



Buckland & Chipping Parish Council

Clerk: Caroline Scott, Lye End Farm, Sandon, Herts, SG9 0RS

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www.bucklandandchipping.org.uk

MEETING No 339 of BUCKLAND & CHIPPING PARISH COUNCIL

Parish Council Meeting

Monday 1st September 2025, 7.30pm at St Andrew's Church, Buckland

To: Cllrs Jeff Kenyon(Chair), Penny Baxter-Newman (Vice), Robert Arkle, Helen Dauris

You are summoned to attend Meeting No 339 to transact the business on this agenda.

Public and press are welcome to attend, although under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, they may be excluded for the discussion of confidential business. Please note that Public participation is not permitted, except during the time designated for public comments.

C Scott

Mrs C Scott,

Date: 25th August 2025

Clerk to Buckland and Chipping Parish Council

To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

In accordance with The Openness of Local Government Bodies Regulations 2014, SI 2095, only non-confidential business (press and public present) may be filmed, recorded, photographed, broadcast, or reported via social media by any person. Recording and reporting the Council's meetings is subject to the law, including the Human Rights Act, the Data Protection Act, and the laws of libel and defamation, and it is the responsibility of those doing so to comply.

339.1 Apologies for absence

To receive apologies for absence.

339.2 Declarations of Interest and dispensations

- 1. To receive declarations of interest from councillors on items on the agenda**
(including non-pecuniary, with the nature of the interest). Members with a Disclosable Pecuniary Interest (DPI) in any agenda item, whether registered or not, must not participate in any discussion on the matter, cannot vote on the matter and must leave the room whilst any discussion or voting is taking place.
- 2. To receive and consider members' written requests for dispensations for declarable interests (if any)**
- 3. To grant any requests for dispensation as appropriate**

339.3 Minutes:

- 1. To confirm the minutes of Buckland and Chipping Parish Council Meeting [338 14th July 2025](#) as an accurate record of proceedings**

339.4 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

339.5 Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern.

339.6 Policies

1. Bonfire event Risk Assessment

339.7 Finance

1. To note receipt of income
2. To receive summary report of receipts and payments against budget
3. To receive bank reconciliation
4. To receive quotes
5. Clerk salary – annual increase in accordance with NALC £13.05 to £13.47/hr, 18hrs/month. Back dated to April 2025
6. To authorise payments of Invoices made in accordance with the budget

339.8 Planning

To receive a planning report on applications and decisions

339.9 Reports from Working Parties and Committees

1. Bonfire Night – to confirm details
2. Recent road accidents in the villages
3. Reducing the speed limit on the Barkway road between the A10 and the Buckland village signs to 30 mph
4. Requesting that the speed limit on the A10 through the villages of Buckland and Chipping is reduced to 30 mph
5. Raising the Buckland name on the southern Gateway signs (as it is on the Chipping ones) so that it is more visible to drivers.
6. Chipping sign on north-west side of the A10 from Chipping
7. Parking in Buckland along the A10 verge
8. Litter picking and bin collections
9. September/October Newsletter:
 1. to discuss content
 2. to agree an editor
 3. to agree delivery date as Saturday

339.10 To note items for future agendas: and to receive any other items for future consideration

339.11 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 3rd November 2025, Manor House, Buntingford



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MEETING No 338 of BUCKLAND & CHIPPING PARISH COUNCIL

Parish Council Meeting

Monday 14th July 2025, 7.30pm in St Andrew's Church, Buckland

Attending: Cllrs Jeff Kenyon(Chair), Penny Baxter-Newman (Vice), Robert Arkle, Helen Dauris

Present: C Scott (Clerk), 1 parishioner

Minutes

Meeting opened 19:30

338.1 Apologies for absence

To receive apologies for absence. **None**

338.2 Declarations of Interest and dispensations

1. To receive declarations of interest from councillors on items on the agenda
 2. To receive and consider members' written requests for dispensations for declarable interests
 3. To grant any requests for dispensation as appropriate
- None**

338.3 Minutes:

1. To confirm the minutes of Buckland and Chipping Parish Council [Meeting 337, 2nd June 2025](#) as an accurate record of proceedings. **Resolved** proposed Cllr R Arkle, seconded Cllr P Baxter-Newman

338.4 Reports to the Council

To receive reports from representatives on outside bodies, local authorities and agencies

1. Buntingford Area parish Council Police briefing [May 2025](#), [June 2025](#)
2. [Arts in East Herts Showcase 2025](#)

The Arts in East Herts Showcase is taking place again this autumn and its an opportunity for residents to access arts and cultural activities that may have previously been inaccessible to them.

