



**Clerks' report written for the meeting to be held September 2026 &
compiled 25/08/2026**

1. **PB Resignation** - The Clerk received Cllrs. PB's resignations on the 20th of July and so contacted NNDC to inform them of the casual vacancy. They did not receive notification of the need for an election and so began proceedings for a further Co-Option to fill the vacancy
2. **DK Resignation** – The Clerk received Cllrs. DK's resignations on the 8th of August and so contacted NNDC to inform them of the casual vacancy. They did not receive notification of the need for an election and so began proceedings for a further Co-Option to fill the vacancy
3. **Streetlight Maintenance Update** – The following streetlight faults/repairs have been reported:
 - a. Unit 9043 – Plummers Hill outside Hillside
4. **Pay Increase** – The Local Government Association, acting on behalf of the National Joint Council for Local Government Services, announced that an agreement had been reached on the 2026 pay award for local government employees. The settlement provides for 3.3% increase in pay rates and allowances with effect from 1st of April 2026. The pay award covers the period from the 1st of April to the 31st of March. The Clerk has updated their pay accordingly.
5. **Streetlight Complaint Update** – The Clerk has been in contact with the Council's contractor to chase up their original request for assurances that should the work go ahead on the unit at the top of Mill Road, as wished for by the complainant, the new lantern and shielding will have the desired effect, i.e. directing the light generated by the street light downward away from the complainant's property.
6. **Bus Shelter Update** – The Clerk can report that they are anticipating this week the delivery of the replacement Perspex sheet for the bus shelter on the Buttlands and that it will be fitted in place by the end of the month.
7. **Play Field Maintenance Update** – The Clerk was notified by RH of the following item(s):
 - a. Removal of the climbing net at the bow of the Bounty and the installation of its replacement

On the 30th of July the Clerk accompanied the assessor from The Play Inspection Company as they inspected the equipment on the play field. The subsequent report and their assessment was sent by the Clerk to members of the Play Field Working Party with an update concerning repairs that had already been completed based on its findings. The Clerk has contacted other Proper Officers in the area to request recommendations regarding play field maintenance.

8. **Reports of Anti-Social Behaviour at Polka Road Cemetery** – The Clerk received some disturbing reports from residents whose properties back onto the Polka Road cemetery of anti-social behaviour by groups of youths congregating at the southern boundary. The Clerk met with the residents on site to view the upsetting consequences of such behaviour which included glass beer bottles being left along with other litter (predominantly vape packaging), questionable graffiti as well as several sizeable scorch marks where attempts had been made to light fires. The latter evidence was the most disconcerting given the extended dry period this summer. The Clerk contacted the area's Beat Manager who informed them that they would meet with the residents to discuss what could be done to solve the issue.

- 9. Car Parking Complaints** – The Clerk has received several complaints concerning the aggressive tactics used by the company managing the private car park on the corner of the Glebe and Freeman Street. In each case the Clerk has taken pains to inform the sender that the Wells Town Council is in no way responsible for any car parks located in and around Wells, and advises them to research on line the available car parks providing them with the necessary links.
- 10. Allotment Taps** – The Clerk received reports of 2 faulty taps on the East End Allotment site; one broken, the other running dry. They engaged a local contractor who has corrected the issue.
- 11. Co-Option Update** – During July and August the Clerk received 1 application to fill the 3 Co-Options scheduled to be reviewed at the Council's meeting on the 7th of September. Therefore it will be necessary for the Clerk to repeat the process and post Co-Option notices to advertise these vacancies, in addition to those in place for the situations left by PB and DK, 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/will be as follows in accordance with the 4 week time period as specified in the Council's Co-Option Policy:
- 1 Vacancy Co-Option**
- **Deadline for receipt of applications – 14th of September**
 - **Scheduled Co-Option – Monday 5th of October**
- 1 Vacancy Co-Option**
- **Deadline for receipt of applications – 28th of September**
 - **Scheduled Co-Option – Monday 5th of October**
- 2 Vacancy Co-Option**
- **Deadline for receipt of applications – 12th of October**
 - **Scheduled Co-Option – Monday 2nd of November**
- Consequently all applications sent to the Clerk will be considered at either the October or November meeting. At present the Clerk has received one email expressing interest.
- 12. Corporate Card Update** – The Clerk has received the Council's corporate card.
- 13. Mobile Phone** – The Clerk arranged for the purchase of and received the mobile phone on behalf of the Council, as agreed at the WTC meeting dated the 1st of June 2026 (see item 12). The phone will be specifically for Council business only, primarily used by the Clerk while at work when away from the office, and for security protocols.
- 14. Policy Review Schedule** – The Clerk is in the process of producing a schedule to review the Council's policies and to determine whether there are any further publications which are a statutory requirement which the Council needs or whether there are others from which it would benefit e.g. Press and Media Policy and Delegated Decision Protocol. This will be brought to the Council's attention at a later date.
- 15. Budget Requests** – The Clerk asks that Council members send any budget requests they may have as soon as possible so they may incorporate them into the WTC 27/28 Budget.
- 16. Library Surgeries** – Finally the Clerk asks for volunteers for library surgeries during November and December on the following dates:
- **13th November**
 - **11th December**

Emma Gunhouse

Town Clerk