

Notice of meeting

12th September 2024

Councillors are summoned to a meeting of South Marston Parish Council on **Tuesday 17th September 2024 at 7:30pm** in the Village Hall. Members of the public are welcome to join the meeting.

Kevin Morgan, South Marston Parish Council

Agenda item	Supporting info	Start time
Open 10 minutes	None	7:30pm
1. Apologies	None	7:40pm
2. Declarations of interest Members are reminded that they should declare any interest they have in an agenda item at the start of the meeting or, if not previously foreseeable, during any discussion of the matter concerned.	None	7:40pm
3. To approve the minutes of the Parish Council Meeting held on Tuesday 20th August 2024	Website	7:40pm
4. To review and update the Parish Council actions	Actions	7:45pm
5. To review and update the Parish Council calendar	Timeline	7:55pm
6. To review and discuss the Clerk's Report	Report	8:00pm
7. To review and comment on Planning matters: S/24/0981 Change of use from Agricultural Land to Residential curtilage. Creation of new vehicular access to Priory Lodge, closure of existing vehicular access, erection of new boundary treatment and gates, associated ancillary works. At: Priory Lodge, Thornhill Road South Marston Swindon Deadline: 23 rd September 2024 S/RES/24/1020 Reserved Matters application (following planning application S/OUT/13/1555) for Land North of A420, Eastern Villages. Details of the layout, scale, appearance, access and landscaping in relation to the Primary Street connecting Old Vicarage Lane to Thornhill Road. At: Land North Of A420, Eastern Villages Swindon Deadline: 10 th October 2024 Panattoni applications S/RES/24/0751, 0802, 0898 In answer to a query from SMPC, Panattoni confirmed that the design of the new units would support additional roof installations of PV solar panneling. The PC requested that SBC add conditions for the Panattoni site to favour additional PV installations over wind turbines.	SBC planning website	8:15pm

SBC Planning Committee The clerk was notified that the application at The Quest, Old Vicarage Lane, for 15 Dwellings for Active Older Persons would be considered at the SBC Planning Committee held on 10 th September.		
8. To review and approve Asset Register		8:30pm
9. To consider grant request for Twelve Days of Christmas Community Event		8:30pm
10. Reports from Working Groups a) Communications b) Open Spaces c) Allotments d) Rights of Way	Reports	8:40pm
11. Reports relating to Expansion Strategic Planning Working Group	Report	9:00pm
12. Other reports a) SMRA & Play WG b) Parish/Borough Liaison	Reports	9:10pm
13. Finance - To review and approve finance statement and payments	Finance Statement	9:20pm
14. Matters brought forward by or with the consent of the Chair	None	9:30pm

This meeting may be recorded by the Council or members of the press or public. Such recording should be in accordance with the Council's Recording Policy – this is available on the website and a copy will be made available at meetings.

Actions:

PC – Parish Council, OSWG _ Open Spaces Working Group, CWG – Communications Working Group, AWG – Allotments Working Group, SPWG – Strategic Planning Working Group, FWG – Finance Working Group, NPC – Neighbourhood Planning Committee, SBC – Swindon Borough Council, NP – Neighbourhood Plan, SMRA – South Marston Recreation Association, NEV – New Eastern Villages, GDPR – General Data Protection Regulations

