

Clerk's report for meeting on 9th September 2026

Administration and General Activities

Prepared Meeting Minutes for the Parish Council meeting and the agenda for the next meeting.

Liaised with the Somerset Council monitoring officer regarding the election for the councillor vacancy. No applicant so we are back to the beginning. All noticeboards updated with the notice from Somerset Council.

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

Booked training courses for councillors as requested.

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

Attended Scribe free training - The Journey of a Locum Clerk: Lessons Learned & Pitfalls Avoided.

Digital Café sessions attended.

Website updates. The signpost and 'Services' pages were amended so this now includes information about the public conveniences, library and village hall etc.

Fiveways report completed.

Following up on Actions from the Action Tracker.

Reported 20MPH signs at Gore Square obscured to Somerset Council.

Reported dog waste bins full to Somerset Council

Went to Sandhill Park Woodland to check the padlock combination – this is confirmed.

Lengthsman scope of works updated and now – parish maintenance services.

Draft Weed control policy updated.

Cleaning

No issues to report.

Estimates for the next 12 months obtained from FDCS and AIS.

Correspondence

Correspondence list updated for next meeting.

Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (cashbook and summary reports).

Finance

ICO Direct Debit form processed. ICO acknowledged this and the direct debit has been set up.

Library cash deposited at the NatWest bank in Taunton.

Processing invoices for payment.

August 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.

Initial setup of the Nest Pension completed.

The Local Government pay increase has been agreed at 3.3%. I now have the latest NALC pay grade information and will be using this going forward.

HMRC Webinar – ‘Employer filing obligations’ attended.

Public Conveniences

CCTV system ordered. I also requested a double socket to be installed by the electrician.

Dyno Rod surveys to be arranged.

Waste collection with Biffa to be arranged.

Library

EDF completed the meter upgrade on 1st September 2026.

The alarm system went onto battery power following the EDF visit. The power to the alarm system had been tripped. Coombers Security reset everything on 3rd September 2026.

Ordered blinds for the library from Wyvern Blinds as approved at the last PC meeting.

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. They missed a collection on 18th and 21st August. A complaint to Biffa was made and a credit will be made to our account.

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

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