

## **Clerk report – July 2025**

### **Updates from previous matters**

1. **Dog Fouling** – there appear to be no new incidents of dog fouling on Compton Road in South Cadbury since the owner was visited by the dog warden
2. **Community Speed Watch** – awaiting reply from email sent to PCSO Amanda Ware requesting contact when back from secondment to arrange meeting with volunteers interested in setting up group to monitor speeding in South Cadbury. Has also been included in the South Cadbury village newsletter for July
3. **Community Places of Safety** – registration of South Cadbury Village Hall has now been confirmed. Awaiting update on registration of Sutton Montis Village Hall

### **Casual Vacancy**

To date no applications have been received. The advert on the website has been updated to include details from NALC on Becoming a Councillor

### **Unitary reports**

Hayward's report (previously circulated) has been posted on the website. To date I have received no report from Nicola Clark for July. When received it will be combined with Hayward's report and re-posted on the website

### **Planning**

Please see separate update report. One new application to consider also Fireside Certificated Site application to discuss

### **Highways and Rights of Way**

Separate report to follow

### **Parish Council domain name**

Guidance continues to be received from central government urging parish councils to move to a gov.uk domain name. Clarification has been sought from our web provider who has confirmed at present this is not mandatory but recommended and most of the "security concerns" raised in the guidance are already covered for non .gov.uk domains and websites hosted through Westernweb Ltd

### **Campaign to Protect Rural England (CPRE) membership**

Email sent 03/06/2025 refers. CPRE is the countryside charity campaigning hard for the countryside, locally and nationally. They are lobbying MPs to amend the Planning & Infrastructure Bill which threatens to reduce local democracy in the planning system. Membership is £5 per month and includes the Countryside Voices magazine, local newsletters, discounted entry to national attractions and gardens, invitations to Somerset events and membership of the local and national CPRE charities

### **Bus Champion**

Somerset Bus Partnership has asked for the parish council to nominate a bus representative which is usually a councillor but could be a community member to

- Act as the local voice on bus issues

- Gather feedback from residents on services and unmet needs
- Share information about changes, consultations, and campaigns
- Work with the Somerset Bus Partnership to support and promote public transport within the parish area

### **Enhanced Highways Maintenance Pilot update**

Free Volunteer training is now available from Somerset Council who have made it very clear that nobody should undertake any maintenance of the highway, including litter picking, unless they have completed the training. Copies of the update have been emailed to the village hall committee representatives to remind committee members of this

### **Local Council Data Protection Toolkit service**

A new 'Assertion 10' has been introduced requiring town and parish councils to demonstrate compliance with UK GDPR and the Data Protection Act for the 2025/2026 Annual Governance and Accountability Return and there is a lot of work to be done to prepare for this. Breakthrough Communications are offering a discounted service for £495 which includes 12 months of unlimited access to:

- New on-demand bitesize GDPR training and guidance
- New council GDPR masterclass events
- Live training for staff and councillors (with attendance certificates)
- New templates, checklists and resources
- Drop-in best practice clinics

Please watch the webinar so you understand what is required [6 Steps To AGAR GDPR Compliance Success](#)

### **Defibrillator**

The problem of the electrician not being able to issue a Certificate of Minor Works for the defibrillator in South Cadbury needs resolving. HF Miles have advised the workshop has never been earthed as it connects directly to the electric pole in the road. Whilst the third party risk from an incident is low I am confident our insurance would be invalid as the electrician is unable to issue the Certificate.

I have asked about slabs being positioned under the defibrillator to reduce the risk of slipping in wet weather. HF Miles have agreed but have asked for the parish council to provide the slabs

### **Affordable Social Housing**

As no reply was received to my email sent 09/06/2025, in order to meet the deadline to respond I have requested a no obligation expression of interest in a free housing needs survey

### **Training**

Councillors are again reminded they are required to undertake Code of Conduct training provided by SALC

The Clerk attended a one-off Code of Conduct training for Clerks on 16/06/2025 which requires retrospective approval

### **General Notice of Registrable Interests**

Having recently attended the Code of Conduct training it appears most, if not all councillors have not correctly completed their forms. New forms will be sent to councillors for completion if appropriate

### **Correspondence**

A grant request has been received from South Cadbury Church for assistance with vegetation maintenance costs. Last year a grant of £250 was made

### **Bank balance and monthly charges**

Balance as at 30/06/2025 £25431.86

Charges debited May 2025 £6.20 and June 2025 £5.40

HSBC account fee charges have been removed from 01/07/2025; payments made by BACS are free and 40p per cheque payment charges remain

Will contact HMRC as cheque for £20.20 remains unpresented from December 2024

### **Payments to approve**

- Clerk salary April £398.58, May £398.58 and June £398.58 Total £1195.74
- Home Office Allowance invoice June 2025 £26.00 and July £26.00
- Reimbursement of parish council insurance paid by Clerk £304.00
- Reimbursement for Annual Parish Meeting refreshment expenses paid by Clerk £59.25
- SALC invoice 2016 Code of Conduct – Clerk training £25.00
- WesternWeb Ltd invoice 24987 Renewal of Cloud email account
- Sally Palmer Internal Auditor invoice £175.00

### **Meetings venue**

Email sent to hall secretary for South Cadbury Village Hall to enquire availability for future meeting dates

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11/07/2025