

Clerks Report for Meeting on 18th November 2025

Report on actions from meeting dated 21st October 2025

25/118 The statement was sent to the letters to editors' section for both the Somerset County Gazette and West Somerset Free Press.

25/119 I have been given contacts of other parish councils that are looking to order grit bins. I will keep in contact with them to see if a bulk order can be done to reduce the price, if we decide to go ahead with getting some grit bins.

25/120 I reported the damage that a timber transporter made to Tilhill Forestry.

25/120 i) I asked the Traffic Management team about getting a mirror, please see their reply below:

"Thank you for your email, Somerset Council do not place mirrors on the Public Highway. Mirrors of any kind placed on the Highway are regarded as "unauthorised signs". Somerset Council as the Highway Authority does not allow the use of traffic mirrors as they are considered by the Department for Transport (DfT) as a non-prescribed sign and special permission must be given by the DfT for their use. Somerset Council would not seek this special permission from the DfT as mirrors can give a misleading impression of vehicle movements, particularly motorcyclists who will be inconspicuous in a mirror. If not positioned correctly, they can also cause dazzle to approaching motorists, they also require regular maintenance to keep them clean, they are ineffective during inclement weather and they are often the subject of vandalism or accidental damage.

Should an individual wish to place a mirror on private property, then they are able to do this with the landowner's permission, but they will also need to take on the liability for this and apply for the necessary planning permissions.

Thank you for taking the time to bring your concerns to our attention."

Subgroup & Committee Updates

Finance & Risk Working Group – I will be arranging an FRWG meeting before the PC meeting in December to go through the 2026/27 draft budget.

Snowdrop Valley Committee – There is a Snowdrop Valley Committee Meeting being held at 6.45pm before the Parish Council Meeting on the 18th of November. An update on this will be given in the meeting.

Further details on agenda items

25/132 i) We have had a report from a parishioner about people speeding in the 20mph speed limit area in Cutcombe. I have contacted Traffic Management to see what can be done about this and they said the following:

"As there is already a restriction in place it is therefore a police matter to enforce this. Please see the link below where the residents can report this concern to them."

[Avon and Somerset Police](#)

25/136 There is a new assertion 10 on the AGAR this year for digital and data compliance and we must have the following in place ready for the end of this financial year:

1. Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

2. All websites must meet: the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

3. All websites must include: published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities.

4. All councils (including parish meetings) must: process personal data with care and in line with the principles of data protection.

5. All councils (excluding parish meetings) must also have an IT policy: This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

As this is compulsory, I have asked MiHi to go ahead and set up a new email address the council along the lines of Clerk@cutcombepc.org.uk. Mark at MiHi has also updated our website to pass the WCAG 2.2 AA compliance.

It is not currently compulsory for Councillors to have official email addresses, but it is highly recommended, and I believe this will come into force very soon anyway. MiHi have said they can set up and manage individual @cutcombepc.org.uk email addresses for each of the seven councillors. That includes the full setup, ongoing hosting through IONOS, and any changes or password resets as councillors change. The total cost would be **£85 + VAT per year** for all seven inboxes. Once a decision has been made about whether to go ahead with this, I will put together an IT policy which must also be in place before the end of the financial year.

Other updates:

I looked into the Avon and Somerset police grant that was suggested for buying some new signs for the village but applications are closed for these until April 2026, so maybe this is something we could look at for next year.