certain professional services, including Planning Consultants, it was considered that as this was such a substantial piece of work it would be appropriate to demonstrate that the Council had gone through a tendering process. The Chair of the Steering Group expressed the hope that all three consultancies could be contacted in the next couple of days, with a view to submitting quotes in time for the next Steering Group meeting for consideration. A recommendation from the Steering Group could then be presented to the Parish Council at the January meeting, with a view to an appointment being approved, ready to start work on the 1st of February. It was proposed by Cllr Davis, seconded by Cllr Poole, and resolved to settle the claim made by Anthony Northcote of £1,045.47 – ACTIONS – Clerk to organise payment.</p> <p>c) Planning Consultant appointment to support Neighbourhood Plan 2</p> <p>i. Suspension of Parish Council Financial Regulations – It was proposed by Cllr Davis, seconded by Cllr Poole, and resolved to suspend part 11.1aii of the Regulations in order to go out to tender to more than one Planning Consultancy.</p> <p>ii. Tendering for Planning Consultant – It was proposed by Cllr Davis, seconded by Cllr Poole and resolved to approve the process for tendering for a new Planning Consultant as detailed above.</p>
24/25-180	<p>Parish Council Management and Governance</p> <p>a) Governance, Finance and Management Risk Register – Half yearly review – It was proposed by Cllr Davis, seconded by Cllr Fraser, and resolved to approve the document unamended.</p> <p>b) Appointment of new Parish Clerk – The Clerk noted that some applications had already been received, with the closing date being Friday the 20th of December. Subject to availability of Councillors on the Staffing Committee, the interviews would be held during the evening of Tuesday the 7th of January – ACTIONS – Clerk to liaise with committee members.</p> <p>c) PATS tests for Old School and Elisha Field Pavilion – Cllr Davis noted that he would hopefully have some available time to carry out the tests over the Christmas break.</p> <p>d) Parish Council Standing Orders – Item deferred until January meeting when Financial Regulations are reviewed.</p> <p>e) Parish Council website WCAG audit report – It was proposed by Cllr Turner-Scott, seconded by Cllr Davis, and resolved to approve the quote from TEEC of £25 + VAT to correct the colour contrast and missing header errors - ACTIONS – Clerk to advise</p>

