

Clerk's report for meeting on 12th August 2026

Administration and General Activities

Prepared Meeting Minutes for the Parish Council meeting and supporting Staffing Committee meetings and preparing next Parish Council meeting.

Liaised with the Somerset Council monitoring officer regarding the election for the councillor vacancy.

Updated the list of councillors for the noticeboards - removed their home addresses – added their email instead.

Noted that the MUGA and Playground inspections were delayed. They should be completed soon by SPFA.

Attended the monthly Clerk's meeting online via MS Teams.

Attended Scribe training regarding Martyn's Law.

Attended Scribe organised free training regarding the new Digital AGAR system and the new SAPP guide due in 2027.

Renewed the Malwarebytes software for another year.

Watched the SLCC Civility & Respect Pledge video and suggested that this is shown at the start of the next Parish Council meeting to Cllr Roberts (chair).

Risk Assessment documents updated for review and approval at the next Parish Council meeting.

Digital Café sessions attended.

Website updates as usual.

Fiveways report completed.

Following up on Actions from the Action Tracker.

Laptop software upgrades completed (clerk and RFO).

Reviewed a footpath hedge off Tithill Lane (Ref: T4/23) following a complaint from a member of the public.

Liaising with DWH as they need to get the lampposts on Moorland Gate handed over to Somerset Council but unfortunately the lengthsman had a SID Solar panel attached to one on Taunton Road that needed to be removed.

Cleaning

No issues to report.

Correspondence

Correspondence list updated for next meeting.

Dealing with complaints.

Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

Finance

Q1 2026/27 VAT claim completed. This has now been paid by HMRC.

Library cash deposited at the NatWest bank in Taunton.

Completed bank transfer of £50,000 from the CCLA account to the Unity Trust bank account as authorised at the last Parish Council meeting.

Processing invoices for payment.

July bank reconciliation completed and reports produced. The bank reconciliation will be reviewed and signed off by Cllr Orr when available.

Payroll

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

Researched pension providers and produced a comparison report for review by the council.

Public Conveniences

Obtained quotes for CCTV systems for the public conveniences for decision at the next Parish Council meeting.

Toilet cisterns issues resolved.

Light in the men's toilet fixed by Pete Miller the electrician. There was a wiring fault.

Dyno Rod surveys to be arranged.

Waste collection with Biffa to be arranged.

Library

Attended Library quarterly review in the Taunton Library. Completed the Library quarterly Review report for the PC meeting.

Q2 invoice produced for Library Lease/ rent. Need to confirm who to pay.

Asset of Community Value (ACV) submitted to Somerset Council for the Library.

Purchased three book tokens for the Summer Reading Challenge as approved at the last Parish Council meeting.

Researched the cost of blinds and fans for the library as requested by the librarian.

Decorating the library completed on 27th July.

DBS clearance for Lisa Frost now progressed. It should be completed soon.

Downloaded Library article and uploaded to our website.

Waste collection with Biffa on-going. There was a missed collection on 21st July as the bag was not put out on time.

Electricity Services

No new issues to report.

Planning Applications

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

CIL Projects

On going – Road & Traffic reports expected soon. These will need to be reviewed by the Roads and Traffic working group.

Work Planned for next month

- August Bank Reconciliation when I have the bank statements.
- Update pension provider with Pensions Regulator.
- Meetings – minutes/ agendas etc. as required.
- Payroll.