

MARKET LAVINGTON PARISH COUNCIL

Parish Clerk & RFO: Tanya West Tel: 07770 679697 or Email: clerk@marketlavingtonparishcouncil.gov.uk
VAT Registration Number: 296 9715 35 / Website: www.marketlavingtonparishcouncil.gov.uk

Minutes of the Annual Full Council Meeting held on Tuesday 13th May 2025 at 7.15pm in the Old School, Market Lavington

Present:

Councillors: Fred Davis; Di Fraser; Ian Macqueen; Suzanne Morrison; Duncan Poole; Jay Roberts; Chloe Stevens (Chair); Laura Turner-Scott.

Officers: Tanya West – Parish Clerk & RFO

Wiltshire Ward Councillor: Dominic Muns

Public: Ten members of the public (including initially the two councillor co-option candidates).

Cllr Stevens opened the meeting and advised that the meeting would be recorded by the Parish Clerk, to aid with the writing of the minutes. The recording would be deleted after the approval of the written minutes.

| | |
|---|--|
| 25/26-001 | Election of Chair and Vice-Chair and Acceptance of Office |
| a) One nomination for the position of Chair was raised; no further nominations were forthcoming and so it was resolved unanimously to elect Cllr Chloe Stevens as Chair of the Council for the 2025-26 municipal year. The Declaration of Office was signed accordingly. | |
| b) One nomination for the position of Vice-Chair was raised; no further nominations were forthcoming and so it was resolved unanimously to elect Cllr Fred Davis as Vice-Chair of the Council for the 2025-26 municipal year. The Declaration of Office was signed accordingly. | |
| c) All councillors had signed their Declaration of Acceptance of Office as a Parish Councillor prior to the commencement of the meeting. | |
| 25/26-002 | Parish Councillor Vacancies |
| a) The Clerk clarified the process to be undertaken for the co-option voting to fill the remaining seven vacant seats following the uncontested election on 1 st May 2025. All candidates are required to obtain an absolute majority of votes in their favour in order to be co-opted. | |
| 7.19pm - In accordance with Standing Order 3d and in view of the confidential nature of the business to be transacted, it was resolved that the press and public be temporarily excluded from the meeting and were instructed to withdraw. <i>All members of the public left the meeting.</i> | |
| b) Councillors reviewed the completed application forms from two candidates. It was resolved to co-opt Ian Macqueen and Suzanne Morrison as Councillors of Market Lavington Parish Council. | |
| 7.21pm – With the confidential session of the meeting concluded, it was resolved that the meeting was reverted back to open session. <i>All members of the public rejoined the meeting.</i> | |
| c) Cllrs Macqueen and Morrison signed their Declaration of Acceptance of Office and were welcomed to join the Council. | |
| 25/26-003 | Attendance and Apologies for Absence |
| With all councillors being present at the meeting, there were no apologies for absence. | |
| 25/26-004 | Declarations of Interest and Dispensations to Participate |
| a) Cllr Fraser declared an interest in item 25/26-011.b as one of the payments for approval is payable to her, and so took no part in the voting for this item. | |
| b) No dispensation requests had been received. | |
| 25/26-005 | Adjournment for Public Participation (maximum of 5 minutes) |
| The meeting was adjourned at 7.24pm and resumed at 7.26pm. | |

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A member of the public raised a query regarding the use and quality of water from the outside tap at the Old School, noting that the water appeared grey and asking whether it was suitable for use when watering the legacy Acer trees that had recently been planted.

Members confirmed that the water is probably not suitable for human consumption and that discolouration was likely due to lack of recent use. The tap was confirmed as suitable for watering trees.

25/26-006 Minutes of Council Meetings

The minutes of the Full Council meeting held on 15th April 2025 had been circulated in advance of the meeting; however as not everybody had the opportunity to read them their approval was deferred until the next meeting.