In Progress – started but no significant progress yet

Progressing – some notable progress has been achieved

Done - means that action is complete but there may be a need for a follow-up.*

Meeting & minute	Area	Action	Progress update	Owner	Review date
May 22 21/22-23	Working Groups	Allotment water installation. No progress, Honda chasing.	On hold	BT	Unknown
Aug 23 65/23-24	Working Groups	Website changes. Clerk and editor met, options reviewed.	Progressing	Clerk & editor	Ongoing
Aug 23 69/23-24	Matters brought forward	CIL liability for dwellings on Chapel Lane. Payment now received.	Done	Clerk	
Sep 23 79/23-24	Working Party – RoW	Footpaths 6 and 15. Requested works now complete.	Done	AC/LCA/ Clerk	
Apr 24 175/23-24	Actions	Crown timber – chased and update received. Developers hope to progress soon.	On hold	BT/Clerk	Sep 24
Jun 24 34/24-25	Clerk's report	Grounds Maintenance - Organise strategy to deal with current and future services requirements.	Progressing	Chair/Vice /BT/Clerk	Ongoing
Jun 24 34/24-25	Clerk's report	Emergency cutting of verges on Morse Lane and Nightingale Lane. Now completed.	Done	BT	

Added in August 2024

Aug 24 54/24-25	Open 10 Minutes	Clerk to email Mr Hemmings thanking him for maintaining rights of way.	Done	Clerk	
Aug 24 59/24-25	Calendar	Move Risk Register and Asset Register review to September.	Progressing	Clerk	

Aug 24 60/24-25	Clerk's Report	Submit form to increase credit card limit.	Done	Clerk	
Aug 24 60/24-25	Clerk's Report	Submit naming suggestion for link road.	Done	Clerk	
Aug 24 61/24-25	Planning	Submit responses for Panattoni applications S/RES/24/0751, 0802 and 0868	Done	Clerk	
Aug 24 61/24-25	Planning	S/RES/24/0923 HHT parcels R8 and R9 - SPWG to meet and discuss		SPWG	
Aug 24 61/24-25	Planning	S/RES/24/0947 HHT parcels R6 and R7 – SPWG to meet and discuss		SPWG	
Aug 24 61/24-25	Planning	S/24/0714 – Food Vending Van – no adverse comments, clerk to respond.	Done	Clerk	
Aug 24 62/24-25	Ward Boundary Review	Clerk to submit response.	Done	Clerk	
Aug 24 64/24-25	Working Groups	Village garden – BT to progress changes.	Progressing	BT	Oct 24
Aug 24 64/24-25	Working Groups	Heritage garden raised beds – discussion on September agenda.	Progressing	Clerk/BT	Sep 24

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Calendar:

AUGUST 2024		
Responsibility:	Activity:	Progress
Council administration	Inspect allotments and notify holders of results	Ongoing
Communications Working Group	Produce September edition of Community News	Done
Council administration	Review/approve risk assessment document	Delayed
Council administration	Review/approve asset register	September
Agenda items:	- Review/approve Risk Assessment and Management documentation - Review/approve Asset register	
SEPTEMBER 2024		
Responsibility:	Activity:	Progress
Council administration	Review archive status	
Council administration	Circulate budget requirements ideas sheet	
Council admnistration	Review/approve asset register	
Agenda items:	- Archive review - Review/approve Asset register	
OCTOBER 2024		
Responsibility:	Activity:	Progress
Allotment Working Group	Inspect allotments and notify holders of results	
Allotment Working Group	Review allotment hire rates (budget)	
Communications Working Group	Review advertising costs (budget)	
Communications Working Group	Staff Appraisals (budget)	
Council administration	Produce 2nd quarter Financial Management Report	
Council administration	Review service provider contracts and need for tender	
Council administration	Request SMRA risk assessment and asset reports	
Finance Working Group	Meeting to review 2 nd quarter Finance report, assess budget requirements	
Agenda items:	- Review service requirements for 25/26	

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Clerk's Report:

Report details	
Report Date:	September 2024
Report written by:	Clerk
Inclusion in PC meeting:	September 2024
Agenda item number:	6
Public or confidential:	Public
Overview	
CIL/S106 Credit card Audit completion Pension payments Google Suite renewal	
Item	Progress/activity update
CIL	Outstanding CIL payment of £7,696.16 – which includes Chapel Lane and an additional CIL contribution from a planning application in 2018 – has been received into the council's accounts.
S106	The further allocation of £59,532.60 of s106 from the Bellway development has also now been received into the council's accounts. Queries about timing of use of these funds, and about any risk to other s106 Bellway funds being held by SBC for a new pathway, remain outstanding. Awaiting updates from SBC on these.
Credit card limit	Has now been increased to £1000 per month. Each card to be raised to £600 limit.
Audit Completion	An initial suggestion was made by the external auditor that we had not properly adopted the General Power of Competence. This was challenged by the clerk and resolved. The audit process has now been completed for 2023/24 and has now been signed off by the external auditor with no issues recorded. Invoice for £756.00 inc VAT to be paid this month.
Pension	Payments into the clerk's pension needed to be updated from the last pay increase. This has now been arranged following a meeting with the bookkeeper. The new council monthly contribution increases to £88.30, an increase of approx. £12 on the previous. This increased rate will be paid from this month's payment at end of September, for August's contribution. Catchup payment has also been arranged– a one-off payment of £97.12 to be made by BACS this month – to cover April to July's hours.

	Also to note the clerk has also arranged to pay additional contributions above those matched by the council of 5%. This will be reflected by a lower salary payment each month.
Google Suite renewal	Renewing this month – the amount has not increased; yearly total is £600 plus VAT (£60 per license).
Keypoint bridleway hedge cutting	Awaiting confirmation that this has been done.
Supermarine/Highworth Road junction and verges	Awaiting feedback to them of the required areas to clear.
Correspondence	Several enquiries were received about flood risk – these were responded to as required.
Actions or queries for consideration by the Council at PC meeting	
Note requirement to identify areas of Highworth Road in need of cutting. Note payments for Google Suite, external audit and pension catchup to be paid this month.	

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Communications Working Group report:

Report details	
Report Date:	11.9.2024
Report written by:	Sylvia Brown
Working Group meeting date:	
Inclusion in Parish Council meeting:	<i>Sept 24</i>
Agenda item number:	<i>10</i>
Public or confidential:	<i>Public</i>
Extracts of most recent minutes below.	
Community News	September edition published successfully despite tight turnaround on content of articles.
Comms Officer	Kept busy with regular Facebook posts (Panattoni, TW/Vistry plans and Amazon plans)
PC Recommendations/Actions	
Note the report	

Extracts from CWG Minutes of the Meeting of Thursday 15th of August 2024

Community News

JULY - Overall, deemed good. DW pleased with the front cover spot and the lead photo

SEPTEMBER edition

- Front page – awaiting a decision - Party in the Park photos not suitable
- Gardening Club Annual Show write-up – tight turnaround
- Taylor Wimpey – road closures info still not certain. HHT – archaeological dig item proposed by SB awaiting permission
- Lots of development info re A420 retail outlets – PC pages will be quite full this time round.
- Alfred Williams walk – DW will attend and do a write up with photos.
- School Update – Marie on sick leave since and deputy, Tim Miller, has now left. Mr Mason Conlan, Assistant Head Teacher, has supplied a write-up and photos

NOVEMBER edition

- Ideas bank – Road naming convention. SB may have ready by then. Meet a volunteer.
- Pre-Christmas notices -possible 12 days of Christmas, Carol singing etc.

Advertising - 4 due for renewal by November: AllBuild, The Carpenters, TMC Cleaning Group, Heritage Treecare

Print and Circulation dates

Action	Sep 2024	Nov 2024
Last deadline for all submissions	Thurs 22nd Aug	Thurs 17th Oct
Deliver to printers by 11am	Tues 3rd Sep	Tues 29th Oct
Door drop weekend	Sep 7/8th	Nov 2nd/3rd

Website Development

- Development of SMRA web pages and subsequent roll out to other group web pages – KM and SR meeting tomorrow ahead of meeting to review with Web developer on options and costings

PC logo revamp

- CWG reviewed initial options and recommendations to the August SMPC meeting.

