

# Leafield Parish Council

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## CLERK REPORT

Period: From 07 June 2024 to 12 July 2024

1. **June council meeting minutes** – Written and draft published.
2. **Council Meeting agenda**
  - a) Meeting agenda for July Council Meeting created, published on website and posted on noticeboard.
  - b) Notes and papers for July Council Meeting written.
3. **Pavilion**
  - a) Subsidence damage
    - Site investigations – ongoing – last reading taken in May
    - Complaint from PC entered with insurer.
    - Advised that insurer has entered a complaint with AXA
    - Client Director has chased for responses.
  - b) Car damage
    - Repair work is ongoing – plastering to be completed w/b 15 July. 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 – three quotations have been received. Fourth contractor advised that quote will be sent.
  - b) Tarmac path – further information requested from a contractor. Site meeting held. Information received.
6. **Burial Ground and Churchyard**
  - a) Response received from the CDS Group regarding the drainage issue in the burial ground.
  - b) Burial administration following interments.
  - c) Maintenance contractor requested to use herbicide to clean the churchyard and burial ground paths.
  - d) Maintenance contractor contacted regarding unmown grass in the burial ground.
7. **Parish Maintenance**
  - a) Defibrillators inspected.
  - b) Batteries changed in SID.
  - c) OCC Highways Engagement advised that the PC does not support white lines at the Hatching Lane junction to prevent parking.
  - d) OCC Highways contacted to request a “Concealed Entrance” sign on Lower End ref the Village Hall entrance.
8. **Planning**
  - a) Planning spreadsheet updated.
  - b) 24/01176/S73 – support letter written and sent.
  - c) 24/00716/HHD – comment letter written and sent.
9. **Finance**
  - a) Finance system updated.
  - b) Payments approved at June meeting processed.
  - c) Payment report created for July meeting.
  - d) Budget update to June 2024 created.
  - e) Reserves and earmarked reserves updated.

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- f) Bank reconciliations carried out.
- g) VAT reclaim started.
- 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) WODC advised of Cllr Ward's resignation. Vacancy process started.
  - f) Resident contacted following concerns about school parking raised at June council meeting.
- 12. **Training and development**
  - a) Local Council Expo attended.
  - b) SLCC resilience training attended.
  - c) Contractor Management training attended.