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	<p>TEEC accordingly.</p> <p>f) Old School broadband provision – The Clerk noted that following problems with connectivity of the Hive Heating App she had contacted XLN (Daisy) the Broadband provider. They had suggested a change to a Fibre Broadband only contract, which it was hoped would help. With a phone line no longer included in the contract the price would drop from £88 to £27.95 per month. Noted by Councillors – ACTIONS – Clerk to provide Councillor with new Wi-Fi log-in details.</p>
24/25-181	<p>Finance</p> <p>a) Councillors received and approved the financial reports - receipts and payments details for November 2024 (including card payments, direct debits, and payments made in-between meetings), bank reconciliation and budget position for the financial year-to-date.</p> <p>b) It was resolved to approve the payment of 'card / on-line Payments' for December, as per the schedule provided, which included copies of accompanying invoices and paperwork (including any payments made in-between meetings). The Clerk noted one additional payment for approval – WS Swift Services Ltd £278.40 - Proposed Cllr Roberts, seconded Cllr Turner-Scott (Cllr Fraser, Cllr Taylor and Cllr Davis abstained from the vote).</p> <p>c) Quotes for treating flooring in two main rooms of Old School – the Clerk referred to details of all the quotes received as circulated with the agenda papers. It was proposed by Cllr Fraser, seconded by Cllr Davis and resolved to accept the quote from Total Floor Care for £2,160 + VAT – ACTIONS – Clerk to advise contractors accordingly.</p>
24/25-182	<p>Highways / Maintenance issues in the village</p> <p>The Chairman noted that the Parish Steward had a standing commitment at the moment to look at the gulleys on White Street and Drove Lane until well into the Spring.</p> <p>a) To receive any other updates – Following on from the discussion regarding slipped footpath MLAV2 under item 24/25-177biii, it was agreed that the Clerk would contact the Wiltshire Council Rights of Way Warden agreeing in principle with the proposal of the suggested permissive path, and asking for a joint site visit to consider the exact route. Clerk to also contact the contractor Ecolibrium to advise them about the latest slippage, and ascertain the position with regards to preparing plans and application for the FRAP permit etc. Matter to then be considered further at the January meeting.</p> <p>b) New matters to report - Parish Steward – work on footpath MLAV26 to remove some rocks on the incline section to make more accessible (steps may be appropriate). Also MLAV22 needed some digging out. Footpath from Grove Road behind houses on the Spring – remove moss on the surface. Cllr Taylor noted that she had recently met with the Footpath Contractor. It was suggested that some tweaks could be made to expand the specification, whilst at the same time reducing the extent and/or frequency of which some of the footpaths would be cut, thus ensuring the cost of the contract remained the same – ACTIONS – Cllr Taylor and Clerk to meet and review both documents.</p> <p>c) Footpath Slippage Canada Woods (reduce height of trees on far side of river) – It was proposed by Cllr Fraser, seconded by Cllr Davis, and resolved to approve the quote of £1,400 + VAT from Conservation Contractors (£1,280 of cost funded by Wessex Water grant already received) – ACTIONS – Clerk to advise contractors accordingly.</p> <p>d) Rights of Way – Cllr Taylor referred to the trees along MLAV16 (top of steps off Drove Lane towards Easterton) some of which are dead, with the suggestion that they are lowered in height to reduce the risk of them falling – ACTIONS – Cllr Fraser to look at in the first instance.</p> <p>e) Risk assessment of trees on Spin Hill – Cllr Roberts noted that Wiltshire Council had agreed to carry out a risk assessment on the trees under their responsibility through the cutting, but noted that there were other trees which were not their responsibility. A copy of the report would be sent to the Parish Council.</p> <p>f) Fallen trees on footpaths – Cllr Taylor referred to the fallen tree on footpath MLAV6 which had been reported to Wiltshire Council via MyWilts App. A dead tree on Drove Lane had been partly cleared and also reported on the MyWilts App.</p> <p>g) Defibrillator in the Easterton Sands / Kings Road area – The Clerk referred to the information provided by Easterton Parish Council. It was suggested that the priority</p>

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	<p>should be to the existing defibrillators in the centre of the village, one of which was likely to need replacing quite soon. It was noted that there was a First Responder living fairly close to that area, and grant funding might be a possibility. On this basis it was therefore agreed to decline the proposal for a jointly funded defibrillator – ACTIONS – Clerk to advise Easterton Parish Council accordingly.</p>
24/25-183	<p>Correspondence Received</p> <ul style="list-style-type: none"> a) From Church Street resident – photograph showing further damage to boundary wall caused by large vehicle – Noted, matter reported to Wiltshire Council by resident, feasibility assessment required before any further action can be considered. b) From Wiltshire Council – Definitive Map and Statement Modification Order for part of Drove Lane – Noted. <p><i>Other correspondence received before the meeting, but after the agenda had gone to print</i> No further correspondence.</p>
24/25-184	<p>Planning applications, decisions, and any other planning issues</p> <ul style="list-style-type: none"> a) The following planning applications received which had been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. PL/2024/09038 - Stobberts Agricultural Buildings, Stobberts Road, Market Lavington. SN10 4AZ. Construction of new self-build detached dwelling – Objection - Whilst the Parish Council still has highway access concerns, it recognises the previous planning permission approved at appeal for this site, of one dwelling house. With this in mind, of the two applications submitted by the applicant, it is considered that this application is of poorer design, and is therefore contrary to Core Policy 57. ii. PL/2024/09039 - Stobberts Agricultural Buildings, Stobberts Road, Market Lavington. SN10 4AZ. Construction of new detached dwelling - Whilst the Parish Council still has highway access concerns, it recognises the previous planning permission approved at appeal for this site, of one dwelling house. With this in mind, of the two applications submitted by the applicant, this application would be the preferred option of the Parish Council. In order to mitigate the effect on the highway, the Parish Council would like to strongly request that a condition be included in any planning approval, to prevent any further housing development elsewhere on the site. iii. PL/2023/10332 (Amended Plans / Additional information) Land South of Potterne Park Farm, Nr Potterne. SN10 5QT. Installation of a solar farm comprising ground mounted PV panels with a generating capacity of up to 49.9 MW, including mounting system, permanent on site grid connection hub, inverters, underground cabling, stock proof fence, CCTV, internal tracks and associated infrastructure, landscaping, biodiversity net gain and environmental enhancements for a temporary period of 50 years – Objection - The additional information submitted by the applicant does not alleviate the concerns previously raised (examples also given). b) The following planning applications received, which had not been considered at a Planning Committee meeting were noted: <ul style="list-style-type: none"> i. PL/2024/09500 LBC 7 Parsonage Lane. Replace the current central heating boiler located externally and remove the hot water tank located internally in a cupboard in bedroom 3 as well as removing a stud wall. Replace with a single energy efficient oil fired combination boiler with which will be located in the same position externally as the old external boiler using the existing pipework – No objections ii. PL/2024/10382 Tree works in a conservation area 6 Parsonage Lane. T1 sycamore tree remove to ground level due to it being bifurcated at 1 meter and becoming too big for surroundings in garden – No objections iii. PL/2024/10445 Tree works in a conservation area 6 Gyes Old Yard. Oak tree – reduce spread of lower limbs by 3m – Comments questioning if necessary

