CLERK REPORT

Period: From 07 January 2022 to 03 February 2022

1. **January 12 council meeting minutes –** Written and draft published.
2. **Council Meeting agenda**  
   a) Meeting agenda for meeting on 09 February created, and published on website and noticeboard.  
   b) Notes and papers for 09 February meeting written.
3. **Pavilion**  
    Cracks  
   a) Site investigations – ongoing.
4. **Playground and playing field**  
   a) Playground inspections carried out and reports written.  
   b) Quotations requested and received for mole removal.
5. **Churchyard**  
   a) Purchase order raised and accepted for churchyard wall repairs.b) Traffic management investigated for churchyard wall repairs - no longer required.  
   c) Letter written to Church to request contribution to wall repairs, and response received.  
   d) Wychwood Forest Trust asked about repairing burial ground wall.  
   e) Request made to Church for copy of quinquennial report, report received.  
   f) Diocese contacted to find out if faculties are required for wall repairs and memorial inspections.  
   g) Investigation started for alternative options for memorial inspections.
6. **Burial Ground**a) Business Rates response received. Maps sent as requested.
7. **Village Hall Carpark**  
   a) Hedge cutting – Purchase Order raised, works arranged for 09 February.
8. **Parish Maintenance**a) Grass cutting tenders – on noticeboard, website and Facebook, tenders received and report created  
   b) Tree survey – revised quotation received due to contractor error.c) Horse chestnut on Village Green – contractor chased to undertake work  
   d) Speed Indication Devices  
    *-* insurance cover query sent to insurer  
    - Highways Team emailed regarding locations, proposed plan sent.  
   .. – revised quotation for battery powered unit requested and received.e) Village Green – quotation requested to repair vehicle damage to grass.
9. **Planning**a) Planning spreadsheet updated.  
   b) Planning objection for 21/03942/FUL emailed to LPA.
10. **Finance**  
    a) Finance system updated.  
    b) Payments for approval at January meeting – processed.  
    c) Earmarked reserves spreadsheet updated.  
    d) Budget update created.  
    e) Approved 2022-23 budget created.  
    f) January bank reconciliation.  
    g) VAT reclaim processed - £7,993.80
11. **Website and Facebook**  
    a) Updated as required.  
    b) New webpage created for 2022 minutes.
12. **Administration**  
    a) Insurance liability cover requested for red telephone box.  
    b) Petition signed for councils to have the option to hold meeting remotely.  
    c) Parish Online membership set up.  
    d) Clerk expense reimbursement form completed.  
    e) Backups run.
13. **Policies and procedures**a) Policies and procedures approved at January meeting updated and uploaded to website.  
    b) Draft TOR created for Community Telephone Box.
14. **Training**a) Operation London Bridge briefing attended.  
    b) Experienced Clerk training attended (via Sandford St Martin PC)
15. **Clerk**a) Annual leave requested