

CODDENHAM PARISH COUNCIL
SCHEDULE OF FEBRUARY 2026 BACS PAYMENTS

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
38	Waste Management	Glasdon UK Ltd	Litter Bin Key	Litter Act 1983, ss.5, 6	£3.70	£0.00	£3.70
39	Grounds Maintenance	Blackthorn Landscapes	Broom Hill Boundary/Wild Area	PHA 1875, s.164	£200.00	£40.00	£240.00
40	Clerk's Salary	Ms M Burt	February Salary	LGA 1972, ss.101, 111-112	£461.14	£0.00	£461.14
					£664.84	£40.00	£704.84

Glasdon UK Limited**Invoice Address**

Coddenham Parish Council
4 Webbs Cottages
School Lane
Ipswich
IP6 9PT

Our VAT Registration No.: GB 155 8470 44

Delivery Address

Mrs Jane Soanes
Coddenham Parish Council
Old Police House
School Road
Coddenham
Suffolk
IP6 9PR

Customer Account Code : 590138439

Invoice Date : 02/02/2026

Invoice No : SI930576

Order Date : 28/01/2026

Order No : 3189792

Customer Ref No : RC27474168

Advice Note No : 3189792

Legacy Order No : RC27474168

Delivery Via : DPD Next Day

Delivery Ref : 6708669323

Page No : 1 of 1

No.	Product Code	Product Description	Qty	Unit Price	Total Price	Discount	Total Net Price
1	EP154/2203	COMMUNITY/GUPPY/AUTO-MATE/NEXUS EVO CITY SPARE TRIANGULAR KEY-8mm Glasdon Litter Bin Key	1	3.70	3.70	0.00%	3.70

Comments

Subtotal 3.70

Delivery 5.00

VAT @ 20.00% 1.74

Total Payable 10.44

Pound Sterling

Bank Details

HSBC UK Bank Plc
Sort Code: 40-12-13
Account No.: 92143836

Payment Terms

Payment by Credit / Purch Card

When paying this invoice, please use invoice reference number 930576.

If you are paying multiple invoices, please use your Customer Account Code 590138439. Payments received will be allocated to the oldest invoice first.



Stay green with Glasdon and help our environment :

Please contact our Finance Department on 01253 600422 or by e-mail at creditcontrol@glasdon-uk.co.uk to receive all your invoices and statements by e-mail.

BLACKTHORN LANDSCAPES LTD

Buntings Farm
Pentlow
Suffolk
CO10 7JL
accounts@blackthornlandscapes.com
VAT Registration No.: 485627941

**INVOICE TO**

Maggie Burt
Coddensham Parish Council
24 Church Crescent
Sproughton
Ipswich
Suffolk
IP8 3BJ

INVOICE NO. 1828**DATE** 25/02/2026**DUE DATE** 27/03/2026**TERMS** Net 30

DATE	DETAILS	QTY	UNITS	TOTAL
25/02/2026	Broom Hill – Boundary & Wild Area Maintenance	1	200.00	200.00
SUBTOTAL				200.00
VAT TOTAL				40.00
TOTAL				240.00
BALANCE DUE				£240.00

You can make direct payments to our bank account using the following details:-

Sort Code: 60-83-71
Account Number: 97168548
Account Name: Blackthorn Landscapes Ltd
Company registered in England No.12530984

Coddenham Parish Council

Ms Margaret Burt

4 Webb Cottages
School Lane
Coddenham
Suffolk
IP6 9BT

4 Webbs Cottsges
School Lane
Coddenham
Suffolk
IP6 9PT

Payments		Deductions	
Taxable Pay	£576.34	Income Tax	£115.20
		Employee NIC	£0.00
Total Payments	£576.34	Total Deductions	£115.20

Net Pay £461.14

Payment Date	28/02/2026	National Insurance Category	C
Payment Period	Month 11	National Insurance Number	YR622672A
Employer PAYE Reference	245/YZ63460	Tax Code	BR wk1mth1
Payroll ID	BU001	Hours worked	35.25
Additional information			

Questions about your tax? Go to gov.uk/hmrc/tax-on-payslip

Payslip Version 1





Outlook

Re: Feb Timesheet

From Sarah Gregory <cllrsarahgregory@coddenham-pc.gov.uk>
Date Mon 2026-03-02 6:40 AM
To clerk@coddenham-pc.gov.uk <clerk@coddenham-pc.gov.uk>

Thanks Maggie

Approved

Kind regards
Sarah
Sent from my iPad

On 28 Feb 2026, at 18:25, clerk@coddenham-pc.gov.uk wrote:

Please find attached my timesheet for approval.

Kind Regards,
Maggie

<TIMESHEET FEB 2026.xlsx>

TIMESHEET

Name Maggie Burt
Time Period 1-28 February 2026
Position Clerk to the Parish Council £16.35ph (from 1 April 2025)

DATE	WEEKDAY	TASK	DAILY TOTAL	FoI	TRAINING	Weekly Total	Monthly Total
02.02.26	Mon	Emails/Month End financials/Payroll/Updates	1.50 hours				
03.02.26	Tues	Emails/Mthly Financial reports/	2.25 hours				
04.02.26	Weds	Emails/Amend Fincl Reports/VAT Reclaim	2.0 hours				
05.02.26	Thurs	Emails/Reconcile VAT reclaim	1.75 hours				
06.02.26	Fri	Emails/ Financial Repts/VAT mtg with JCW	2.50 hours			10.0 hours	
09.02.26	Mon	Emails/SCC Reporting/Laminate WP posters for JS/Update to do list	2.50 hours				
10.02.26	Tues	Emails/VAT Reclaim submitted/PDP/	1.50 hours				
11.02.26	Weds	Emails/Updates	1.50 hours				
12.02.26	Thurs	Emails/Website/Road closure	1.75 hours				

13.02.26	Fri	Emails/Agenda final/Exp. Over £500	<u>1.50 hours</u>	8.75 hours
16.02.26	Mon	Emails/Allotment Letters/Chasers	1.75 hours	
17.02.26	Tues	Emails/Publish Agenda/	1.0 hours	
18.02.26	Weds	Emails/Updates	1.25 hours	
19.02.26	Thurs	Emails/PDP form/Updates/Insurance	1.50 hours	
20.02.26	Fri	Emails/Chasers/Updates	<u>1.75 hours</u>	6.25 hours
23.02.26	Mon	Emails/Website/Updates	1.75 hours	
24.02.26	Tues	Emails/Initial Mtg Pack prep/1:2:2 prep/Updates & Chasers	2.25 hours	
25.02.26	Weds	Emails/1:2:2 Mtg/	2.75 hours	
26.02.26	Thurs	Emails/Chasers/Updates/	2.0 hours	
27.02.26	Fri	Emails/APM prep/website	0.75 hours	10.25 hours
28.02.26	Sat	Wkg Party posters/APM publicity/	<u>0.75 hours</u>	
				<u>35.25 hours</u>