

Clerk's Report September 2025

I have used ChatGPT to write the below report. At the moment this is the only document that I have used ChatGPT for. I will inform the council if I have used it for any other documents going forward.

Election Nomination Papers

For clarity, the Clerk has no role in checking or verifying nomination papers during any election process. The only involvement the Clerk has in connection to nominations is the distribution of Parish Nomination Paper Packs upon request.

Litter Picking Equipment

Thank you to Cllr Howells and Cllr Roberts for providing some of the litter picking equipment, as agreed by Full Council in August. The Council now holds the following equipment at the office:

- 1 x Spare key for the main bin
- 1 x Heavy-duty metal dustpan and brush
- 1 x Heavy-duty broom
- Spare black sacks
- 1 x Hi-vis vest
- 2 x Spare litter picking sticks
- Gloves

High Street Bench Painting Quotation

Agrifactors have confirmed in writing that, as part of the quotation to refurbish the High Street bench, they will:

- Rub down the bench by hand to remove as much scale and rust as possible
- Apply **Rustoleum Galvinoleum 3202** primer
- Apply up to **three layers of Combicolour**, an anti-rust primer and topcoat in one

It is noted that the finish cannot be guaranteed due to the bench not being removed for sandblasting and re-powder coating. However, as an example, the bridge in Darch's Wood has only required one repaint in 35 years. Based on this information, Agrifactors have been instructed to proceed.

Planning Portal – Removal of Consultees

WDC Cllr Greg Collins has confirmed that he will inform the Council about the reasons behind the removal of consultees from the planning portal once further information is available.

External Audit – Query Received

One query has been received from the external auditor regarding the Working from Home Allowance. I will respond to this as promptly as possible.

Website Update – Stop Press Box

Hilary is working with our website provider to create a new **Stop Press** box, which will appear on the homepage of the Council's website.

Internal Auditor – Round Robin

I am awaiting the results of a round robin query sent to all Clerks, seeking recommendations for a new Internal Auditor.

Business Plan Brainstorming Meeting

All Councillors have been sent a "Save the Date" email for an **informal brainstorming meeting** to review and reformat the Parish Council Business Plan. This will take place on **Monday 22nd September at 7.30pm**.

Emergency Plan Meeting

The Emergency Plan meeting will be held on **Monday 8th September** with representatives from **ESCC** and **WDC**. I will provide a verbal update at the Council meeting.

Horam Crematorium Site Visit

Hilary and I recently completed a short site visit to Horam Crematorium.

Annual Review

Arrangements are being made for my annual review, which should be completed shortly.