Applications are now open to apply for funding as part of the UK Shared Prosperity Fund to run events at this year's showcase. Individuals, groups and organisations planning on putting on an event as part of the showcase can apply for a grant up to value of £1000, to assist with the running costs of workshops and sessions, such as room hire and materials. There were a number of activities and events organised in Buntingford and surrounding villages last year, so it would be good to see local events happening this year as well. **Applications to apply for funding are open until midnight on Sunday 20 July.**

[Apply for funding for an Arts in East Herts showcase event](#)

[Apply to be part of Arts in East Herts \(without funding\)](#)

Signed.....

338.5 Public Comments: Limited to 15 minutes

Members of the public and councillors can raise matters of concern.

A parishioner spoke about lowering the speed limit coming into Buckland from Barkway

338.6 Finance

1. Back lane maintenance – [Back Lane Common Land report](#) and quotation – **resolved**
Proposed Cllr R Arkle, Seconded Cllr P Baxter-Newman, to ask CT to cut back 1m into the field side of Back Lane, from Barkway Road through to the top of Dawes lane. If up to £250 Clerk to authorise payment.
2. To confirm date of new website going live – **Resolved** proposed Cllr J Kenyon, Seconded Cllr H Dauris, 15th July 2025
3. Citizen's Advice annual Donation - **resolved** proposed Cllr P Baxter-Newman, Seconded Cllr R Arkle £50
4. To authorise [payments made in accordance with the budget](#), **resolved** proposed Cllr P Baxter-Newman, Seconded Cllr J Kenyon
5. To note receipt of income - **Noted**
6. To receive [summary report of receipts and payments against budget](#) - **Noted**
7. To receive [bank reconciliation](#) – **Noted**

338.7 Planning

To receive a planning report on applications and decisions

1. 3/25/0613/HH – Dropped curb, 15 Hill View, Buckland- [Refused](#)
2. X/25/0199/CND – Countryman, Chipping - [Refuse to discharge condition](#)

338.8 Reports from Working Parties and Committees

1. Summer Fete – not enough volunteers to run this year. To revisit for September 2026
2. [Training](#) – Councillors to keep an eye on training opportunities
3. PC Asset storage – various options to be investigated.
4. Parking on the A10 verge – to review at next meeting
5. Wall at Chipping Bridge collapsed – nothing has happened since the barriers have been placed, report to Highways to remind them it needs to be mended.
6. A10 footpath clearance – incomplete, report to Hertfordshire County Council again
7. July/August Newsletter:
 1. to discuss content – new rubbish regulations, encourage more recycling and cleaning of recyclable items, items to be received by 1st August
 2. to agree an editor – Cllr R Arkle
 3. to agree delivery date as Saturday – 9th August

338.9 To note items for future agendas: and to receive any other items for future consideration
Chipping Sign

338.10 Date of next Ordinary Parish Council Meeting: 7.30pm, Monday 1st September 2025, St Andrew's Church, Buckland

Meeting closed 20:45

Signed Date.....

RISK ASSESSMENT FORM: PLEASE COMPLETE EACH LINE AS APPROPRIATE

EVENT

Bonfire, Firework & BBQ Evening. Date and time.....