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Open Spaces Working Group report:

Report details	
Report Date:	11 th September 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	September 2024
Agenda item number:	10
Public or confidential:	Public
Overview	
CPB changes Oxleaze Wood + Morses Lane. Village Garden Weed control Allbuild work instructions Machinery repair donation	
Progress/activity update	
Community Payback teams	Seasonally we will soon move on from on from grass cutting and will then be able to switch to other tasks. It is likely that the Probation Service (PC) will require a payment rather than accept new equipment in lieu. There has been no official approach on this yet. I will try and maintain our longstanding arrangement, but this may not be accepted. Are Councillors prepared to accept such a change?
Orchard Meadow & St Julian's	We are arranging to cut a narrow path through the rough grass, rather than mow the wider area. All via CPB.
Oxleaze Woods & Morses Lane	We are preparing to present the costed plan for the verge creep to Community Forest/SBC. Approx 12 diseased Ash trees and two small Oaks require removal over the Autumn. Plans to work with Mark and two volunteers to do this.
Village garden	We hope to re-arrange the central flower bed to hold a new Oak tree and plant two other trees elsewhere in the garden. All via a Trees for Climate Change grant. An article in the September Community News has requested views on this proposal.
Weed control	There is an ongoing need with the newly planted hedges and trees on the Rec for weed control. Similar weed control work is required at the Allotment car park, and future tree planting plans (once fully agreed), roadside verges etc. We have the spraying equipment, but Mark requires professional training, to ensure safe usage in public areas. Details have been circulated for an online course. To cover this cost, his time to study plus any additional PPE I am requesting up to £250 to cover all likely costs. There are various budgets that could fund this need.
Allbuild work instructions	Whilst the verges have now been well cut, this came at a cost of frustration and additional time organising the work. The initial cuts along Highworth Road & Nightingale Lane were not completed correctly. Morses Lane went well. My error for not

	putting the full details in writing and relying on a verbal request to Lee at Allbuild. This will not happen again, and I suggest that all such future requests are similarly made in writing. Plus, photo images if required for clarification.
Machinery Repairs	Whilst our allotment volunteers continue to repair minor issues on our machinery, it is evident that as our machinery pool grows we require an alternative source of repair. Mark has introduced us to a member of his flying club that can help. This person does not require a direct payment and has already done some work on two items of urgently needed equipment. The clerk has suggested this work could be done occasionally in exchange for small grant donations to the flying club. The first suggested donation is for £40. The alternative is to use a repair centre that is likely to be more expensive, slower and require time to be spent delivering to and collecting from. Councillors are requested to approve this option until other alternatives are found.
Actions or queries for consideration by the Council at PC meeting	
Discuss acceptance of possible change to funding CPB attendance in the village. Approve weed spraying training and related costs up to £250. Councillors to discuss and agree suggested payment method for repairs. Council to agree initial payment of £40 for repairs.	

Allotments Working Group report:

Report details	
Report Date:	11 th September 2024
Report written by:	Barry Thunder
Inclusion in PC meeting:	August 2024
Agenda item number:	10
Public or confidential:	Public
Overview	
Thames Water Machinery repairs Update on new tool store/workshop Collapsed drainage pipe. Heritage garden	
Item	Progress/activity update
Tenancy agreements	New clauses still to be added to take account of a future water connection. Outstanding until water supply connected.
Thames Water connection	Still waiting- No update yet from TW or Honda
Plot vacancies & tenancies	All rents paid. There will be various changes of tenants during Autumn.
Motorised equipment	Repairs dealt with in Open spaces report.
Allotment site, tool security and new storage.	Being progressed.
Grassed area and seating	To be levelled with topsoil later this year and communal seating chosen. Proposed new tree planting awaiting confirmation. No cost to PC budgets.
Collapsed concrete drainage pipe.	Delayed due to holidays. Actions planned for later in September
Raised flower beds in heritage garden	Approval is sought to relocate the seven raised beds on the heritage garden and move the wood and soil to allotment locations with the support of tenants. Flowers and shrubs will be rehomed in the car park growing bed and other locations, all requiring minimal long-term maintenance. These plans have been shared with the Honda director responsible and he has given written approval by email. The sites of the removed beds will be grassed and maintained by Honda's existing contractor.
Actions or queries for consideration by the Council at PC meeting	
Councillors are requested to approve the transfer of the raised bed materials from the heritage garden onto some existing allotments.	

