

**CODDENHAM PARISH COUNCIL  
SCHEDULE OF JANUARY 2026 BACS PAYMENTS**

Folio No.	Budget Heading	Payee	Details	Power to Spend	Net	VAT	Total
33	s137 Payments	CAB Ipswich	Charitable Donation	LGA 1972, s.139(1)	£50.00	£0.00	£50.00
34	MSDC Grant Expenditure	Cllr. S Gregory	Reimbursement for items purchased	PHA 1875, s.164	£35.97	£0.00	£35.97
35	Green spaces expenditure	Cllr. S Gregory	Reimbursement for items purchased	PHA 1875, s.164	£7.76	£0.00	£7.76
36	Grounds Maintenance	Blackthorn Landscapes	Broom Hill-footpath & other maintenance	PHA 1875, s.164	£500.00	£100.00	£600.00
37	Clerk's Salary	Maggie Burt	January salary	LGA 1972, SS.111,112-3	£552.79	£0.00	£552.79
					<b>£1,146.52</b>	<b>£100.00</b>	<b>£1,246.52</b>

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**RE: Donation**

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From Nicky Willshere <ceo@ipswichcab.org.uk>  
Date Thu 2026-01-15 11:22 AM  
To clerk@coddendam-pc.gov.uk <clerk@coddendam-pc.gov.uk>

Dear Maggie

Very much appreciated.

Ipswich and District Citizens Advice Bureau.

Account: 00031516  
Sort Code: 40 52 40

Kindest regards



**Nicky Willshere**  
CEO

Tel: 01473 219771

Mobile: 07562607082

Tower House, 17 Tower Street, Ipswich, IP1 3BE

[2025 Performance Review](#)  
[Autumn Newsletter from Citizens Advice Ipswich](#)



Charity No: 1064862; Company Ltd. By Guarantee No. 3438957  
Company Registered Office: 17 Tower Street, Ipswich, IP1 3BE  
Authorised and Regulated by the Financial Conduct Authority FRN: 617639:  
VAT registered number 462725190

**NHS Collaborative**  
**Procurement Hub**  
Partnership with Purpose



We are registered with the Information Commissioner's Office under Z8593557 and will process your personal data in accordance with the General Data Protection Regulation and Data Protection Act 2018. Please refer to our online Privacy Policy at [Privacy Policy – Citizens Advice Ipswich](#) for more information on how your personal data will be processed and stored. A copy of our privacy policy can also be sent to you via email or by post on request.

Details of our local complaints procedure is also available by visiting [Make a complaint – Citizens Advice Ipswich](#)

**From:** clerk@coddendam-pc.gov.uk <clerk@coddendam-pc.gov.uk>  
**Sent:** 15 January 2026 10:24  
**To:** Nicky Willshere <ceo@ipswichcab.org.uk>  
**Subject:** Re: Donation

**CAUTION:** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.


Hi

If you could give me bank details, I can include the donation in our payment run at the end of the month.

## Re-imbursment

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**From** cllrsarahgregory@coddenham-pc.gov.uk <cllrsarahgregory@coddenham-pc.gov.uk>  
**Date** Tue 2026-01-27 2:36 PM  
**To** Maggie Burt <clerk.coddenhampc@gmail.com>  
**Cc** cllrjohnwhitehead@coddenham-pc.gov.uk <cllrjohnwhitehead@coddenham-pc.gov.uk>

 1 attachment (1 MB)

Scan 2.jpeg;

Maggie, hi

Please may I be re-imbursed for the attached from Clarkes Fencing when you do the payment run

£37.26 + VAT (oak sleeper to be charged against the MSDC bench grant)

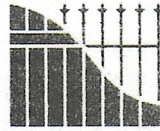
£6.47 plus VAT (post for dog poo bin-green spaces cost)

Total £43.73

The Ronseal wood hardener has arrived- thanks. That's also a cost against the MSDC grant.

Many thanks

Kind regards  
Sarah



**CLARKE  
FENCING LTD**

TEL 01449 614939

email: info@clarkefenc

www.clarkefencing.co.uk

Main Outlet  
Served by: Jason Clarke  
Register: Main Register

Receipt / tax Invoice #71952  
Jan 27, 2026 at 12:40 PM

2.4M OAK LANDSCAPING SLEEPER

200 X 100MM

1 @ £37.26	£37.26
Disc: 12.90% (£5.52)	£42.78
Tax: VAT (20% / £6.21)	

MACHINE ROUND POINTED STAKES

UC4 KILN DRIED / 1.8M / 75MM /  
SINGLES

1 @ £6.47	£6.47
Disc: 5.96% (£0.41)	£6.88
Tax: VAT (20% / £1.08)	

Subtotal	£36.44
Tax (VAT, 20%)	£7.29

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TOTAL (2 items) £43.73

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Credit Card £43.73

Jan 27, 2026 at 12:40 PM

TRANS TYPL: PURCHASE  
ACCEPTED

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TOTAL SAVINGS £5.93

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10 PAY £0.00

DAVID OLIVER

Email mail@DavidOlivermedia.co.uk  
Phone 07973399012

Thanks for stopping By!

