

Leafield Parish Council

CLERK REPORT

Period: From 07 July 2025 to 11 August 2025

1. **July council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 12 August Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 12 August Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - No new update.
 - Financial Ombudsman work ongoing.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Annual independent inspection carried out and reports received and reviewed.
5. **Village Hall**
 - a) Purchase order raised for nettle and vegetation removal from Village Hall.
 - b) LPA contacted regarding cost of planning applications for Parish Councils.
6. **Village Hall Car Park**
 - a) Car left in car park
 - No update – waiting for response from DVLA.
7. **Churchyard and Burial Ground**
 - a) Burial ground emails and queries.
 - b) Purchase order raised for churchyard wall works.
8. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) Horse chestnut tree on Village Green
 - nearby resident contacted regarding works
 - purchase order raised for tree removal (contractor will obtain WODC permission for removal)
 - removal of horse chestnut posted on website and Facebook.
 - c) Benches for Village Green
 - out of stock with preferred supplier.
 - cost for bench installation obtained.
 - d) Tree survey
 - received and reviewed, queries sent to surveyor – revised survey received.
 - quotation for bramble/ivy removal requested.
 - quotation for re-inspection work requested.
 - quotation for high and medium works requested.
 - information for DAC approval checked.
 - e) SID batteries changed.
9. **Community**
 - a) Permission given for Beer Festival in August subject to receipt of insurance documents and risk assessment.
10. **Planning**
 - a) Planning spreadsheet updated.
 - b) Planning letter 25/01418/HHD – written and sent.

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- c) Councillors contacted regarding comment re 25/01571/S73.
- d) Research undertaken and comment collated re Local Plan 2041 DM26 policy, sent to Council for approval, entered into consultation system.

11. **Finance**

- a) Finance system updated.
- b) Payments approved at July meeting processed, and re-entered as did not pass approval process the first time.
- c) Payment report created for August meeting.
- d) Budget update to July created.
- e) Reserves and earmarked reserves updated.
- f) Bank reconciliation carried out.
- g) Monthly payroll and pension completed.
- h) Notice of Conclusion of Audit created and published on website and noticeboard.
- i) External Auditor Report and Certificate published on website.

12. **Website and Facebook**

- a) Updated as required.

13. **Administration**

- a) Backups run.
- b) Archiving and destruction.
- c) Clerk expense reimbursement forms completed.
- d) Email enquiries answered.
- e) Extra Pavilion keys cut.
- f) Annual leave taken.
- g) New OALC website login set up.

14. **Training and CPD**

- a) SLCC meeting attended.