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Rights of Way Working Party:

After a good deal of to-ing and fro-ing following Sylvia's original email to Martin Fry, Sylvia arranged for Lee (Allbuild) to contact me when Martin Fry had finally sent him the work schedule for FP 5,6 and 15.

The work was done by Allbuild earlier this week and Lionel has been out to check it. For the first time we have:

- A clear route on FP6 from the Leaze to the railway line (Heras fencing removed) and now strimmed to the rail footbridge. Over that, it is clear down to the A420 - one complete north/south route as agreed was the aim at the July PC meeting
- A clear west to east route from Carpenters Arms to Morses Lane by strimming along the 'unofficial' FP 15 route adjacent to the illegal fence.
- There is an 'unofficial' cleared route from the footbridge back up to Morses Lane through HHT land that has been cut, we believe, by the developers, which avoids the 'missing link in footpath 5 to give a number of full circular routes as well.



The developers (Project Manager Claire Bevan) had said recently that they were quite prepared to do a lot of this same work using their own contractors but would need permission of the 3rd party landowners to do it. They will now be erecting the Heras fencing, (as opposed to the temporary netting for the archaeology work), in line with keeping these routes open during the construction period.

We know that, if the footpaths aren't cut in early spring, they are impassable by the end of April.

So, a great success but a convoluted process to achieve it. Thanks to Sylvia, Lionel and Matt Vallender for helping to pursue it via various means.

None of this however alters the fact that we still have an illegally diverted footpath 6 and 15. I have asked Matt if he would not mind following up with Martin Fry in a couple of months to see where his efforts at enforcement have got to.

Things to consider:

Sylvia's suggestion is that we ask the developers to pursue getting that permission (3 different third party landowners involved). We then ask them to complete the early spring cut of the routes but request SBC to repeat the exercise they have just done by commissioning Allbuild to do a cut in late summer as well. Doing them twice a year should ensure they remain passable all year round.

Strategic Planning Working Group report:

To be distributed separately.

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SMRA report:

Report details	
Report Date:	11 th September.2024
Report written by:	Sylvia Brown
Working Group meeting date:	10 th September 2024
Inclusion in Parish Council meeting:	<i>September 2024</i>
Agenda item number:	<i>12</i>
Public or confidential:	<i>Public</i>
Final pieces of the Rec development plans (landscaping)	
Football season started	
Play Equipment	RosPA inspection due this month. Our monthly reports show a single item outstanding – the toddlers roundabout which, although not a safety risk, is still awaiting repair when Lee/Lionel have time to get out there and replace the bearing. Still looking to install final fitness equipment – second grant application being mounted Running track re-marked in better location as it can be available all-year round.
Rec Devt Phase 2 landscaping	Working in conjunction with Wilts Wildlife Trust and with Barry Thunder, a joint bid (fronted by the Parish Council) has been developed for further Trees for Climate Change funding. It covers proposals for the Village Garden, Orchard Meadow and the Allotments (see elsewhere on the Agenda and previous agendas) and the remaining areas of the Recreation Ground that were identified for landscaping during/after the Phase 1 planting last February. See attached report for the detail, but highlights are: • All planting and first year maintenance (excluding watering) will be done by contractors this time (WWT organising) and will use different approaches to mulching. • 3 areas of the Rec to have more planting – 10 dwarf stock cherry trees at the Th Rd gate end, additional hollies behind one of the commemoration benches and a new hedgerow with 3 trees in a shelter belt between the teen shelter and the oak tree. • Watering costs – lessons learned from Phase 1! The bid will include capital expenditure on essential equipment agreed by BT, Lionel CA and Mark Rostill to make it far easier to accomplish. • SMPC contribution towards the grant bid – project management time, ongoing grass cutting by Allbuild, volunteer pruning in early years. All other aspects, including lengthsman time and professional pruning in later years will be covered by the 15 years' maintenance grant. • A survey has identified which of the Phase 1 planting has failed (15% failure was anticipated in the previous bid). Two silver birch, several hollies, a number of hedge whips and all the whitebeam have failed. WWT are able to provide replacements and hopefully the planting costs can be incorporated into the main programme.
Football Pitches	All repairs now complete and the pitches are fit for use. We now have three teams operating, one on Saturday morning, the other two alternating on a Sunday morning. We

