

Clerk's report for meeting on 12th February 2025

Administration and General Activities

Researched Noticeboards for Moorland Gate, Opposite the school and inside the Phonebox and prepared a paper

Visited the underpass to confirm that the lights were working which they are. Email sent to the resident who raised this as an issue.

Checked SID locations and that they are working which they are.

Liaised with Amy Shepherd regarding allotments that some residents had enquired about.

Liaised with the Lengthsman regarding dog fouling signs that Cllr Hunt provided. He will install them as needed following a complaint from a resident.

We had a report of a piece of corrugated iron wedged in the bank of the stream opposite No 8 Millers Way. Apparently, it appeared there a few weeks ago and there was a concern that it will at some stage dislodge, drift downstream and cause a problem elsewhere. This was removed of by the Lengthsman.

Liaised with Vas regarding the Food Trailer that he wanted to park in the car park – he is currently at Priory Fields Car Park for a month as a trial period with scope for a longer booking.

Training

I have now booked training as follows:

Course	Provider	Date of Course	Cost
Scribe Training - Reserves	Scribe	28/01/2025	£0.00
Scribe Accounts - VAT	Scribe	29/01/2025	£0.00
Creating & Starting a new financial year in Scribe	Scribe	04/02/2025	£0.00
Sales Invoices and Purchase Orders	Scribe	05/02/2025	£0.00
The Essential Clerk Part 1 – Powers & Duties	SALC	10/02/2025	£60.00
Getting Ready for Year End	Scribe	11/02/2025	£0.00
Mastering Year-End: Less Stress, More Success!	Scribe	12/02/2025	£0.00
The Essential Clerk Part 2 – Agendas, Minutes & Meetings	SALC	17/02/2025	£60.00
The Essential Clerk Part 3 – Finance	SALC	24/02/2025	£60.00
Preparing for Year End & Audit	SALC	03/03/2025	£35.00
TOTAL COST			£215.00

The Scribe training that I have done so far has been very helpful.

Cleaning

Feedback from the Library Quarterly Review was positive regarding cleaning. They did request a handover book/ diary which I have asked Kylie to sort out.

I checked the public conveniences and noted that the cleaning seemed fine, but we will need to sort out the lighting.

Correspondence

Lots of correspondence this month including:

1. The Skate Park trial location was proposed to be located at the play area near the train station. However, Somerset Council have not given permission for this.
2. Oak tree at Lydeard Farm, Bishops Lydeard regarding an Oak Tree that had to be reduced in height due to decay. Cllr Rigby is aware of the location of the tree.
3. A358 Flooding was raised by a resident and Cllr Rigby provided a response. Also, the residents at Extons on the A358 experienced flooding and this was brought to the attention of Somerset Council although not yet resolved.
4. Parking on a bridge - Greenway Bishops Lydeard was raised again with Somerset Highways. We have requested that double yellow lines are applied.
5. MP Surgery Dates have been added to our website with Bishops Lydeard scheduled for 28th March 2025. website

6. Dog Bins were reported as not being emptied especially in the Moorland Gate estate. This was brought to the attention of David Wilson Homes who explained that the new management company (First Port) had been notified, and this was resolved.
7. I was contacted by the owners of the Greenway Woodland that the woodland is available should the Parish Council wish to purchase it. This will be brought to the attention of the Parish Council at the next meeting.

Scribe Account Software

I have now entered all invoices and receipts into Scribe Accounts, so we are up to date. I have also completed the Q3 VAT return using data from Scribe.

Finance

I have proposed reallocation of the 2024/25 budget to accommodate new cost codes in Scribe. I have prepared a paper for this for approval at the next Parish Council meeting.

I have updated the Excel spreadsheet Q3 cash books with data from the December 2024 bank statements and have prepared a Q4 cash sheet. I am now waiting for the January 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.

Updated my tax code within the Basic PAYE Tool that we use to process salaries as advised by HMRC.

Attended an HMRC training course - Getting payroll information right.

Checked HMRC information via the Government gateway and noticed that we still have an Underpayment of £55.08 which Cllr Lewin-Harris paid immediately as we were accruing interest on the outstanding amount.

Public Conveniences

No major issues to report other than the lighting still needs upgrading.

Library

I met Will palmer in Taunton and discussed the Digital Café. This is on the agenda for the next Parish Council meeting for go ahead approval.

Attended the Q3 Review via Teams.

Rebecca Hill has requested that the bean bags that the children sit on are replaced and they need storage boxes for the toys. This is now on the agenda for the next Parish Council meeting for approval.

No major issues to report.

Electricity Services

No issues with the EDF invoices.

I now have access to the British Gas invoices, and we are now on the new one-year tariff.

Planning Applications

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

CIL Projects

A meeting with Somerset Council was attended via Teams on 29th January 2025 about the **Roads & Traffic** project. This was a follow up meeting to confirm the priorities and constraints identified in the document that was sent to them in December 2024. They now have clarity and will come back to us by the end of March with timescales and costs.

I met Monty Wornell from Bell Civil Engineering on 5th February regarding the **Streamside** project. Cllr Bletcher and Bainbridge were also in attendance plus several people from the local Streamside Group. The scope and timescale were discussed. Monty assured us that the work will be completed by the end of March 2025.

An invoice has been received from the Village Hall for their **Playground** project.

An invoice has been received from the **Football Club** for the **shelter** that was previously approved.

EV Charging Points:

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

Work Planned for next month

- Getting Ready for Year End

- Research Weed Control used by other organisations and authorities ahead of next Parish Council meeting
- Prepare EV paper for next PC meeting
- Meetings – minutes/ agendas etc.
- Payroll
- CIL Projects – Progress as many projects as possible.