CLERK REPORT

Period: From 07 December 2021 to 07 January 2022

1. **December 08 council meeting minutes –** Written and draft published.
2. **Council Meeting agenda**  
   a) Meeting agenda for meeting on 12 January created, and published on website and noticeboard.  
   b) Notes and papers for 12 January meeting written.
3. **Pavilion**a) Keyholder information requested.Cracks  
   a) Site investigations – ongoing.
4. **Playground**   
   a) Playground inspections carried out and reports written.
5. **Churchyard**  
   a) Memorial safety testing – site visit arranged and took place, quotation received and forwarded to council.b) Preferred contractor for wall repairs asked for further information.
6. **Burial Ground**a) Response sent to Defra re consultation regarding ground and surface water.
7. **Village Hall Carpark**  
   a) Gate closed sign ordered and installed.  
   b) Quote requests sent for carpark hedge trimming.
8. **Parish Maintenance**a) Site visit arranged and took place to ascertain cost of crowning horse chestnut on Village Green. Indicative price of £300 provided. Quotation has been requested.  
   b) Tree survey – quotation requests sent out for tree survey. One quotation has been received. Council approval received to contract Jenks Oxford to undertake work. Purchase order issued.c) Grass cutting contract documents created and published.
9. **Planning**a) Planning spreadsheet updated.
10. **Finance**  
    a) Finance system updated.  
    b) Payments for approval at December meeting – processed.  
    c) Earmarked reserves spreadsheet updated.  
    d) Budget update created.  
    e) Approved budget updated.  
    f) Precept for 2022-23 sent to WODC.  
    g) December bank reconciliation.  
    h) Payroll run.  
    i) 2022-23 budget and precept uploaded to website.
11. **Website and Facebook**  
    a) Updated as required.
12. **Administration**  
    a) Insurance liability cover requested and set up for Christmas Tree on Village Green.  
    b) Insurance cost requested and receive for red telephone box.  
    c) Update Action Plan 2022-23 and upload to website.  
    d) Report written for LWO.  
    e) Clerk expense reimbursement form completed.  
    f) Backups run.
13. **Policies and procedures**a) Policies and procedures approved at December meeting updated and uploaded to website.  
    b) Policies and procedures for review at January meeting reviewed and uploaded to Dropbox.  
    c) Risk assessment and method statement for Christmas Tree on Village Green created.
14. **Training**a) Parish Online training attended.  
    b) Risk management training booked.  
    c) Play area training booked.
15. **Clerk**a) Annual leave taken.