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	<ul style="list-style-type: none"> iv. PL/2024/09207 Laneside Cottage, Drove Lane. Whole house retrofit including replacement windows, and insulation over cladding to walls and existing roof structure. Single storey side extension to replace existing conservatory. Alterations to existing window openings. Alterations to annexe roof structure and form, including new raised roof terrace with external stair access. Engineering operations to lower ground levels – No Objections v. PL/2024/09577 28 Kings Road. Erection of three bay garage – No Objections 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>) There were none. d) The following recent planning application decision made by Wiltshire Council was noted: <ul style="list-style-type: none"> i. PL/2024/09207 Laneside Cottage, Drove Lane. Whole house retrofit including replacement windows, and insulation over cladding to walls and existing roof structure. Single storey side extension to replace existing conservatory. Alterations to existing window openings. Alterations to annexe roof structure and form, including new raised roof terrace with external stair access. Engineering operations to lower ground levels - Approve with Conditions e) The following updates on matters referred to Wiltshire Council Planning Enforcement were noted: There were none. f) The following recent planning appeal decisions were noted: There were none.
24/25-185	<p>Monthly Reports</p> <ul style="list-style-type: none"> a) Friends of Canada Woods & Community Park Community Group - Cllr Fraser referred to the current zip wire consultation which would end at the end of January. b) Youth Council - Cllr Taylor was pleased to announce that the Youth Council had won the Young Person of the Year Award sponsored by St Arbucks. Their next meeting would be in January. c) Rights of Way Working Group - Cllr Taylor reported that the group were currently assessing some of the footpaths to ascertain what work needed to be done (MLAV4, MLAV3 and MLAV1b). Two new people had come forward to join the group, and two working parties were planned for January. d) Community Hall Trust Report – With Cllr Bond having resigned and already left the meeting, no report was provided. e) Chairman’s Charity Account quarterly report – The Clerk referred to the finance spreadsheet showing the position after all the grants had been paid out from the profit of the 2024 Vintage Meet, noting that this left £1,389.33 in the bank account to fund the organisation of any future events. Cllr Fraser made reference to one anomaly in the spreadsheet – ACTIONS - Clerk to investigate and circulate corrected document with explanation to Councillors. f) Any other reports – Cllr Davis noted that Cllr Stevens was currently investigating the possibility of re-establishing the ‘Hill Climb’ up Lavington Hill, and was already getting some positive feedback from different groups.
24/25-186	<p>General Parish Matters</p> <p>Cllr Taylor questioned whether more effort could be made to publicise the Parish Council meetings – ACTIONS – Monthly report for the magazine to be re-instated (Cllr Davis and Cllr Stevens to liaise regarding this). Clerk to regularly provide Magazine Editor with dates of Parish Council meetings for the following couple of months. Eye-catching poster to be designed with reminder of Parish Council meeting on 3rd Tuesday of the month – Cllr Fraser to investigate. Cllr Poole noted his surprise that no members of the public were present at the Finance Committee meeting, and was supportive of the idea to advertise the meetings more. Cllr Fraser asked if a</p>

