

Clerk's report for meeting on 14th October 2026

Administration and General Activities

On holiday for 1 week.

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

Liaising with Somerset Council about the councillor vacancy. Posted the new notice and nomination pack. Only one applicant so no election required.

MUGA and Playground inspections completed – see report. This was sent to the MUGA Committee and the Village Hall Committee for action.

Followed up with the devolution team in Somerset Council requesting an update on the expressions of interest that we had submitted.

Downloaded the ICO registration certificate and printed a copy for the file and then uploaded it to our website.

Visited the surgery to give them a poster about the roadworks on Mount Street and warn them that access between 6pm and 6am may be an issue from 12 October for 1 week.

Went to County Hall, Taunton for the Roads & Traffic meeting with Somerset Council. Booked training courses for councillors as requested.

Responding to several complaints including graffiti at Darby Way, anti-social behaviour and criminal damage at Streamside, fallen trees, etc.

Following notification from a member of the public that the no cycling sign has been taken down I went to the streamside path to look for it without success.

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

Attended Scribe Fest 2026 - free training – including how to deal with vexatious complaints, etc.

Digital Café sessions attended.

Further Website updates including Taunton Neighbourhood Police report.

Fiveways report completed.

Following up on Actions from the Action Tracker.

Vexatious Complaints Policy prepared for review and approval at the October Parish Council meeting.

Multiple software updates completed on both laptops (clerks and RFO).

Created a paper comparing the Sandhill Park Woodland initial works quotations from the 3 contractors.

Printed that notice of the right to inspect the ACAR return and posted the notice on all noticeboards.

Uploaded all 2025-26 AGAR related forms to the website.

Cleaning

Some complaints from Rebecca Hill at the library. These were highlighted to the cleaner.

Correspondence

Correspondence list updated for next meeting.

Scribe Account Software

Invoices and receipts processed.

Scribe reports produced (reserves report, cashbook and summary reports).

Finance

Library cash deposited at the NatWest bank in Taunton.

Processing invoices for payment.

September bank reconciliation completed and reports produced and signed by Cllr Orr.

Payroll

Calculated the pay award for 2026/27 (April to September 2026) using the new NALC pay rate increase.

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

Initial setup of the Nest Pension completed.

Public Conveniences

CCTV system installed on 25th September 2026.

Dyno Rod surveys to be arranged.

Waste collection to be arranged.

Library

Rebecca Hill confirmed colour choice with Wyvern Blinds.

Fan to be ordered.

DBS clearance for Lisa Frost completed.

Downloaded Library article and uploaded to our website.

Waste collection with Biffa on-going.

Electricity Services

No new issues to report.

Planning Applications

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

CIL Projects

Liaising with James Dakin regarding coming to the next Parish Council meeting to provide us with an update on the school refurbishments.

Responding to Somerset Council regarding the CIL questions and form. This took some time as the queries related to 2025.

Road & Traffic meeting held in County Hall Taunton between the working group and Somerset Council project team.

Work Planned for next month

- October Bank Reconciliation when I have the bank statements.
- Meetings – minutes/ agendas etc. as required.
- Payroll.