

Leafield Parish Council

CLERK REPORT

Period: From 10 May 2022 to 07 June 2022

1. **May 11 council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for meeting on 08 June created, and published on website and noticeboard.
 - b) Notes and papers for 08 June meeting written.
3. **Pavilion**
 - a) Cracks
Site investigations – ongoing.
 - b) Electrical safety inspection
Insurer asked to confirm certification requirements. Insurer advised no specific requirements. Contractor contacted.
 - c) Business rates bills received from 2020 to date.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Football Club portacabin
Enquiries sent to insurer regarding siting, permissions etc. Response forwarded to council.
 - c) Photographs taken of damaged surface. Repair quotation requested.
5. **Burial Ground and Churchyard**
 - a) 100% business rate relief received for burial ground.
6. **Parish Maintenance**
 - a) Extra mowing requested for Jubilee week.
 - b) Dead rowan on Village Green checked to see if WODC Tree Officer needed to be notified re removal. Tree circumference below notification requirement.
7. **Planning**
 - a) Planning spreadsheet updated.
8. **Finance**
 - a) Finance system updated.
 - b) Payments for approval at May meeting – processed.
 - c) June payment report created.
 - d) Period 3 payroll and pension run.
 - e) 2021/22 variances spreadsheet created.
 - f) AGAR 2021/22 and associated paperwork uploaded to website.
 - g) Notice of Exercise of Public Rights uploaded to website and put on noticeboard.
 - h) AGAR 2021/22 documents emailed to Moore (external auditor)
 - i) Budget update to May 2022.
 - j) Reserves and earmarked reserves updated.
9. **Website and Facebook**
 - a) Updated as required.
10. **Administration**
 - a) Annual Parish Meeting agenda created and published. Invites sent.
 - b) Annual Parish Meeting attended.
 - c) Clerk expense reimbursement form completed.
 - d) Backups run.
 - e) Clerk annual leave taken.