

Leafield Parish Council

CLERK REPORT

Period: From 08 April 2024 to 11 May 2024

1. **April council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
 - a) Meeting agenda for Annual Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for Annual Council Meeting written.
3. **Annual Parish Meeting**
 - a) APM agenda published.
 - b) Annual Parish Meeting attended.
4. **Pavilion**
 - a) Subsidence damage
 - Site investigations – ongoing – last reading taken in April
 - Insurer has received a quotation to install a root barrier, which is being reviewed for suitability. No update from insurer.
 - b) Car damage
 - Contractor has advised works to start in mid May.
5. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Car park railings – purchase order raised for removal of existing railings. Work has been started.
 - c) Planning department (WODC) contacted regarding extension for football club portacabin planning consent. No response received.
 - d) Purchase order raised for the repair to playground fence and post. Work has been carried out.
6. **Village Hall**
 - a) Quotations have been requested from six contractors for the drainage works. Two have indicated that they are prepared to quote. Site meetings are being arranged.
 - b) Quotations received from contractors for the extension of a tarmac drive from the gate to the Village Hall and for a footpath from the gate to the Pavilion. Paper created for council consideration at the Annual Council Meeting.
7. **Burial Ground and Churchyard**
 - a) Communications and site meetings for two burials.
 - b) One burial has taken place.
 - c) One burial is due to take place next week.
 - d) Section of grass died over the winter. Quotation has been obtained for reseeding the area with a grass better able to tolerate wet conditions.
8. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) Meeting arranged with OCC Highway Engagement Team to discuss concerns regarding highway issues in the parish.
 - c) Extra information about Village Green daffodils sent to Ubico.
 - d) Batteries changed in SID.
9. **Planning**
 - a) Planning spreadsheet updated.

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10. **Finance**
 - a) Finance system updated.
 - b) Payments approved at April meeting processed.
 - c) Payment report created for May meeting.
 - d) Budget update to April 2024 created.
 - e) Reserves and earmarked reserves updated.
 - f) Bank reconciliations carried out.
 - g) End of year work completed.
 - h) AGAR work completed.
 - i) Accounting information collated and sent to internal auditor
 - j) Meeting held with the internal auditor.
11. **Website and Facebook**
 - a) Updated as required.
12. **Administration**
 - a) Backups run.
 - b) Archiving and destruction.
 - c) Clerk expense reimbursement forms completed.
 - d) Newsletter notes written.
 - e) Email address set up for new councillor.
 - f) Annual leave taken.
 - g) Approved Pension Discretionary Policy sent to OCC
 - h) Election notices published on website and put on noticeboard.
 - i) Policies updated and uploaded to website.
13. **Training and development**
 - a) SLCC branch meetings attended.