	also have a new 'football organiser' – Jenny has finally 'retired' from a job she never anticipated taking on, and Dave Webb has taken over the role.
Insurance	SMRA's 3 year insurance is being renewed on 1 October. The new policy has the added benefit that SMRA insurance can cover small community groups whilst hiring the Hall who do not have their own insurance. (eg Gardening and Friendly Club). We have not been able to do this before.
SMRA support for Nov event	SMRA is willing to help arrangements for the public meeting that Taylor Wimpey wish to mount in November. It does not seem appropriate to run a separate Have Your Say event in the same month. SMRA can, if wanted, help with publicity and refreshments.
PC Recommendations/Actions • Note the report • Confirm agreement with the SMPC Trees for Climate Change bid	

Phase 2 Landscaping Project for the Rec proposals

This project has been regularly discussed since the spring of this year, and the timescales are such that Parish Council approval to make the Phase 2 Trees for Climate Change bid is needed this month. Approval from SMRA was gained in principle this week subject to finer detail. Planting timed for late autumn this year.

The Proposal is for:

- More cherry trees (roughly 10 in all, on dwarf stock) at Th Rd entrance. The purpose is to clearly delineate between the 3 pathways and encourage dog-walkers to keep out of the play area:
 - one group extending from recently planted area towards the dog bin end
 - new group in the triangle between the toddler area path and the pathway to the school (this cannot be too close to the corner because of suspected utilities underground).
- Shelterbelt of mixed hedgerow from teen shelter to existing oak, with 3 field maples. The purpose is to provide shelter from the full force of the wind and encourage recreational users to use this area as opposed to just teens and dogwalkers. We are querying the species to be used as this location is suited to a more formal landscaped hedge rather than a 'woodland' hedge. It is compatible with the overall plans for the Recreation Ground in the Design Brief.
- 3 or 4 new holly bushes around southern commemorative bench. We did not have enough to provide a green surround for the bench in Phase 1 – neighbours have asked for evergreen shrubs to shield views and noise in the winter.
- A survey of the tree/whip planting by SB, Barry T and WWT personnel last week identified the number of dead trees. WWT looking to source replacements for free, but it is unclear at the moment whether we will have to plant them ourselves. Noted that all the holly has died behind the teen shelter, but the field maple trees there are OK. The whitebeam have all died - WWT suggests replacing those with rowan as those have thrived in the same place but we have asked for alternative trees that are fit for purpose. The hollies at the rear/side of the second bench need supplementing, but the guelder rose are thriving behind the bench. Two of the silver birch and one cherry are dead – the others, according to WWT, may survive.

The proposal is for contractors to do all the planting and maintenance in Year 1 apart from watering. A capital sum from the fund is requested for equipment to simplify watering (trailer, containers and hose) that BT, Mark R and LCA have agreed what would be most helpful. Volunteers will be needed only for publicity/neighbour notification and opening up the Rec for the contractor. SMRA personnel are willing to have their time on this and for project management used as their 'in kind' contribution to the project. The PC will incur costs for watering (lengthsman), additional grass maintenance and pruning in the later years for which amounts have been inserted into the 15 year maintenance grant as in Phase 1.