25/26-007 Market Lavington Neighbourhood Plan 2

- a) **Steering Group Meetings** – Minutes from the Steering Group meeting of 8th April 2025 had been circulated and were noted. No questions were raised. The minutes from the meeting held on 6th May 2025 were nearing completion and would be circulated shortly.
- b) **Return of Grant Funding** – A pre-reading report was circulated to members detailing the expenditure undertaken since the £9,893 grant funding was awarded in July 2024. It was noted that any remaining grant unspent by 31st March 2025 must be returned. The Steering Group had considered this report at their last meeting but as the Parish Council was the official body that applied for the grant, the refund must be approved in the same manner. It was **resolved** that the unspent balance of £4,193.02 of the Neighbourhood Plan 2 Locality Grant (ref. NPG14016) is refunded back to Groundwork (the grant administering body) in accordance with the Terms and Conditions.
- c) **Place Studio Ad-hoc Assistance** – The Chair of the Steering Group provided a verbal update on progress and explained how some professional support time from Place Studio would benefit with the setting up of the working groups and assisting the volunteers in ensuring they follow correct procedures for evidence collection etc. Council considered this request to fund limited professional support from Vaughan Thompson (Place Studio) during the Locality funding pause. A discussion was held regarding costs, funding uncertainty, and scope of work. It was **resolved** to approve funding for up to a maximum of two days of ad-hoc professional support from Vaughan Thompson of Place Studio at the agreed rate of £570+VAT per day, with no commitment beyond this approval. Any further request to be referred back to Full Council.

25/26-008 Monthly Reports

- a) **Wiltshire Councillor Report** – Cllr Dominic Muns provided his report and made the following points:
 - An update on Wiltshire Council elections and the formation of a new administration although one part has no overall control.
 - Notification of planned resurfacing works on the B3098 is expected mid-July 2025, although he was pleased to report progress on this, he will continue to follow up on the resurfacing of the stretch of road from Market Lavington into West Lavington, as this is considered to be in a worse state of repair by many residents.
- b) **Youth Council** – The Group Leader provided a verbal report that discussions were underway with Easterton Parish Council regarding the potential formation of a joint Youth Council, subject to a revised Terms of Reference and logistical arrangements.
- c) **Rights of Way Working Group** – The Group Leader provided a verbal report, which noted that an existing stile, which was in a bad state of repair, at the Spin Hill end of MLAV10 had been replaced with a gate to make access more accessible. This change had received positive feedback from residents especially those with small children using buggies.
- d) **Community Hall Trust Report** – Cllr Poole reported that he had attended a meeting the previous evening and raised the following points:
 - There was a presentation of accounts which noted a reduction in overall assets but sufficient reserves remaining.
 - Concerns regarding rising electricity costs associated with car park lighting.
 - Maintenance issues relating to drainage gullies in the top car park.

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- There will be a community defibrillator training session on 2nd June 2025 at the Community Hall.

e) **Friends of Canada Woods & Community Park Community Group** – Cllr Fraser provided a verbal report, raising the following points:

- An orchard volunteer group had been established to water the new fruit trees in the hot weather.
- She had recently attended training sessions on biodiversity, also grant funding using AI.
- She had undertaken early discussions with National Lottery representatives regarding future funding.
- The group had initial plans for community-led improvements to the Community Park, including accessibility and biodiversity initiatives.

f) **Any other reports** – There were none.

25/26-009 Parish Council Committees and Meetings

- a) **Committee and Working Group Structure** – Members reviewed the Council's committee structure and considered the management and governance arrangements. It was **resolved** to maintain the existing Standing Committees as Finance; HRAF; Old School; Planning; Staffing. Also, in order to provide opportunity for more in depth analysis of policies at open meetings, it was further **resolved** to establish an **open Governance & Management Advisory Panel (working group)**, with no delegated powers but reporting recommendations to Full Council.
- b) **Appointment of Representatives** – Council confirmed the existing committee memberships and representatives to remain. The Clerk was asked to circulate further information on the committees to the newly co-opted councillors, so they could request to join any of those that they have a particular interest in.
- c) **Dates of Full Council Meetings** – It was **resolved** to continue holding Full Council meetings on the **third Tuesday of each month**, excluding August, in accordance with Standing Orders.
- d) **Summons to Meetings** – It was **resolved** that for the council year 2025-26 councillors agree to receive summonses by email in accordance with Standing Order 15.b.i.