LOCATION

Dawes Common, Buckland

ORGANISER

Buckland & Chipping Parish Council

<u>Hazard</u>	<u>Risk Factor</u>	<u>Measures to Control Risk</u>	<u>Action:</u>	<u>Name(s)</u>
Bonfire	Medium - Fire	Bonfire zone fenced off and one designated firelighter in attendance at all times with high vis jacket and torch. Check bonfire for explosive / unsuitable materials before lighting.	Organiser	
Fireworks	Medium - Burn	Firework zone fenced off and two designated firework lighters only permitted in this area, wearing high vis jackets and torches. Bucket of water nearby for unignited fireworks. Fireworks to be kept in a suitable container. Check wind direction before event and launchers to be angled away from spectators and properties.	Organiser	
BBQ	Low – Burns & Hygiene	Cook to order where possible. Keep pre-cooked back up to a minimum. Handle cooked products with gloves and tongs. BBQ must be on a firm base at all times.	Organiser	
Toilet	Low – trip and hygiene	Locate portaloo in a convenient location to be visible but distant from BBQ. Check water supply and paper towel supply before event. Suitable lighting.	Organiser	
General	All risk	Ensure that fireworks and bonfire are located more than 100 metres from any dwellings or vehicles. All officials to be aware of first aid kit location. Do not continue with event if high wind is likely to blow embers towards the thatched buildings.	Organiser	

PLEASE PRINT

NAME:

SIGNATURE:

DATE:

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Clerk Expenses				200.00		200.00	200.00 (100%)
4	Office & Admin				440.00		440.00	440.00 (100%)
5	Payroll Service				70.00		70.00	70.00 (100%)
6	Audit Costs				251.88	251.88		(0%)
7	Website hosting				200.00		200.00	200.00 (100%)
8	Insurance				550.00	556.52	-6.52	-6.52 (-1%)
9	Hall Hire				111.00	20.00	91.00	91.00 (81%)
10	Election Reserve							(N/A)
11	Training				300.00	37.50	262.50	262.50 (87%)
12	Newsletter				429.00	104.00	325.00	325.00 (75%)
13	Bank Charges							(N/A)
14	Other							(N/A)
SUB TOTAL					2,551.88	969.90	1,581.98	1,581.98 (61%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Election costs							(N/A)
SUB TOTAL								(N/A)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Summer Event				1,300.00		1,300.00	1,300.00 (100%)
28	Winter Event				500.00		500.00	500.00 (100%)
33	Spring National Clebrations				500.00	271.43	228.57	228.57 (45%)
SUB TOTAL					2,300.00	271.43	2,028.57	2,028.57 (88%)

General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Poppy Wreath				20.00		20.00	20.00 (100%)
24	Kiosks & Electric				150.00		150.00	150.00 (100%)
25	AED							(N/A)
26	Misc & Reserve				350.00		350.00	350.00 (100%)
32	Bank Charges				72.00	24.00	48.00	48.00 (66%)
34	CAB Donation				50.00	50.00		(0%)
39	Donation							(N/A)
41	PC Assets				400.00		400.00	400.00 (100%)
SUB TOTAL					1,042.00	74.00	968.00	968.00 (92%)

Summary of Receipts and Payments

All Cost Centres and Codes

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Precept	11,495.00	5,747.50	-5,747.50				-5,747.50 (-50%)
35	Event Income							(N/A)
37	VAT reclaim		2,304.91	2,304.91				2,304.91 (N/A)
38	Donation Received							(N/A)
40	Grant received							(N/A)
SUB TOTAL		11,495.00	8,052.41	-3,442.59				-3,442.59 (-29%)

Litter Picking		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Buckland Litter Pick				1,140.00	570.00	570.00	570.00 (50%)
30	Chipping Litter Pick				1,140.00	570.00	570.00	570.00 (50%)
SUB TOTAL					2,280.00	1,140.00	1,140.00	1,140.00 (50%)

Maintenance		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Grass Cutting				2,280.00	1,140.00	1,140.00	1,140.00 (50%)
20	Dog Litter Bins				650.00	659.55	-9.55	-9.55 (-1%)
21	Trees & Reserve							(N/A)
22	Bus Shelter				600.00		600.00	600.00 (100%)
42	Property Repairs				300.00	150.00	150.00	150.00 (50%)
43	AED unit				100.00	486.00	-386.00	-386.00 (-386%)
SUB TOTAL					3,930.00	2,435.55	1,494.45	1,494.45 (38%)

