CLERK REPORT

Period: From 08 October 2021 to 07 November 2021

1. **October 13 council meeting minutes –** Written and draft published.
2. **Council Meeting agenda**  
   a) Meeting agenda for meeting on 10 November created, and published on website and noticeboard.  
   b) Notes and papers for 10 November meeting written.
3. **Pavilion cracks**  
   a) Site investigations – ongoing.   
   b) Drainage works have taken place. Waiting for report from Geocore.
4. **Playground**   
   a) Repair works:  
    - Slide section has been replaced.  
    - Replacement stilts have been ordered.  
   b) Playground inspections carried out and reports written.c) Meeting arranged with Guide Leader to discuss possible community service works.
5. **Churchyard**  
   a) Quotation has been requested from third contractor. Site visit has taken place.  
   b) Chased for quotation from CDS for memorial safety testing. CDS have advised that they no longer undertake this work. Quotations have been requested from alternative contractors.c) Grass cutting specification updated for review at November council meeting.
6. **Burial Ground**a) Defra consultation read, and report written for council.  
   b) Grass maintenance specification updated for review at November council meeting.
7. **Lychgate**  
   a) Janus Conservation appointed to undertake Heritage Statement. Fieldwork due to take place on 02 November.
8. **Village Hall Carpark**a) Bollards ordered for Village Hall car park.  
   b) Carpark surface pothole repair work carried out by Churchill Surfacing Contractors.  
   c) CCTV purchase order raised.
9. **Parish Maintenance**a) Speed Indication Device quotations requested. One indicative costing received to date.  
   b) Site meeting held with KGS re churchyard and burial ground mowing.   
   c) Sustainable Leafield invited to attend November council meeting and submit report.  
   d) Cllr Butler requested to carry out further investigation re electric connection on Village Green.  
   e) Purchase order cancelled with tree surveyor as works have not been scheduled. Quotations requested from two alternative contractors.  
   f) General area grass cutting specification updated for review at November council meeting.
10. **Planning**a) Planning spreadsheet updated.  
    b) Meeting held with Cllr Butler to discuss council’s system for responding to planning applications.
11. **Finance**  
    a) Finance system updated.  
    b) Payments for approval at October meeting – processed.  
    c) Earmarked reserves spreadsheet updated.  
    d) Budget update created.  
    e) Uncleared funds logged on finance system.  
    f) Draft budget for 2022-23 created.
12. **Website and Facebook**  
    a) Updated as required.
13. **Administration**a) Thank you card sent to Dave Bull.  
    b) Action Plan 2022-23 and Councillor Responsibility list merged for review at November council meeting.  
    c) Clerk expense reimbursement form completed.  
    d) Backups run.
14. **Policies and procedures**a) Policies and procedures approved at October meeting updated and uploaded to website  
    b) Councillor job description uploaded to website and posted on noticeboard.  
    c) Policies and procedures for review at November meeting uploaded to Dropbox.  
    d) Risk Assessment updated for review at November meeting.
15. **Training**a) SLCC Conference attended by Clerk.  
    b) Planning training booked for Cllr Butler.  
    c) OALC training options for next year reviewed.