25/26-010 Parish Council Management and Governance

Councillors received updates and made associated decisions as follows:

- a) **Lease for strip of land at Canada Woods between Parish Council and T D Sharp & Sons** – The Clerk reported the lease documentation had now been received, and so arrangements would be made for the relevant Parish Council representatives to sign it.
- b) **Annual Parish Meeting** – An update was received on preparations. Several community groups had confirmed attendance. The final agenda timings/running order would be issued shortly.
- c) **Training** – Councillor and staff training was discussed. It was noted that the Council is currently not eligible for the General Power of Competence. It was agreed that:
- Training options would continue to be explored.
 - A proposal for Code of Conduct / Civility & Respect training would be brought to a future meeting.
- d) **Outside bodies** – The representation on or work with external bodies and arrangements for reporting back, including Flood Wardens, Tree Wardens and any others was raised. It was **resolved** to defer this item to a future meeting to allow for a full review of the roles and responsibilities.
- e) **Standing Orders & Financial Regulations** – An update was received on changes to the NALC Model documents. These will be reviewed by the Governance & Management Advisory Group and brought back to Full Council for consideration in due course.
- f) **Civility & Respect Pledge** – Discussions continued from those points raised at the last meeting regarding the Council formally signing this pledge and adopting the associated linked policies. It was **resolved** that Market Lavington Parish Council formally signs up to the NALC, SLCC, and OVW Civility and Respect Pledge and commits to adopting the associated principles and policies. By doing so, the Parish Council is demonstrating that the Council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role. Also, that the following statements apply:

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- Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their roles.
 - Our council has put in place a training programme for councillors and staff.
 - Our council has signed up to the Code of Conduct for councillors.
 - Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.
 - Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
 - Our council will commit to calling out bullying and harassment if and when it happens.
 - Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme.
 - Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.
- g) **Meeting documents** – Councillors received an update on document sharing arrangements (via MS Teams), however, as some were encountering issues with accessing the documents training sessions were suggested. Further feedback and investigation would be undertaken before any software changes were implemented.
- h) **Community Engagement Newsletter** – An update was received on the delivery rounds following feedback from the delivery of the spring edition (issues with Parsonage Lane and Rochelle Court). The summer edition is planned for publication July/August 2025, so a draft copy will be at the June meeting for sign-off.

25/26-011 Finance

- a) The Clerk reported that:
- The end-of-year accounts for 2024/25 had not yet been fully closed, pending final queries and completion of the internal audit.
 - Meanwhile all transactions continue to be processed through the Council's bank account.
 - A schedule of receipts and payments for April 2025, including card payments and payments made between meetings, had been circulated to councillors.
 - A full year-to-date budget monitoring report will be provided once the internal audit is complete.
- The financial reports were received and noted.
- b) In accordance with Financial Regulations 6.11 a report on the **payments for May 2025** had been circulated in advance of the meeting (see appendix 25/26-011.b). This report was reviewed, and it was **resolved** to approve the schedule of bank payments, totalling £3,028.00 due to be made on 15th May 2025 and to ratify those bank and card payments made since the last meeting.
- c) **Banking arrangements** – The Clerk confirmed that her access to the Council's bank account had now been successfully established. Further amendments to the bank mandate will be required and councillors will be contacted separately to approve the necessary documentation.
- d) A list of **direct debits** paid by the Parish Council as at 01/04/2025 had been circulated as pre-reading. It was **resolved** to approve the use of variable direct debits to pay utility bills and other payments as considered appropriate, all in accordance with Financial Regulation 6.7.
- e) It was **resolved** to approve the use of **BACS as a method of payment**, all in accordance with Financial Regulation 6.9.
- f) The Council reviewed the current **subscriptions to other bodies** (SLCC, NALC/WALC, WHVA, Rural Village Group, Open Spaces Society, and ICO). It was noted that most subscriptions had already been paid for the year, also, that the ICO annual fee had increased, with a small rebate applied when paying by direct debit. It was **resolved** to continue payment of the above listed subscriptions.
- g) The Clerk provided an update on progress toward completion of the **2024/25 end of year accounts and AGAR**, noting that the internal audit date had been arranged; and a full report would be presented once the audit process had concluded.
- h) **Budgets – 2025/26** – Council noted that consideration would be required regarding any accruals from the previous financial year and any potential increases to certain budget headings for **2025/26**. A detailed budget review will be brought to a future meeting.

