

# Leafield Parish Council

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## CLERK REPORT

Period: From 09 December 2023 to 05 January 2024

1. **December council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
  - a) Meeting agenda for January 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.
  - b) Car damage
    - Estimate received from contractor for door area repair, rejected by insurer due to format. Contractor requested to supply estimate on headed paper. Estimate received, forwarded to insurer.
4. **Playground and playing field**
  - a) Playground inspections carried out and reports written.
  - b) Playground fence and gates – site meeting held with new contractor.
  - c) Car park railings – site meeting held with new contractor.
  - d) Purchase order raised for car park hedge maintenance.
  - e) Purchase order raised for vegetation clearance behind Village Hall and Pavilion.
  - f) Meeting held with Football Club representatives.
5. **Burial Ground and Churchyard**
  - a) Wall works – new contractor site visit held and quotation received.
  - b) Adjacent landowner advised about hedge laying in January.
  - c) Nature WF chased for baseline biodiversity report.
  - d) Comments sent to Cllr Ward re draft Faculty for memorial testing.
6. **Parish Maintenance**
  - a) Defibrillators inspected.
  - b) Verge posts for Lower End opposite Hatching Lane investigated. Options sent to Council, and to OCC. Advice/information received from OCC.
  - c) Noticeboard is out of action (issue with lock). Notice posted advising agenda and council information is on Pavilion door.
  - d) Map created for residents to log areas prone to vehicle damage on Village Greens, uploaded to website, website post created, Facebook post created.
  - e) Approval received from WODC for works to Sycamore tree on the west side of the Village Green.
  - f) Plan created for placement of replacement tree on the Village Green, approved by Council, forwarded to Sustainable Leafield.
  - g) Purchase order raised for works to Sycamore tree on the west side of the Village Green.
  - h) Purchase order raised for bramble clearance on the west side of the Village Green
  - h) Local householders advised about works to the Sycamore tree and brambles on the west side of the Village Green.
7. **Planning**
  - a) Planning spreadsheet updated.
  - b) Planning comment sent – 23/03081/FUL.

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## 8. **Finance**

- a) Finance system updated.
- b) Payments approved at December meeting processed.
- c) Payment reports created for January meeting.
- d) Budget update to December 2023 created.
- e) Reserves and earmarked reserves updated.
- f) Bank reconciliation carried out.
- g) Precept form for 2024/25 completed and sent to WODC.
- h) EMR set up for the playground refurbishment.

## 9. **Website and Facebook**

- a) Updated as required.

## 10. **Administration**

- a) Backups run.
- b) Archiving and destruction.
- c) Clerk expense reimbursement forms completed.
- d) Annual leave taken.
- e) Risk assessment updated and uploaded to website.
- f) Papers and information updated and uploaded to website.
- g) Salary range information researched and forwarded to Council.
- h) Land Registry records purchased for land listed as the Village Hall and the entrance to the playing field.

## 11. **Training and development**

- a) SLCC branch meeting attended.
- b) SLCC Practitioners' Conference place booked.