Registered Office: Unit 3, Stowmarket  
Business Park, Ernest Mann Road,  
Stowmarket, IP14 2ED  
VAT Number: 443 0362 76  
Registration Number: 0543 6683

In addition to your legal rights we also  
allow you to return goods if you change  
your mind providing the goods are still  
in their original unused state and you  
have the original receipt within 14 days  
we will offer a full refund or exchange.  
All goods remain the property of Clarke  
Fencing Ltd until payment has been  
received in full.

**BLACKTHORN LANDSCAPES LTD**

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



**INVOICE TO**

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

**INVOICE NO.** 1824

**DATE** 29/01/2026

**DUE DATE** 28/02/2026

**TERMS** Net 30

DATE	DETAILS	QTY	UNITS	TOTAL
26/01/2026	Additional Area - Broom Hill Grass cutting, with arisings raked into mounds on site	1	275.00	275.00
26/01/2026	Footpath Maintenance - Broom Hill Grass cutting, with arisings raked into mounds on site	1	225.00	225.00

SUBTOTAL	500.00
VAT TOTAL	100.00
TOTAL	600.00
BALANCE DUE	<b>£600.00</b>

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 Cottages  
School Lane  
Coddenham  
Suffolk  
IP6 9PT

Payments		Deductions	
Taxable Pay	£690.79	Income Tax	£138.00
		Employee NIC	£0.00
<b>Total Payments</b>	<b>£690.79</b>	<b>Total Deductions</b>	<b>£138.00</b>

**Net Pay** £552.79

Payment Date 31/01/2026

National Insurance Category C

Payment Period Month 10

National Insurance Number YR622672A

Employer PAYE Reference 245/YZ63460

Tax Code BR wk1mth1

Payroll ID BU001

Hours worked 42.25

Additional information

Questions about your tax? Go to [gov.uk/hmrc/tax-on-payslip](https://www.gov.uk/hmrc/tax-on-payslip)

Payslip Version 1



**Re: January Timesheet**

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**From** Sarah Gregory <cllrsarahgregory@coddensham-pc.gov.uk>

**Date** Tue 2026-02-03 5:59 AM

**To** clerk@coddensham-pc.gov.uk <clerk@coddensham-pc.gov.uk>

Approved. Thanks  
Sent from my iPad

On 2 Feb 2026, at 11:07, clerk@coddensham-pc.gov.uk wrote:

Hi Sarah  
Please find attached my timesheet for January for approval.

Kind Regards,  
Maggie

<TIMESHEET JAN 2026.xlsx>

**TIMESHEET**

**Name** Maggie Burt

**Time Period** 1-31 January 2026

**Position** Clerk to the Parish Council

£16.35ph

(from 1 April 2025)

DATE	WEEKDAY	TASK	DAILY TOTAL	FoI	TRAINING	Weekly Total	Monthly Total
01.01.26	Thurs	Emails/Mtg Pack Supplementary prep/Financial Repts prep	1.75 hours				
02.01.26	Fri	Monthly financials/Mtg Pack/	<u>2.0 hours</u>			<u>3.75 hours</u>	
05.01.26	Mon	Emails/Draft Policies	1.75 hours				
06.01.26	Tues	Emails/Financials/Policies	2.75 hours				
07.01.26	Weds	Emails CPC Meeting	0.75 hours <del>2.5 hours</del> 2.75 hours				
08.01.26	Thurs	Emails/Actions from Mtg	2.0 hours				
09.01.26	Fri	Emails/updates/More mtg actions	<u>2.0 hours</u>				<b>11.25 hours</b>
12.01.26	Mon	Emails/Draft Minutes	2.75 hours				

13.01.26	Tues	Emails/Draft Mins/	2.0 hours
14.01.26	Weds	Emails/Draft Mins/Action List/Donations	1.75 hours
15.01.26	Thurs	Emails/Policies/s137 payments/Updates	1.75 hours
16.01.26	Fri	Emails/Updating website	<u>1.50 hours</u>
19.01.26	Mon	Emails/Updates	1.0 hours
20.01.26	Tues	Emails/Policy Review	2.0 hours
21.01.26	Weds	Emails/1:2:2 meeting/Actions	1.75 hours
22.01.26	Thurs	Emails/Draft Agenda/Update Planning Schedule	2.25 hours
23.01.26	Fri	Emails/Brett Letter/Purchases	<u>1.50 hours</u>
26.01.26	Mon	Emails/Placing orders/Publish Draft Mins/Allotment Rent Schedule	1.50 hours
27.01.26	Tues	Emails/Publish Draft Mins/Chase Glasdons order	2.25 hours
28.01.26	Weds	Emails/Rewrite Draft Mins/	1.75 hours

**9.75 hours**

**8.5 hours**

29.01.26	Thurs	Emails/Republish Draft Mins/Updates/Allotments	2.0 hours
30.01.26	Fri	Emails/Website Updates	<u>1.50 hours</u>
			<b>9.0 hours</b>
			<u>42.25 hours</u>