

Leafield Parish Council

CLERK REPORT

Period: From 12 June 2023 to 10 July 2023

1. **June council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for July Council 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) Brambles and brush cleared from behind enclosed playground, where swathe had been cut.
 - c) Purchase order raised for annual playground inspection.
 - d) Quotes requested for new playground fence and gates.
 - e) Perimeter of playground measured.
5. **Burial Ground and Churchyard**
 - a) Trees photographed for Diocese.
 - b) Diocese contacted to find out if a Faculty is required for memorial inspections.
6. **Parish Maintenance**
 - a) Pavilion Defibrillator inspected.
 - b) Quotation requested for tree survey works – re-inspection and climbing inspection.
 - c) Contractor contacted to discuss options for new tree on the Village Green.
 - d) Quotation requested for low priority tree works.
 - e) Quotations requested for a flagpole safety inspection.
 - f) Flagpole photographed re quotation requests.
7. **Planning**
 - a) Planning spreadsheet updated.
 - b) S106 investigated.
 - c) Planning comment 23/01422/FUL written and sent.
8. **Finance**
 - a) Finance system updated.
 - b) Payments approved at June meeting processed.
 - c) Payment reports created for July meeting.
 - d) Budget update to June 2023 created.
 - e) Reserves and earmarked reserves updated.
 - f) Bank reconciliations carried out.
9. **Website and Facebook**
 - a) Updated as required.
10. **Administration**
 - a) Policies updated and uploaded to website.
 - b) Backups run.
 - c) Archiving and destruction.
 - d) Clerk expense reimbursement form completed.
 - e) Update Zoom with Chairman.

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11. **Training and development**

- a) Procurement training attended.
- b) Playground inspection training attended.
- c) OCC County Day attended.
- d) SLCC branch meeting attended.