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25/26-012

Highways and any other maintenance matters

- a) Tree / hedge matters reported – Legacy Fund Acer Trees – An update was received confirming that the legacy fund Acer trees had been planted and were initially healthy. It was noted that aphid infestation had occurred shortly after planting, with remedial action undertaken. The Clerk is arranging a plaque.
- b) Footpath MLAV16 (Drove Lane to Oak Lane) – There had been no further updates regarding the condition of the footpath and steps on this RoW. The RoW Working Group leader to chase up the Wiltshire Council RoW warden accordingly.
- c) Footpath MLAV12 (Canada Rise to Spin Hill) – Council received an update regarding the need to obtain quotations for the repair/reinstatement of fencing. Cllr Davis and the Clerk to meet to make further investigations before progressing.
- d) Northbrook gulley near to triangle of amenity land – It was reported that inspection works were scheduled to take place later in the week.
- e) Permissive path on MLAV2 and fencing off the landslip – Council received an update that design drawings had been received and that licensing approval from the Environment Agency was awaited. It was noted that:
 - Signage and current routing were considered safe provided users avoided the old path.
 - Recent felling works had improved ground conditions.
- f) Memorial bench – The Clerk reported that no response had yet been received from the family. A follow-up email had been sent offering assistance with the available options.
- g) New matters to report for Handyman contractor / Parish Steward (date of next visits 18th and 19th June) / Footpath, Amenity Land contractor / Wiltshire Council were raised as follows:
 - MLAV18 - A fallen tree had been identified and reported to Wiltshire Council for action.
 - Broadwell – A fallen tree had been part cleared by a resident.
- h) Broadwell – An update was received regarding correspondence with a resident regarding the issue of a build-up of silt/gravel. Further clarification had been requested to determine appropriate next steps, including the possibility of a site meeting.
- i) Footpath MLAV50 (Church Street up to Community Hall) – The Clerk reported that enquiries regarding land ownership were ongoing.
- j) Pollarding of willow tree on footpath leading from bus stop on Grove Road down to Ladywood – Dates for when these works are to be undertaken were still awaited from the contractor.
- k) Chip shop alley surface and weed growth – Wiltshire Council had confirmed the issue was under review, but no outcome from the contractor had yet been received.
- l) Fiddington Hill – Notification of a Temporary Traffic Regulation Order had been received, with planned road works commencing on 30 June 2025. The Clerk to publish for residents' information.
- m) Highway issues, traffic study, and possible improvements – An update was received following a meeting with Motion (Transport Planning & Infrastructure Design Consultants) and Feltham Properties. It was reported that:
 - Motion is undertaking initial traffic analysis and survey work at no cost to the Parish Council.
 - Feltham Properties are assisting with securing funding.
 - The Clerk was obtaining adopted highway boundary maps from Wiltshire Council to support the study.
- n) Dropped kerb on Parsonage Lane – Council considered a request for the installation of a new dropped kerb to join-up with the dropped kerb on Grove Road. It was noted that the matter would need to be referred to the Local Highways & Footpaths Improvement Group (LHFIG) and a financial contribution from the Parish Council may be required at a future stage.
- o) Retaining wall on the opposite side of the road from the Doctors surgery (B3098) – An update was received confirming that:
 - The unstable wall had been removed and replaced with gabions.
 - A retaining membrane had been installed behind the gabions to prevent silt from washing onto the road.
 - A picket fence is expected to be installed shortly.
 - Replacement tree planting is planned to assist with bank stabilisation and drainage.The works are being undertaken and funded by Aster.

