

Clerk's report for meeting on 12th November 2025

Administration and General Activities

Two day's holiday taken on 17th and 31st October 2025.

Prepared Meeting Minutes, Agenda, papers, etc. for the Parish Council meetings.

Arranging the CIL and Staffing Committee meeting, papers and agendas.

Digital Café session attended. One session cancelled due to CCS staff training.

Noticeboards finally delivered on 15th October 2025 and installed.

Ecological Survey completed by WTT – awaiting final report.

SID data downloaded from the unit on Taunton Road and reports available.

Liaising with Somerset Playing Fields Association (SPFA) regarding the annual inspections of the MUGA and play areas. They have provided quotations and example reports.

Website updates as usual.

Backed up laptop using Macrium software.

Scribe Fest attended online – many interesting speakers.

Confirmed with Somerset Council the cost of grass cutting the play areas and fields opposite the village hall.

Cleaning

See Public Convenience report regarding vandalism - see below.

Correspondence

Correspondence list updated for next meeting.

Issued a Parish Council training report in response to FOI request from a member of the public.

Scribe Account Software

Invoices and receipts processed.

Scribe training attended regarding forecasting and budget setting.

Finance

September bank reconciliation completed. This was reviewed and signed off by Cllr Orr. Cashbook report also produced.

Went to Taunton to bank the library cash in the NatWest Bank.

Budget and spend reports produced for Parish Council meeting.

Administration access to the Unity Trust Bank account completed.

HMRC training attended online regarding claiming expenses, benefits, working from home, travel etc.

Payroll

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

Public Conveniences

Cllr Hunt has been opening the toilet doors in the mornings and the cleaners locking them in the evenings.

New lights and consumer were installed between 21st and 23rd October. Building Regulations Compliance Certificate and Electrical Installation Certificate received and filed.

The electrician reported that the ventilation fans are not working correctly and will need to be surveyed by a specialist company.

The men's door has been smashed in during the evening of Saturday 25th October. The lengthsman has removed the door as it was a hazard.

Still need quotations to resolve the plumbing issues.

Dyno Rod surveys to be arranged.

Library

Downloaded Library articles and photos and uploaded to our website.

Library CLP Contract signed and returned.

Mobile phone now working in the library.

EiCR certificate needed. Quotation revived from electrician which is on the next PC Meeting agenda for approval.

Electricity Services

No issues with the EDF or British Gas invoices.

Utility Aid letter of authority signed and returned.

Quotations received from Utility Aid and British Gas for review at the next PC meeting.

Planning Applications

Planning Applications this month that need review added to the agenda.

CIL Projects

Liaising with James Dakin (Head teacher of BL Church School) ahead of the CIL Working Group Meeting.

A CIL Working Group Meeting was held on 15th October 2025.

Roads and Traffic project – Somerset Council project developed brief now received.

Chasing the solicitors regarding the purchase of Sandhill Park Woodland as little progress seems to have been made.

Work Planned for next month

- Finalise 2026/27 Budget and precept for next meeting
- October Bank Reconciliation when I have the bank statements
- Arrange meetings as needed
- Liaise with Dyno Rod again
- Update staff details with Pensions Regulator
- Meetings – minutes/ agendas etc.
- Payroll
- CIL Projects – Progress as many projects as possible