

Leafield Parish Council

CLERK REPORT

Period: From 07 August 2023 to 15 October 2023

1. **August council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agendas for September and October Council Meeting created, and published on website and noticeboard.
 - b) Notes and papers for meetings written.
 - c) Newsletter notes written and sent.
3. **Pavilion**
 - a) Cracks
 - Site investigations – ongoing.
 - Complaint raised with insurer regarding time and lack of information about claims – response received, £150 compensation given. Advised subsidence claim is in hand. Advised Claims will contact Council regarding proceeding with car damage repairs.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Brambles cleared from enclosed playground.
 - c) Purchase order raised for new path around northern edge of enclosed playground.
 - d) Replacement multiplay unit options investigated.
 - e) Annual independent playground inspection report received and reviewed.
 - f) Part of agility trail cordoned off for safety reasons. Repairs to rotten sections completed. Agility trail re-opened.
 - g) Repair quotation following play inspection report requested and received.
 - h) Contractor queried regarding next scheduled pothole filling. Works carried out.
 - i) Dog fouling signage ordered and received, placed in Pavilion – awaiting installation.
5. **Burial Ground and Churchyard**
 - a) Interment queries and requests managed.
 - b) Grave maintenance query investigated and information forwarded to Council.
 - c) Memorial inspection faculty investigated.
 - d) Burial Ground Working Group meeting held.
6. **Parish Maintenance**
 - a) Pavilion Defibrillator inspected.
 - b) Flagpole – quotations received for flagpole maintenance. Report written for meeting.
 - c) Purchase order raised for low priority tree works specified in 2022 tree survey.
 - d) OCC 20 mph scheme – consultation notification received. Notice on noticeboard, information uploaded to website, and Facebook. Council response sent to OCC.
 - e) Quotation requested and received for speed indication device and brackets.
 - f) Garage and carboot sale request to use Village Green processed.
 - g) Jubilee clips purchased for SID bracket.
 - h) Meeting arranged and held with contractor re sycamore tree on Village Green. Quotation received.
 - i) Quotation requested for bramble removal on Village Green.
 - j) Daffodil bulb plan requested.
 - k) Daffodil bulbs ordered and delivered to MOP in Leafield.
 - l) Expression of interest completed re EV microhub in Leafield.
 - m) Christmas Tree – made contact with organisers.
 - n) Options and prices for noticeboard on the Village Green investigated.

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7. **Planning**
 - a) Planning spreadsheet updated.
8. **Finance**
 - a) Finance system updated.
 - b) Payments approved at August meeting processed.
 - c) Payment reports created for September and October meetings.
 - d) Budget update to August and September 2023 created.
 - e) Reserves and earmarked reserves updated.
 - f) Bank reconciliations carried out.
 - g) External auditor report and certificate received, published on website.
 - h) Notice of Conclusion of Audit created, published on website, posted on noticeboard.
 - i) VAT reclaim submitted and funds received.
 - j) HMRC PAYE/NI direct debit form sent.
 - k) Grant request made to OCC Councillor Priority Fund. Funds received.
 - m) Query raised with OALC regarding VAT issue, answer received and circulated to Council.
 - n) Create draft budget for 2024-2025.
 - o) Create review of effectiveness of internal audit report.
9. **Website and Facebook**
 - a) Updated as required.
10. **Administration**
 - a) Backups run.
 - b) Archiving and destruction.
 - c) Clerk expense reimbursement forms completed.
 - d) Clerk annual leave taken.
 - e) Insurance renewal – pre-renewal questions sent to insurer. Insurance documents received. Insurance renewed on a three year LTA.
 - f) Policies update and uploaded to website.
 - g) Consultation flyers printed and given to Council.
 - h) Consultation responses collated.
 - i) Review Christmas Tree risk assessment.
 - j) Create draft action plan for 2024-2025.
11. **Training and development**
 - a) SLCC branch meeting attended.
 - b) SLCC National Conference place booked, Conference attended.
 - c) Scribefest attended.