

Leafield Parish Council

CLERK REPORT

Period: From 05 January 2024 to 08 February 2024

1. **January council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for February Council Meeting created, and published on website and posted on Pavilion door (noticeboard out of action)
 - b) Notes and papers for meetings written.
 - Playground gates and fence
 - Car park barriers
 - Churchyard wall repairs
 - Cycle hoops
 - Village Hall lease and land registry costs
3. **Pavilion**
 - a) Subsidence damage
 - Site investigations – ongoing.
 - Insurer has received a quotation to install a root barrier, which is being reviewed for suitability
 - b) Car damage
 - No update from 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) Car park hedge maintenance carried out.
 - e) Vegetation clearance behind Village Hall and Pavilion carried out.
 - f) Investigated where deeds and documents are held. Deeds and documents found to be deposited with local solicitor. Solicitor contacted. Letter from Council is required for Clerk to obtain copies of the deeds and documents.
 - g) Green playground bins removed by Pampered Paddocks, at no cost to the PC.
 - h) Swathe cut behind the enclosed playground to create a path.
 - i) OFA contacted to check if any emails had been sent since November, as PC had been advised that OFA emails had not been replied to. No response received from OFA.
5. **Village Hall**
 - a) Contractor clearing the land behind the Village Hall found an issue with the external drain system. Village Hall have had work undertaken to investigate the issue. Meeting held between Cllr Butler, the Clerk and a Village Hall Management Committee member to discuss the issues.
 - b) Two solicitors contacted for estimate costs for the new Village Hall lease required ref Village Hall change to a CIO and land registration. Estimates received and forwarded to Village Hall. Both solicitors advised that they would be unable to deal with the matter for both sides, as this would be a conflict of interest.
6. **Burial Ground and Churchyard**
 - a) Wall works – contractor site visits held and one quotation received.
 - b) Churchyard baseline habitat survey from Nature WTF received and circulated to Council.
 - c) DAC approval received for tree works.
 - d) DAC chased for churchyard wall work approval, advised that the application is being processed.

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e) Tree contractor advised that approved works in the churchyard can go ahead as permission has been given by DAC.

7. **Parish Maintenance**

- a) Defibrillators inspected.
- b) Verge posts for Lower End – quotation requested from OCC.
- c) Bramble clearance on the west side of the Village Green carried out.
- d) Verge posts for Village Green investigated and 70No purchased.
- e) Flagpole maintenance arranged and carried out.
- f) Litterpicking equipment issued to resident.
- g) Cycle hoop options investigated and report written for Council.

8. **Planning**

- a) Planning spreadsheet updated.

9. **Finance**

- a) Finance system updated.
- b) Payments approved at January meeting processed.
- c) Payment reports created for February meeting.
- d) Budget update to January 2024 created and extra sections created to allow for the costs of work in progress.
- e) Reserves and earmarked reserves updated.
- f) Bank reconciliation carried out.
- g) EMR changes made as requested at January's meeting.
- h) Internal Financial Check meeting organised with Cllr Stammers for 05 March.
- i) Request sent to Village Hall for hall hire invoice from September 2023.

10. **Website and Facebook**

- a) Updated as required.

11. **Administration**

- a) Backups run.
- b) Archiving and destruction.
- c) Clerk expense reimbursement forms completed.
- d) Policies and procedures checked and updated where required for Council to review and approve at February's meeting. Uploaded to Dropbox.
- e) Documents updated and uploaded to website.
- f) Land Registry record and plan purchased for the Village Green.
- g) Land registration process investigated.
- h) Letter written and sent to Robert Courts regarding Thames Water issues in Leafield. Response received and circulated to councillors.
- i) Internal audit agreement completed and sent to internal auditor.
- j) Internal audit questionnaire completed and sent to internal auditor.

12. **Training and development**

- a) OALC Action Plan training attended.
- b) SLCC Practitioners' Conference attended.
- c) OALC OCC County Day booked.