

Leafield Parish Council

CLERK REPORT

Period: From 07 March 2023 to 08 April 2023

1. **March council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for April 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) Wetpour products investigated.
 - c) Quotation received and purchase order raised for additional CCTV camera.
5. **Burial Ground and Churchyard**
 - a) Quotations requested for burial ground hedge works. Further information sent to contractors, and contractors chased for a response.
 - b) Purchase order raised for rapid baseline habitat survey with desktop study.
 - c) Groundwater Consultation response read.
 - d) Garden Waste Licence ordered.
6. **Parish Maintenance**
 - a) Speed Indication Device – Has been returned to manufacturer, and received back. Is now operational and ready to be installed.
 - b) Mowing of Village Green for Coronation weekend – Ubico will ensure that the Greens are mowed on or before Friday 05 May.
 - c) Coach company contacted regarding damage to Village Green and posts. Coach company has advised that they have undertaken the repairs required.
 - d) Defibrillators inspected.
7. **Planning**
 - a) Planning spreadsheet updated.
 - b) Planning objection ref application 23/00244/HHD written and sent.
 - c) Planning objection ref application 23/00245/HHD written and sent.
8. **Finance**
 - a) Finance system updated.
 - b) Payments approved at March meeting processed.
 - c) Payment reports created for April meeting.
 - d) Budget update to March 2023 created.
 - e) Reserves and earmarked reserves updated.
 - f) Internal audit documents and information collated and sent to internal auditor.
 - g) Meeting held with internal auditor.
 - h) New financial year accounting systems set up.
 - i) Bank reconciliations carried out.
9. **Website and Facebook**
 - a) Updated as required.
10. **Administration**
 - a) Backups run.
 - b) Clerk expense reimbursement forms completed.
 - c) Papers created for meetings.

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- d) Action Plan updated.
- e) Meeting notes for LWO written.
- f) Archiving and destruction.
- g) Pre-School advised that Council are happy for them to replace the shed.
- h) Election notices and documents put on noticeboard and uploaded to website as required
- i) Policies updated and uploaded to website.
- j) Annual leave taken.

11. **Training and development**

- a) Two VAT training sessions and one procurement training session has been booked for the Clerk.
- b) The playground inspection training date has been moved from April to June.
- c) SLCC County meeting attended.