

# Leafield Parish Council

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## CLERK REPORT

Period: From 11 May 2024 to 07 June 2024

1. **May council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
  - a) Meeting agenda for June Council Meeting created, published on website and posted on noticeboard.
  - b) Notes and papers for June Council Meeting written.
  - c) Change of meeting date checked with Guide Leader.
  - d) Meeting dates booked with Village Hall.
3. **Pavilion**
  - a) Subsidence damage
    - Site investigations – ongoing – last reading taken in May
    - Questgates chased for update. Claims Technician chased for update. Claims Technician advised that they had chased but had not response
  - b) Car damage
    - Repair works (door and surrounding area) started on 05 June. Not completed as of 06 June. Once the plaster has dried, the contractor will have to return to paint the area.
4. **Playground and playing field**
  - a) Playground inspections carried out and reports written.
  - b) Car park railings – Work has been started. Contractor has been chased to complete works.
5. **Village Hall**
  - a) Drainage works – two quotations have been received. Third contractor advised that quote will be sent.
  - b) Tarmac drive – further information requested from two contractors. Response has been received from one contractor, second contractor has acknowledge the request and advised that response will be sent.
  - c) Notice served to Leafield Football Club regarding potential breach of licence conditions.
6. **Burial Ground and Churchyard**
  - a) One burial has taken place.
  - b) Maintenance contractor has advised that the alternative to using herbicide on the pathways is to hand weed.
  - c) The CDS Group has been contacted to request advice regarding the drainage issue in the burial ground.
  - d) Churchyard wall repairs due to start at the end of June.
7. **Parish Maintenance**
  - a) Defibrillators inspected.
  - b) Meeting was held with OCC Highways Engagement looking at areas of concern in the village.
  - c) Batteries changed in SID.
8. **Planning**
  - a) Planning spreadsheet updated.
9. **Finance**
  - a) Finance system updated.
  - b) Payments approved at May meeting processed.
  - c) Payment report created for June meeting.
  - d) Budget update to May 2024 created.
  - e) Reserves and earmarked reserves updated.

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- f) Bank reconciliations carried out.
  - g) Reserve changes agreed at May meeting processed.
  - h) AGAR documents completed.
  - i) AGAR documents and accompanying information sent to Moore.
  - j) AGAR documents and accompanying information uploaded to website.
  - k) Notice of the Exercise of Public Rights uploaded to noticeboard and posted on noticeboard.
10. **Website and Facebook**
- a) Updated as required.
11. **Administration**
- a) Backups run.
  - b) Archiving and destruction.
  - c) Clerk expense reimbursement forms completed.
  - d) Annual leave taken.
  - e) Election notice posted on noticeboard.
  - f) FOI received and response sent.
  - g) Council advised of option to undertake a Housing Needs Survey with CFO.
  - h) Charity Tractor Run emailed regarding usage of Village Green.
  - i) Perfect Puppies emailed regarding signage.
12. **Training and development**
- a) OALC asset training attended.