Notes: WWT are pleased with the Phase 1 planting – 15% were anticipated to be lost in the first year and some varieties will thrive in certain places and others not. There are areas where whips need replanting in the hedge – Mark Rostill is continuing to water, and has cleared a lot of the brambles in one section of the hedge. Allbuild has trimmed the rear of the section that is the formal ROW in front of YT Gdns house – eventually the hedge whips will grow clear of the brambles if the latter are kept down.

The black plastic and hessian matting has not been successful – it disintegrates, and WWT have stopped using it on their sites – they actually advise allowing the grass to grow around the trees, so less problem for Allbuild strimming.

A draft Village Centre layout to show how the new shelter belt fits into the context of the New Village Centre with its network of footpaths and cycleways is provided.

Parish/Borough Liaison reports:

Verbal report to be given or report will be distributed separately.

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Finance

September 2024

Account balances:

Account	Balance date	Balance
Unity Trust	03/09/2024	£53,810.56
Nationwide	09/09/2024	£86,786.04
	TOTAL:	£140,596.60

Payments

Payment method	SMPC ref	Payee	Reason	Dept	VAT	Total
BACS 18/09/2024	0084	Mandy Larcombe	Bookkeeping	Admin	£0.00	£157.50
BACS 18/09/2024	0085	Allbuild	Running track marking	SMRA	£6.00	£36.00
BACS 18/09/2024	0086	Allbuild	Waste collection	Open Spaces	£24.70	£148.20
BACS 18/09/2024	0087	Allbuild	Village grass cutting (5 of 8)	Various	£124.00	£744.00
BACS 18/09/2024	0088	Allbuild	Rec grass cutting (5 of 8)	SMRA	£136.00	£816.00
BACS 18/09/2024	0089	Allbuild	Pitch marking	SMRA	£38.00	£228.00
BACS 18/09/2024	0090	SMS Service/Mark Rostill	Lengthsman tasks	OS, allotment, Trees	£0.00	£511.00
BACS 18/09/2024	0091	Orchard press	Logo design work	Comms	£17.00	£102.00
BACS 18/09/2024	0092	Webbs Builders	Outstanding invoices	S106 allotments	£38.07	£228.37
BACS 18/09/2024	0093	PKF Littlejohn	Audit Fees	Admin	£126.00	£756.00
BACS 18/09/2024	0094	Grove Group	Annual Google Suite Fees	Admin	£120.00	£720.00

DD 28/08/2024	0095	Scottish Widows	Pension	Admin	£0.00	£152.32
BACS 18/09/2024	0096	Staff	Salaries	Admin, Comms	£0.00	£2,017.93
DD 27/09/2024	0097	HMRC	Month 6	Admin	£0.00	£340.15
DD 16/09/2024	0098	Lloyds Bank	Various	Various	£60.08	£366.50
BACS 8/09/2024	0099	Scottish Widows	Pension catchup payment	Admin	£0.00	£97.12
				TOTALS:	£398.46	£5,895.26

Credit Card summary form
Month: September 2024

Cardholder: Kevin Morgan

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Vonage	Phone Line	2	7080	£13.33	£2.67	£16.00	Y
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
Microsoft	Office licensing	2	7080	£25.80	£5.16	£30.96	Y
Cartridge People	Printer inks	2	7100	£216.55	£43.30	£259.85	Y
	TOTALS:		TOTALS	£258.68	£51.13	£309.81	

Cardholder: Barry Thunder

Payee	Reason	Dept	Code	Net	VAT	Total	Receipt attached
Lloyds Bank	Monthly fee	2	7605	£3.00	£0.00	£3.00	Y
Amazon	Chainsaw chain	7	7250	£31.58	£6.32	£37.90	Y
Amazon	Brush cutter parts	7	7250	£13.16	£2.63	£15.79	Y
	TOTALS:		TOTALS	£47.74	£8.95	£56.69	

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