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- p) Overgrown hedge along B3098 (Drove Lane end) – An update was received regarding the need to cut back the hedge on the B3098 near to the junction with Drove Lane. The hedge will be cut back to the pavement edge imminently to improve safety and visibility for both pedestrians and motorists. It will be cut back more significantly from the pavement edge during the autumn/winter so as to not impact on the bird nesting season.
- q) Trees on Hamilton Drive – Aster were due to send their staff to attend to some willow trees in this area that had split and become a hazard.
- r) Footpath MLAV10 (Spin Hill end) – An update on the removal of a stile and replacement with new gate had already been provided in the monthly report provided by the RoW Working Group Leader.

25/26-013 Correspondence Received

Councillors reviewed the correspondence received, noted any action taken by the Clerk and made any associated decisions or further action required as follows:

- a) From local resident – concerns regarding **speed of traffic along Northbrook**. This matter has been passed onto Wiltshire Council Highways. It relates to cars travelling fast along this road, which is a concern particularly for those residents putting their children in and out of their cars which have to be parked on the road. Cllr Roberts advised the large fir trees had now been cut back which had improved visibility in this area.
- b) From local resident – concerns regarding **safety of a brick wall adjoining Parsonage Lane**. There is a wall with a very large crack in it that adjoins directly onto the road. Residents have raised concerns that if it falls it will be directly onto the road and could potentially injure drivers or people walking along the road. The matter has been reported to Wiltshire Council Highways.
- c) Local residents had raised concerns regarding the regularity of an **overflowing litter bin, outside the pharmacy**, at the Market Place. As this is a Wiltshire Council bin, the Clerk had reported to Wiltshire Council suggesting a larger bin be installed.
- d) From local football club – enquiry to use **Elisha Field and facilities as a 'home' ground**. The Clerk to make enquiries with the existing club to determine dates and availability.
- e) From councillor – request to arrange for removal of **debris from a fallen tree** in the watercourse at **The Muddle/New Street**. The Handyman Contractor to be tasked to clear this.

Councillors received updates on matters raised at previous meetings as follows:

- f) Concerns regarding **rubbish and dog mess on Parsonage Lane** – It was noted the vegetation growth is now camouflaging the litter underneath. The investigation work for this issue is ongoing and the Clerk to continue to follow up with Cllr Muns.

25/26-014 Planning applications, decisions, and any other planning issues

- a) The following planning applications were considered at the meeting:
 - i. There were none.
- b) To note receipt of other planning applications received which have not been considered at a Planning Committee meeting but via email:
 - i. There were none.
- c) To receive and consider planning applications / appeal notifications received after the issue of the agenda (*where the response time falls outside of the meeting schedule and an extension cannot be obtained*).
 - i. Several applications had been received since the issue of the agenda, including two for the conversion of 44 High Street (the Old Scout Building). It was felt prudent these were considered at a meeting to provide opportunity for the public to attend and so it was agreed to hold a Planning Committee meeting on Tuesday 27th May 2025 at 7pm at the Old School.
- d) The following planning application decisions made by Wiltshire Council were noted:
 - i. **PL/2025/01547** (Householder) – 15 Rochelle Court – PV panels installation on roof - **Approve with Conditions**.

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- ii. **PL/2025/01548** (Householder) – 23 Rochelle Court – PV panels installation on roof - **Approve with Conditions.**
- iii. **PL/2025/02280** (Approval of details reserved by a condition) – Underhill Nurseries, Fiddington Hill – Discharge of condition 5 (Biodiversity integral features) for PL/2024/03208 - Erection of 4 dwellings with attached single garages – **Approve.**

e) Councillors received updates on matters referred to Wiltshire Council Planning Enforcement as follows:

- i. **Enforcement Appeal APP/3940/C/24/3358240 – 29 Spin Hill** – There were no further updates from the Planning Enforcement Officer so this matter would be included on the agenda of the Planning Committee meeting scheduled for 27th May 2025.

