

## Clerk's report for meeting on 11<sup>th</sup> June 2025

### Administration and General Activities

Prepared Meeting Minutes, Agenda, papers, etc. for the two annual meetings this month (Annual Meeting of the Council and the Annual Parish Meeting).

Reviewed Internal Audit reports.

Preparing for the external audit – AGAR forms etc.

Liaising with Somerset Highways regarding the SID sign at Cothelstone Hill – see correspondence.

Digital Café sessions attended.

Visited the Mill House to see the problem reported with overhanging trees affecting the Tea Rooms – see correspondence list.

Liaising with Arien Signs Ltd about the new noticeboards. These are now on order.

Devolution – Expressed an Interest in Darby Way Hall. Received clarification on the open land at Hither mead – see correspondence list.

Met a Moorland Gate committee member to review the location for the noticeboard. The location they had in mind can't be used as it is in a play area. They will look at other options.

Website updates as usual. Several News items added.

Downloaded WhatsApp onto laptop so I can communicate with the Lengthsman who send photos etc. that way. Then downloaded lots of photos of things I will need to report to Somerset Council.

Backed up laptop using Macrium software.

Attended SLCC meeting in Norton Fitzwarren.

### Cleaning

No issues to report this month.

## Correspondence

New Correspondence List created as advised by SALC. This will be presented at the next parish Council meeting in June.

## Scribe Account Software

April bank reconciliation completed. This was reviewed and signed off by Cllr Orr.

Invoices and receipts processed.

## Finance

Banked Library cash in HSBC bank.

## Payroll

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

Provided information to the previous clerk for last financial year (pay and tax paid)

## Public Conveniences

Visited the public conveniences to check the new toilet roll holders which look in keeping.

Alternative quotations to improve the lighting needed as requested at the last Parish Council meeting. Still need quotations to resolve the plumbing issues.

## Library

Liasing with Coomers security regarding Annual Fire Extinguisher checks which was completd.

Q4 Library review meeting has been delayed again.

The library water heater was replaced on 9<sup>th</sup> May 2025.

Uploaded the Library news articles to the website.

## Electricity Services

No issues with the EDF or British Gas invoices.

Submitted a request to change the British Gas direct debit from HSBC to Unity bank account.

## Planning Applications

Cavanna Homes have submitted a site for consideration for homes to Somerset Council – see Correspondence list.

Planning Applications this month that need review on the agenda.

## CIL Projects

Somerset Council have questioned the validity of the Silent Disco equipment. A rational has been sent for consideration.

The Streamside path project is now due to start on 9<sup>th</sup> June 2025 and signs have been put up.

Road & Traffic project is ongoing however the June deadline has been slipped.

## EV Charging Points:

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

## Work Planned for next month

- May Bank Reconciliation when I have the bank statements
- Arrange meetings as needed
- Update staff details with Pensions Regulator
- Meetings – minutes/ agendas etc.
- Payroll
- CIL Projects – Progress as many projects as possible.