



**Clerks' report written for the meeting to be held June 2026 & compiled
28/05/2026**

1. **Streetlight Complaint Update** – The Clerk has apprised the complainant in connection with the street light near their property that they have received confirmation regarding the like for like replacement lantern which was installed at the beginning of 2025. The complainant has since contacted the Clerk stating that they would be willing to pay the total cost involved to exchange the current unit for a type that would allow shielding to be fitted. This will be on the agenda at the next meeting to see if the Wells Town Council concurs for this work to take place.
2. **Westfield Update (Letters and Signage)**
Letters have been sent to the residents of Westfield Avenue to inform them of the changes concerning the tenancy of the Westfield Play Area; that the land will revert back to the ownership of Holkham Estate as of the 1st of June. The Clerk has also put up notices on the boundary fences of the play area warning of the same.
3. **Missing Memorial Tablet**
The Clerk received a complaint regarding a missing memorial tablet in the Market Lane Town Cemetery. However on investigation the Clerk found that this was not the case and was able to reassure the concerned party that the memorial tablet in question had not been removed.
4. **Play Field Update**
 - a. **New Toddler Swing Seats**
Following the recent play field inspection report and its subsequent recommendations two new toddler swing seats have been purchased to replace the existing ones.
 - b. **Netting on the Bounty**
The Clerk has received a report regarding the condition of the netting at the bow of the Bounty and has taken steps to have it removed and replaced.
 - c. **Tender Notice Update**
Following the publication of the Council's notice on the Government's 'Find a Tender Portal' the Clerk has been contacted by several contractors expressing an interest and has begun arranging times for onsite visits.
5. **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 up 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 – 3rd of July**
 - **Scheduled Co-Option – Monday 7th of September**
6. **AGAR Update** – GH Has completed the internal audit and found that the accounts tally. They have asked that the Wells Town Council makes a donation to the RLNI by way of payment.
7. **Corporate Card Update** – The Clerk is in the process of applying to be a 'Programme Administrator' in order to request a new corporate card for the Council's use.
8. **Printer/Latest Edition of 'Local Council Administration'** – The Clerk has purchased a new printer and the latest edition of 'Local Council Administration' to ensure that the Council office runs efficiently.

- 9. Parking/Car Park Complaints** – Due to the incredible increase of visitors over the recent bank holiday weekend the Clerk has received several complaints relating to inconsiderate parking/lack of parking in the town as well as the stringent parking fines policy followed by one of the car parks in Wells. When responding the Clerk has alerted the complainant to the fact that the Wells Town Council is not responsible for any of the car parks in the town, then suggested that they visit the websites for those that are in charge of parking, as well as providing the necessary link to do so, so they can have the opportunity to research parking provision in the area before making any return trips.

Emma Gunhouse

Town Clerk