

Leafield Parish Council

CLERK REPORT

Period: From 15 October 2023 to 06 November 2023

1. **October council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for November Council Meeting created, and published on website and noticeboard.
 - b) Notes and papers for meetings written.
3. **Pavilion**
 - a) Subsidence damage
 - Site investigations – ongoing.
 - Site visit organised for company to consider an appropriate stabilisation scheme for the Pavilion.
 - b) Car damage
 - Insurer chased for update regarding progression of works following agreement repair works can take place.
 - c) Letter written to Football Club about ceasing use of toilets in the Pavilion.
 - d) Enquiry sent to insurer re allowable distance between the Pavilion and a new building.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Purchase order raised for playground repair works
 - c) New suppliers contacted to provide quotations for enclosed playground fence and gates. Current suppliers chased for quote. One quote has been received.
 - d) Quotations requested for replacement car park barriers.
 - e) Old play equipment, hedgehog bridge, dismantled and disposed of.
5. **Burial Ground and Churchyard**
 - a) Book, Essential Law for Cemetery and Crematorium Managers purchased.
 - b) Wall works - chased contractors for quotes and site visits. Invited new contractors to quote for works.
6. **Parish Maintenance**
 - a) Pavilion Defibrillator inspected.
 - b) Flagpole – purchase order raised for flagpole inspection and maintenance.
 - c) Speed indication device brackets ordered and received.
 - d) Email sent to WODC regarding missing bin collections.
 - e) Litter picking equipment, ordered, received, labelled, stored in Pavilion.
 - f) Planning application for Sycamore tree works started.
 - g) OCC contacted regarding vehicle and pedestrian safety, and verge damage at Hatching Lane junction.
 - h) Christmas Tree RA sent to school.
 - i) Request made to Sustainable Leafield regarding new tree for Village Green.
7. **Planning**
 - a) Planning spreadsheet updated.
 - b) Application 23/02463/FUL – objection written and sent.
8. **Finance**
 - a) Finance system updated.
 - b) Payments approved at October meeting processed.
 - c) Payment reports created for November meeting.
 - d) Budget update to October 2023 created.

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- e) Reserves and earmarked reserves updated.
- f) Bank reconciliation carried out.
- 9. **Website and Facebook**
 - a) Updated as required.
- 10. **Administration**
 - a) Backups run.
 - b) Archiving and destruction.
 - c) Clerk expense reimbursement forms completed.
 - d) Date arranged for councillor meeting to discuss consultation, action plan and budget.
 - e) OCC Town and Parish Council Summit attended.
 - f) Draft TOR for Playground Refurbishment Working Group created.
 - g) Draft biodiversity duties paper written.
 - h) Risk assessment reviewed and updated.
 - i) Job evaluation research started.
- 11. **Training and development**
 - a) SLCC branch meeting attended.
 - b) Project Management training booked
 - c) NALC Legal Update training booked
 - d) Annual appraisal held.