



**Clerks' report written for the meeting to be held April 2026 & compiled
10/04/2026**

1. **Streetlight Repairs** – The following streetlight repairs have been arranged - replacement lantern on Westfield Avenue.
The following streetlight repairs have been completed
 - a. Unit 9008 – Outside 7 Westfield Avenue – New retro lamp installed
 - b. Unit 9025 – Outside 5 Blackhorse Yard – New retro lamp installed
2. **Training for New Councillors Update/NALC Membership Check** – As recounted in the Clerk's report for March they have been investigating appropriate online courses for the latest members of the Council and have found a suitable programme offered by NALC. In order for them to access the course, as well as other invaluable resources designed to support council members, councillors must have opened an account with NALC and the Clerk recommends for everyone sitting on WTC to do so. The course costs £16 and can be completed at the learner's convenience. Payment will initially have to be made by the councillors wishing to join the course, but they will then be reimbursed from the Council's budget for 'Training and Travel'. The Clerk will email council members with further details.
3. **Meeting with APHS Principal** – The Clerk met with the Principal of Alderman Peel High School as requested by JD to receive an update regarding the issue she had raised relating to the cemetery. The Clerk also took the opportunity to discuss whether the campervans parked at the top of Market Lane were causing a problem. The Principal expressed their concerns stating that the vehicles in question added to the congestion and that they would put these views in writing which the Clerk has duly received.
4. **Meeting with BC** – The Clerk met with BC to review the Accounts for the 3rd financial quarter.
5. **Letter to Westfield Residents** – Letters were sent to the residents of Westfield Avenue, informing them of the discussion, scheduled for the Council's meeting on the 13th of April, regarding the date when Wells Town Council would relinquish the tenancy for the Westfield Play Field. During the interim leading up to the meeting the Clerk received an email from one of the avenue's inhabitants apprising them of their opinion that the current site was little used, and that in light of the imminent development on Mill Road and its close proximity to the play field the earlier date, the 1st of June as opposed to the 31st of October, would be preferable.
6. **Correspondence with NCC Highways Concerning Station Road** – As requested the Clerk contacted NCC Highways department to notify them of the Wells Town Council's grave concerns arising from the new road layout on Station Road. Highways responded saying they would be undertaking a 'safety audit review once all RSA (Road Safety Audit) Stage 3 works have been completed on site'.
7. **End of the Financial Year** – The Clerk is in the process of preparing the Council's accounts for audit as well as the paperwork for the Annual Governance and Accountability Returns.
8. **FOI** - The Clerk has received a freedom of information request concerning the recent Local Government Reorganisation announcement, asking for information relating to the Council's position and any correspondence from NNDC to WTC members.
9. **Globe Chiller Van** – The Clerk has received a complaint in connection with the position of the chiller van outside the Globe.
10. **Bus Shelter Repairs Delay** – There has been a delay in replacing the Perspex sheet in the bus shelter outside the Present House due to the contractors heavy work schedule, but hopefully the job will be completed sooner rather than later.

- 11. Co-Option Update** – Unfortunately the Clerk did not receive any applications from members of the public to fill the remaining two vacancies on the Wells Town Council. Therefore it will be necessary for the Clerk to repeat the process and post Co-Option notices to advertise the last two posts in order to fill the positions and get the Council back to full capacity. Subsequent to this notification the timetable for the procedure is as follows in accordance with the 4 week time period as specified in the Council's Co-Option Policy
- **Deadline for receipt of applications – Monday 12th of May**
 - **Scheduled Co-Option – Monday 1st of June**
- 12. Flood Wardens** – The Clerk attended the meeting held on the **12th of March at the Gordon Barrett Memorial Hall**. The Flood Wardens are still in the process of selecting new coordinators and the Clerk is in contact with the admin support for the Wells Flood Wardens who has extended an invitation to the Council to attend their next meeting.
- 13. Skatepark** – The clerk received reports of broken glass on the skatepark and went to clear said glass. They were assisted by two skate boarders who regularly use the park and who requested a bin to put their rubbish and a shelter.
- 14. Allotment Inspections/Meeting** – Members of the Council and the Clerk inspected both allotment sites and attended the subsequent meeting. Allotment tenants were also present to raise their concerns regarding several issues, foremost being how to address the muntjac problem, livestock and border maintenance. Other topics discussed included ways of encouraging holders to take pride in and number their plots, a WhatsApp group for tenant and improved signage.

Emma Gunhouse

Town Clerk