

Clerk's report for meeting on 8th January 2025

Administration

Register of Members Interest forms for Cllr Bletcher and Salter sent off to Somerset Council. These can be found here:

[Parish council - Bishops Lydeard & Cothelstone - Modern Council](#)

I have been trying to book an Internal Audit ahead of the External audit. Tammy Weeks (Hillside Business) is not available. I am hopeful that Zoe Godden from Hoblake Services can do it in early April 2025 as last year.

Researched Skip Hire and prepared a paper

Asset Register

Zurich insurance company notified of the changes and these are now added to our policy at no extra cost.

Cleaning

New cleaning contractors seem to be getting on well with no major issues to report.

Correspondence

I followed up the power outage issue following Storm Darragh with the National Grid, reference complaint C010624. They did respond after several emails going round the houses.

Scribe Account Software

I have now entered all receipts and payments from 01/04/2024 up to 30/09/2024 and checked the Q1 and Q2 bank reconciliation figures. These were as expected so I am now in the process of catching up with the Q3 figures. Meanwhile I have been updating the old excel spreadsheets.

Finance

The 2025/26 budget figures have been amended following the last Parish Council meeting for final review.

I have updated the Excel spreadsheet Q3 cash books with data from the November 2024 bank statements. I am now waiting for the December statements.

NOTE: I plan to keep the Excel cash book files updated alongside the Scribe Accounts at least until the Q3 bank reconciliation is completed. We can then review whether I should keep them going until the end of Q4.

Payroll

Processed employee timesheet using the HMRC Basic PAYE Tool as usual.

Spent a long time on the telephone to HMRC regarding a claim from them for underpayment. We do have to pay this as it looks like we did underpay in 2023/24 (I checked the PAYE tool figures and what was actually paid). This will continue to accrue interest if not paid. I raised an appeal against this anyway.

Public Conveniences

No major issues to report.

Library

Library Lease payments for Mr C Back resolved and now up to date.

Invoice sent to Somerset Council for Q4 Library grant.

The blinds in the library have now been fixed. No major issues to report.

Electricity Services

I now have access to the EDF invoices online so can see what the library usage looks like and can track it in future.

I am in the processes of getting the new tariffs from British Gas for the public conveniences and access to the invoices.

Planning Applications

I checked the latest updates for information for the Parish Council meeting.

CIL Projects

A meeting with Somerset Council was attended on 12th December 2024 about the Roads & Traffic project and documents. I prepared a paper identifying the priority sites for Somerset Council and Cllr Rigby will provide an update on the project at the next Parish Council meeting.

I am still waiting for a meeting date with Bell Civil Engineering for the streamside project. I anticipate that this will be in early 2025.

EV Charging Points:

To be added to a future Parish Council Meeting. I will prepare a paper in advance.

Work Planned for next month

- More work on Scribe accounts
- Prepare EV paper for next PC meeting
- Meetings – minutes/ agendas etc.
- Payroll
- CIL Projects – try to get some progressed.