Clerk's report for meeting on 14th January 2026

Administration and General Activities

Three day's holiday taken from 17th December to 19th December 2025 plus 2 days Bank Holiday (Christmas Day and Boxing Day).

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

Further photographing assets around the village. Asset register in Scribe Accounts updated with photographs and locations.

Refitted the telephone box (Quantock View/ Mount Street) handle. I used longer screws so I hope it stays on. NOTE: The wood it screws into is going soft so there may need to be a better solution if the screws don't hold.

Digital Café sessions attended.

Ecological Survey final report now available with recommendations.

Checked the MUGA sign off sheets.

Website updates as usual.

Backed up laptop using Macrium software.

Zoho WorkDrive Synch updated and files removed from MS OneDrive.

Cleaning

Kylie contacted me about vandalism in the men's toilets over the Christmas period.

Correspondence

Correspondence list updated for next meeting.

Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

Finance

Budget, Precept and tax base reports ready for review and approval at the Parish Council meeting.

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

Transferred £150,000 from the CCLA account to the Unity Trust Bank account as approved at the last Parish Council meeting.

Payroll

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

Public Conveniences

Checked the public conveniences. Notes that the men's toilet was blocked so I unblocked it.

Vandalism again in the men's toilets over the Christmas Period. Reported to the PCSO - Criminal damage to the public toilets is: 5225365281. The lengthsman has boarded up the men's toilets until we have the new doors fitted.

A plumber from Bamfords was able to unblock the urinals and get the flushing working for the first time for years.

Still need quotations to resolve several plumbing issues.

Dyno Rod surveys to be arranged.

Legionella Risk Assessment to be arranged for the toilets.

Waste collection with Biffa to be arranged.

Library

Library Quarterly Review attended via MS Teams.

Chased outstanding Library grant payment from Somerset Council. This was submitted several months ago and still has not been paid. Also, submitted the next invoice for payment.

Invoice forms for Library rent prepared for Q3 and Q4 and sent to Hannah Cook.

Maintenance issues for the library have been notified to Hannah Cook the landlords solicitor. They will respond as needed.

One of the fluorescent light bulbs in the library was changed by the electrician.

Put a poster for the Library Story Telling events into the Moorland Gate noticeboard.

Updated the website to add the **2026 is the National Year of Reading event** as requested by Kirsty Jenssen.

Downloaded Library articles and photos and uploaded to our website.

Electrician completed the survey on 16th December. The electrical report was rated as unsatisfactory. Issues highlighted and sent to the solicitor acting on behalf of C Back. The electrician provided quotes to rectify these.

Legionella Risk Assessment to be arranged for the library.

Waste collection with Biffa to be arranged.

Electricity Services

No issues with the EDF or British Gas invoices.

Utility Aid switch over will take place to the end of existing contracts as approved at the last Parish Council meeting.

Planning Applications

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

CIL Projects

Requested Bank Account details etc. from the school so we can transfer the £100,000 grant that was approved at the last meeting.

Chasing the solicitors regarding the purchase of Sandhill Park Woodland. The sellers solicitor was waiting further instructions from the vendors. This has been resolved so it should progress now.

Reviewed the pedestrian survey data needed for the Roads & Traffic project with Joanna Zalewska (Somerset Council Project manager) and it was agreed that it is not needed.

Sent a request to Rebecca Staddon (Somerset Council) for clarification on CIL fund 5 year limit. Reply received.

Work Planned for next month

- Final precept to be sent to Somerset Council.
- December 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.