Salary		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Salary				3,344.39	2,062.98	1,281.41	1,281.41 (38%)
2	PAYE					18.00	-18.00	-18.00 (N/A)
SUB TOTAL					3,344.39	2,080.98	1,263.41	1,263.41 (37%)

Subscriptions		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
15	HAPTC				158.13	158.13		(0%)
16	ICO				40.00		40.00	40.00 (100%)
17	SLCC				72.00		72.00	72.00 (100%)
18	CPRE							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				270.13	158.13	112.00	112.00 (41%)
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Summary

NET TOTAL	11,495.00	8,052.41	-3,442.59	15,718.40	7,129.99	8,588.41	5,145.82 (18%)
V.A.T.					262.52		
GROSS TOTAL		8,052.41			7,392.51		

Buckland and Chipping Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 25/08/2025		
	Cash in Hand 01/04/2025		14,624.03
	ADD Receipts 01/04/2025 - 25/08/2025		8,052.41
	SUBTRACT Payments 01/04/2025 - 25/08/2025		22,676.44
	Cash in Hand 25/08/2025 (per Cash Book)		6,231.43
B			16,445.01
	Cash in hand per Bank Statements		
	Petty Cash 25/08/2025	0.00	
	Unity Bank 25/08/2025	16,445.01	
			16,445.01
B	Less unrepresented payments		
			16,445.01
	Plus unrepresented receipts		
	Adjusted Bank Balance		16,445.01
	A = B Checks out OK		

Buckland and Chipping Parish Council
RECONCILIATION - Unity Bank 25-08-2025

From Accounts	£16,445.01
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£16,445.01
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Your Quotation Number: AA00094441

Dear Mrs Caroline Scott,

Thank you for your enquiry!

Here are the details from your recent quote request.


If you have any questions please do not hesitate to contact us on **0800 585501** option 2 or email quotes@seton.co.uk. Please ensure you include the quotation number AA00094441 on your PO or if calling to place an order please give the quote number to the operator.

Alternatively to quickly and securely complete your order please click on the Green 'Order Now' button on this email.

 ORDER NOW

Kind Regards

Seton Quotes Team
Tel: 0800 585501
Email: quotes@seton.co.uk

Item Number & Description	List Price	QTY	UOM	Net Price	Net Total
<div></div> <div>Line Number: 000010 Product Desc: 60 LITRE GRIT BIN Product Code: WSS0055 <u>Estimated Delivery Date:</u> <u>24.07.2025</u></div>	81.80	1 x	EA	81.80	81.80

Delivery Address

BUCKLAND & CHIPPING PARISH COUNCIL
MILL END
LYE END FARM
SANDON
BUNTINGFORD
SG9 0RS

Quotation Number: AA00094441
Customer Reference Number:
CarolineScott23/07/2025
Quote Valid To: 22/08/2025

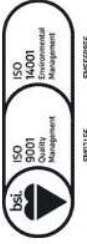
Quote Prepared For

BUCKLAND & CHIPPING PARISH COUNCIL
SANDON
MILL END
LYE END FARM
SANDON
BUNTINGFORD
SG9 0RS

Name: Mrs Caroline Scott
Customer Account
Number: 10R11323060
Payment Method: Within 30 days Due net
Currency: GBP



We proudly hold the following accreditations:



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24 JULY 2025

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

*Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)

11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)
23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)

31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)

51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)

Buckland and Chipping Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

25 August 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	Grass Cutting	25/08/2025		Unity Bank	inv 0220	Grass Cutting	CT Gardens	Z	250.00		250.00
											250.00
34	Bank Charges	31/08/2025		Unity Bank		bank charge	Unity Bank	E	6.00		6.00
											6.00
32	Salary	02/09/2025		Unity Bank	Sept 2025	Salary	Caroline Scott	Z	741.06		741.06
											741.06
33	PAYE	02/09/2025		Unity Bank	sept salary	PAYE	HMRC	X	9.00		9.00
											9.00
36	Newsletter	02/09/2025		Unity Bank		Printing	Linards Ltd	Z			
37	Website hosting	02/09/2025		Unity Bank	Inv 5383	Administration	TEEC Ltd	S	30.00	6.00	36.00
											36.00
30	Chipping Litter Pick	02/09/2025		Unity Bank		Litter Picking	Dale Holt	Z	190.00		190.00
											190.00
31	Buckland Litter Pick	02/09/2025		Unity Bank		Litter Picking	Naomi Longcroft	Z	190.00		190.00
											190.00
Total									1,416.06	6.00	1,422.06