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	‘Blue’ recycling bin could be obtained for the Old School – ACTIONS – Clerk to obtain a bin for internal use to be used solely for recycling items, and see if able to order an external one from Wiltshire Council. Cllr Turner-Scott referred to the ‘Footpath’ sign near the bus stop on Grove Road which had been pulled down the pole – ACTIONS – Cllr Davis to investigate and if unable to fix refer to Parish Steward. The Clerk reported that Barbara and Colin Bowler had won the Community Minded Person of the Year award for their work with the Link Scheme, with the Youth Council winning the Young Community Minded Person award. Having spoken with the Parish Council’s solicitor this morning, he had confirmed that the Sea Scout Lease in relation to the Elisha Field was due to be exchanged by the end of the week.
24/25-187	Adjournment for Public Participation (maximum of 5 minutes) The meeting was adjourned at 9.18pm and resumed at 9.20pm. Member of the public asked if a decision had been made yet with regards to the footpath on Parsonage Lane. Cllr Davis noted that the Parish Steward would be asked to cut back the vegetation.
24/25-188	Date of next Meeting Parish Council Meeting – Tuesday 21st January 2025
24/25-189	Closure of meeting There being no further business the meeting was closed at 9.21pm.

Appendix

December Payments for approval				
Details	Cost Centre	Date of Payment	Amount Inc. VAT where applicable	Ref
OS Cleaner – monthly wages	4000/120	19/12/24	126.50	BP1
Handyman contractor monthly hours, and exps *	various	19/12/24	309.00	BP2
Clerk wages and exps **	Various	19/12/24	1,496.94	BP3
D Fraser – Friendly Fridays refreshments	4090 RR 329	19/12/24	28.86	BP4
ML Community Hall – Hall hire for Neighbourhood Plan community Consultation	4160 RR 352	19/12/24	60.00	BP5
PPLPRS Music Licence OS	4470/120	19/12/24	91.56	BP6
TEEC – 12 months website hosting fee £216 +Website audit £60	4180/110	19/12/24	276.00	BP7
WALC – Leadership in challenging situations course	4080	19/12/24	19.20	BP8
Jane Taylor – Compost, daffodil bulbs, and tie-wraps for BT phone box planters	4430/130	19/12/24	41.85	BP9
HMRC – 3 rd qtr PAYE & NI contributions	4030/110	19/12/24	184.69	BP10
Fred Davis – Gutter hedgehogs OS £74.88 + Christmas light fittings £81.79	Various	19/12/24	156.67	BP11
P A Firth – Refund OS booking hiring	1230/120	19/12/24	30.00	BP12
Festive lighting – new column mounting brackets and tamtorque	4430/130	19/12/24	106.08	BP13
TOTAL			2,927.35	
WS Swift Services Ltd – Call out 2/10/24 following fault with OS boiler, identified hole in bottom of boiler, condemning it (boiler subsequently replaced)	4430/120	19/12/24	278.40	BP
Payments made in between meetings				
Brackenwood Plant Centre – 2 X red Acer trees	4640/130 RR	1/11/24	439.98	Card

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	348			
Amazon – Pledge wood floor cleaner X2	4450	17/11/24	7.74	Card
Timpson – Engraving of Plaque	4160	3/12/24	15.00	Card
Local Printer Ltd – Newsletter printing	New code	3/12/24	226.00	Card
ETUK – Countryside Management Course	4080	4/12/24	180.00	Card

* Handyman hours worked £300 + Petrol allowance £9 = TOTAL £309

** Clerk wages £1,383.06 (includes backdated pay increase from April) + Clerk 6-month working from home allowance £108.00 + cleaning Materials OS £5.88 = TOTAL £1,496.94