

# Leafield Parish Council

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## CLERK REPORT

Period: From 08 February 2024 to 08 March 2024

1. **February council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
  - a) Meeting agenda for March Council Meeting created, and published on website and posted on Pavilion door (noticeboard out of action)
  - b) Notes and papers for meetings written.
    - Removal of car park barriers
    - Car damage insurance claim
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
    - Insurer has given approval for the repair works.
4. **Playground and playing field**
  - a) Playground inspections carried out and reports written.
  - b) Car park railings – prices obtained for the removal of the railings.
  - c) Wellers Hedley instructed to register the land with the Land Registry.
  - d) Football Club contacted to request an update regarding a planning approval extension for the portacabins.
  - e) Churchill Surfacing instructed to repair the potholes in the car park.
5. **Village Hall**
  - a) Weller Hedley instructed to register the Village Hall with the Land Register and undertake the lease work.
  - b) Village Hall requested to provide the PC with a copy of the recent drains survey to enable PC to obtain quotations for drainage repairs.
  - c) Authorisation letter sent to solicitor. Solicitor has agreed to send the documents to a local branch for the Clerk to collect.
  - d) Quote requests sent for an extension of the drive from the gate to the Village Hall, or a footpath from the gate to the Pavilion. Site meetings arranged with contractors. One site meeting held.
6. **Burial Ground and Churchyard**
  - a) Wall works – contractor appointed for the phase 2 works.
  - b) Oxfordshire Family History Society given permission to survey the graveyard. A copy of the records and survey requested.
7. **Parish Maintenance**
  - a) Defibrillators inspected.
  - b) Verge posts for Lower End – quotation received from OCC and added to March agenda.
8. **Planning**
  - a) Planning spreadsheet updated.
  - b) Housing sites submitted to the Local Plan 2041 investigated. WODC have advised that these submissions will be made public.
  - c) Research regarding concerns about a breach of planning approval 22/03408/FUL.
9. **Finance**
  - a) Finance system updated.

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- b) Payments approved at January meeting processed.
  - c) Payment reports created for March meeting.
  - d) Budget update to February 2024 created.
  - e) Reserves and earmarked reserves updated.
  - f) Bank reconciliation carried out.
  - g) Budget virement report created.
  - h) Internal Financial Check meeting held with Cllr Stammers.
10. **Website and Facebook**
- a) Updated as required.
11. **Administration**
- a) Backups run.
  - b) Archiving and destruction.
  - c) Clerk expense reimbursement forms completed.
  - d) Mobile phone contract cancelled.
  - e) Newsletter notes written.
  - f) Annual leave taken.
  - g) 2045-2025 action plan updated.
  - h) Draft Pension Discretionary Policy sent to Council for consideration and added to March agenda.
  - i) CFO membership renewed.
12. **Training and development**
- a) OALC Addressing the biodiversity crisis for Parish and Town Councils training attended.
  - b) Talking Tables – Assets training booked.