25/26-015 Items for next agenda

The following matters were raised for inclusion on the next agenda:

- **Car Park Lighting Costs** – Cllr Poole requested that consideration of the Parish Council contributing towards the streetlighting costs incurred by the Community Hall for the lights in the upper car park be included on the next agenda.
- **Northbrook Stream** – Cllr Roberts requested for the Handyman Contractor to remove the large lump of concrete/debris that had been dumped back in Northbrook stream after having previously been removed. It was felt this might be a two-man job and not something the Handyman Contractor could complete on his own. Cllr Davis to investigate.

25/26-016 Adjournment for Public Participation (maximum of 5 minutes)

Opportunity for councillors to hear questions or comments sent in by the public on non-agenda matters, or for public participation.

The meeting was adjourned at 9.01pm and resumed at 9.03pm.

Cllr Fraser reported a large lump of ivy and debris left at Broadwell following the recent felling of a tree in this area.

It was not certain if the Handyman Contractor would be able to deal with this, or if it would be something the Parish Steward could action. Cllr Davis to investigate and follow-up up with the appropriate person.

25/26-017 Date and Time of Next Meeting

The next meeting of the Full Council is scheduled to be held on Tuesday 17th June 2025 at 7.15pm at the Old School.

There being no further business the meeting was closed at 9.03pm.

Signed..... Date.....

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Appendix 25/26-011.b – May 2025 Payments for Approval and Payments Made Since the Last Meeting for Ratification

| May Payments for approval | | | | |
|---|-------------|-----------------|----------------------------------|------|
| Details | Cost Centre | Date of Payment | Amount Inc. VAT where applicable | Ref |
| OS Cleaner – monthly wages | 4000/120 | 16/05/25 | £167.75 | BP1 |
| Handyman contractor monthly hours, and exps * | various | 16/05/25 | £339.00 | BP2 |
| Clerk TW wages and exps ** | Various | 16/05/25 | TBC | BP3 |
| Clerk CH wages and outstanding holiday pay ** | | 16/05/25 | £1,040.91 | BP4 |
| Rural Services Partnership Ltd. - Membership Subscription 2025-26 | | 16/05/25 | £52.50 | BP5 |
| NALC - Webinar training 'Beyond the Precept - Exploring Alternative Income Sources' TW | | 16/05/25 | £42.00 | BP6 |
| The Fire Alarm Consultancy Ltd. - FA/EL systems annual service OS | | 16/05/25 | £270.00 | BP7 |
| Cllr D. Fraser. – Expenses for FF; training course on fundraising; bio pest control & soil for Acer trees | | 16/05/25 | £125.84 | BP8 |
| Mark Goddard & Sons Landscaping – Grounds maintenance for May 2025 | Various | 16/05/25 | £990.00 | BP9 |
| TOTAL | | | £3,028.00 | |
| Payments made in between meetings | | | | |
| Devizes Fencing – Gate, posts & fixings for MLAV10 | | 22/04/25 | £226.82 | FPO |
| Lloyds Bank – Bank Account Service Charge | | 22/04/25 | £4.45 | Auto |
| British Gas – EF Electricity | | 14/04/25 | £12.55 | DD |
| British Gas – OS Electricity | | 15/04/25 | £170.24 | DD |
| IONOS CLOUD LTD. | | 30/04/25 | £7.20 | DD |
| CLOUD NEXT CD 4725 | | 01/05/25 | £59.98 | DD |
| Water2Business – EF Water & Sewerage Services | | 01/05/25 | £20.50 | DD |
| Water2Business – OS Water & Sewerage Services | | 01/05/25 | £22.50 | DD |
| Aegon – Pension payment | | 02/05/25 | £39.78 | DD |
| Lebara Mobile Ltd. – Mobile phone contract May 2025 | | 06/05/25 | £1.49 | Card |
| TOTAL | | | £565.51 | |

* Handyman hours worked £330.00 + Petrol allowance £9 = TOTAL £339.00

** Clerk wages £1,040.91 for 2x weeks worked in March and 2x weeks outstanding holiday pay

23/04/25 – £40,066.00 Received Phase 1 of 2 of Precept payments from Wiltshire Council

24/04/25 - £40,000.00 Transferred from current account to deposit account=