

Leafield Parish Council

CLERK REPORT

Period: From 07 February 2023 to 07 March 2023

1. **February council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for March meeting created, and published on website and noticeboard.
 - b) Notes and papers for meetings written.
3. **Pavilion**
 - a) Cracks
- Site investigations – ongoing.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) replacement cap for the rotaweb unit work completed.
 - c) Football Club portacabin – final licence created and signed by Football Club and Clerk.
 - d) Photographs taken of damaged fence.
 - e) Quotations requested for fence repairs and new gates.
 - f) Quotations requested for weekly emptying of one playground bin – Ubico will not empty bins (other than new WODC bins), no response from other contractor.
5. **Village Hall Car Park**
 - a) New entranceway works complete.
 - b) Markings are required for sleeping policeman – Clerk organising works.
6. **Burial Ground and Churchyard**
 - a) Severing of ivy work completed.
 - b) Quotations requested for burial ground hedge works.
 - c) Quotation requested for rapid baseline habitat survey.
7. **Parish Maintenance**
 - a) Purchase order raised for tree works.
 - b) Speed Indication Device – SID does not work after testing. Clerk arranging return of unit with Elan City.
 - c) Purchase order raised for installation and protection for rowan tree on Village Green.
 - d) Defibrillators registered with The Circuit.
 - e) Defibrillators inspected.
8. **Planning**
 - a) Planning spreadsheet updated.
9. **Finance**
 - a) Finance system updated.
 - b) Payments approved at February meeting processed.
 - c) Payment reports created for March meeting.
 - d) Payroll and pension submission processed.
 - e) Budget update to February 2023 created.
 - f) Reserves and earmarked reserves updated.
 - g) VAT126 reclaim sent and funds received.
 - h) Budget virement report created.
 - i) Earmarked reserve transfer report created.
10. **Website and Facebook**
 - a) Updated as required.
11. **Administration**
 - a) Backups run.

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- b) Clerk expense reimbursement forms completed.
- c) Papers created for meetings.
- d) Action Plan updated.
- e) Meeting notes for LWO written.
- f) Archiving and destruction.
- g) Annual leave taken.
- h) Election briefing from WODC attended.
- i) Election briefing paper written.
- j) SPF record requested for domain.
- k) WODC advised of new councillor.
- l) Admin setups completed for new councillor.
- m) Village Hall booked for Annual Parish Meeting.
- n) Policies updated and uploaded to website.
- o) Asset registered update and uploaded to website.
- p) Election nomination papers collected from WODC.