

Leafield Parish Council

CLERK REPORT

Period: From 06 November 2023 to 09 December 2023

1. **November council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for December Council Meeting created, and published on website and posted on Pavilion door (noticeboard out of action)
 - b) Notes and papers for meetings written.
3. **Pavilion**
 - a) Subsidence damage
 - Site investigations – ongoing.
 - Site visit by contractor to price for root barrier system for the Pavilion.
 - b) Car damage
 - Insurer requested updated repair estimate. Site visit from contractor to price a repair estimate.
 - c) Letter written to Football Club about extension deadline for use of Pavilion, and removal of items stored there.
 - d) Leaking tap found in Pavilion, water turned off and Community Gym advised. Community Gym have repaired the issue and water has been turned back on.
 - e) Castle Water account updated. Meter reading taken and sent.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Playground repair works carried out.
 - c) Playground fence and gates – contractors chased for quotes, site meetings arranged with new contractors.
 - d) Car park railings – contractors chased for quotes, site meetings arranged with new contractors.
 - e) Online meeting with OFA representative and councillors attended. Notes written and circulated to Council.
 - f) Quotes requested for car park hedge maintenance.
 - g) Quotes requested for vegetation clearance behind Village Hall and Pavilion.
 - h) TOR Playground Refurbishment Working Group.
5. **Burial Ground and Churchyard**
 - a) Wall works – new contractor contacted, site visit being arranged.
6. **Parish Maintenance**
 - a) Defibrillators inspected. New battery purchased for Pavilion defibrillator and installed.
 - b) Verge posts ordered for Village Green. Received, and delivered to Cllr Stammers.
 - c) Noticeboard is out of action (issue with lock). Notice posted advising agenda and council information is on Pavilion door.
 - d) Ubico contacted regarding missing bin collections.
 - e) Posts for Village Green ordered and delivered.
7. **Planning**
 - a) Planning spreadsheet updated.
 - b) OCC have approved the 20 mph speed limit for Leafield.
8. **Finance**
 - a) Finance system updated.
 - b) Payments approved at November meeting processed.
 - c) Payment reports created for December meeting.

Leafield Parish Council

- d) Budget update to November 2023 created.
 - e) Reserves and earmarked reserves updated.
 - f) Bank reconciliation carried out.
 - g) Internal Financial Check arranged with and carried out by Cllr Stammers.
 - h) Backdated salary calculated, salary increase calculated – pension and payroll run.
 - i) Budget meeting held, draft budget updated.
9. **Website and Facebook**
- a) Updated as required.
10. **Administration**
- a) Backups run.
 - b) Archiving and destruction.
 - c) Clerk expense reimbursement forms completed.
 - d) Change of meeting date – updated on website, posted on Facebook, LWO advised, new notice in Pavilion (noticeboard out of action)
 - e) Annual leave taken.
 - f) New phone set up – phone number updated on website and notice in Pavilion.
 - g) Land registry records for Village Hall and playing field investigated.
11. **Training and development**
- a) SLCC branch meetings attended.
 - b) NALC Legal Update training attended.