Prepared by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Approved by: _____

Date: _____

Name and Role

Buckland & Chipping Parish Council 2025-26

Employer's Tax Summary

Jul-2025 to Sep-2025

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
C F Scott	750.06	9.00		741.06	
Total	750.06	9.00	0.00	741.06	0.00

Employer Totals:

	PAYE Quarter
Total Net Pay	741.06
TAX:	
PAYE Tax	9.00
Total Tax Due	9.00
NIC:	
Total Tax & NIC Due	9.00
HMRC ACCOUNT:	
Tax & NIC due for Q2	9.00
Payment for Q2	9.00
Balance carried forward to Q3	0.00
OTHER PAYMENTS:	
TOTAL NET OUTLAY	750.06

Amounts shown in the PAYE Quarter column are the totals for all the pay periods in that PAYE Quarter.



INVOICE

Buckland and Chipping Parish Council
Lye End Farm, Sandon, HERTS SG9 0RS

Invoice Date
2 Aug 2025

Ct gardens ltd

Invoice Number
INV-0220

Description	Quantity	Unit Price	Amount GBP
Buckland and Chipping Parish Council Back lane cut back 29/07/2025	1.00	250.00	250.00
Subtotal			250.00
TOTAL NO VAT			0.00
TOTAL GBP			250.00

Due Date: 16 Aug 2025

C T GARDENS Limited
Sort; 30-99-50.
Acc; 52640868



TAX INVOICE

Buckland and Chipping Parish Council
Attention: Colin Marks
17 Park Lane
Puckeridge
Herts
SG11 1RL

Invoice Date
20 Aug 2025

Invoice Number
INV-5383

Reference
QU-4209

VAT Number
GB926762203

TEEC Limited
10-11 West Mills Yard
Newbury
Berkshire
RG14 5LP
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
bucklandandchipping.gov.uk domain procurement request - Jun 2025	1.00	30.00	20%	30.00
clerk.bucklandandchippingpc@gmail.co m				
clerk@bucklandandchipping.org.uk				
Subtotal				30.00
Total VAT 20%				6.00
Invoice Total GBP				36.00
Total Net Payments GBP				0.00
Amount Due GBP				36.00

Due Date: 19 Sep 2025

Terms & Payment Advice

Please include our invoice number as references in the transactions.

Bank Name - LloydsTSB Newbury, RG14 5HB
Sort Code - 309589
Account Number - 00138008
BIC: LOYDGB21041
IBAN: GB87 LOYD 3095 8900 1380 08

Subject to the standard TEEC terms, conditions of sale and warranties.



The Manor House
High St
Buntingford
HERTS
SG9 9AB

Message Line: 01920 459944
www.citizensadviceeastherts.org.uk

Caroline
By email clerk.bucklandandchippingpc@gmail.com

August 2025

Thank you

Dear Caroline and Buckland and Chipping Parish Councillors,

Thank you very much for your donation of £50 to Citizens Advice East Herts.

Your donation will be used as part of our core costs to support local residents, by training new volunteer advisers. This means we can continue to help some of the most vulnerable in our community, many of whom are struggling with the rise in the cost of living and come to us with increasingly complex issues.

We thank you again for your support which makes such a difference to us, and wish you all the very best.

Yours sincerely,

A handwritten signature in purple ink that reads "M. Bromyard".

Maxine Bromyard
Chief Executive Officer
Citizens Advice East Herts
Email: bromyardm@citizensadviceeastherts.org.uk
Phone: 01920 454893