

Leafield Parish Council

CLERK REPORT

Period: From 11 August 2025 to 08 September 2025

1. **August council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 09 September Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 09 September Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - No new update – Gallagher chased Questgates again w/b 02/09
 - Financial Ombudsman work ongoing.
 - Advised Gallagher that PC will be contacting the Financial Ombudsman.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Quotation received for equipment repairs.
 - c) Extra information and photographs obtained for RPM to quote for timber roll log.
 - d) Meeting arranged with Pampered Paddocks to consider options for the safety surface edges.
5. **Village Hall**
 - a) Nettles and vegetation removed from behind Village Hall.
 - b) Drainage works carried out.
 - c) Email sent to Village Hall regarding planning applications.
6. **Village Hall Car Park**
 - a) Car has been removed from the car park.
7. **Churchyard and Burial Ground**
 - a) Burial ground emails and queries.
8. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) Horse chestnut tree on Village Green
 - removal to take place on 15th September, Facebook updated.
 - c) Benches for Village Green
 - two benches ordered and delivered.
 - d) Tree survey
 - Survey queried with Jenks Oxford re trees 007 and 009. Other actions on hold until query has been clarified.
 - Purchase order raised with Pampered Paddocks for removal of ivy/brambles etc. Works due to take place on 9th September.
 - Purchase order raised with Jenks Oxford for reinspection and climbing works. Works due to take place on 24th or 26th September.
 - e) SID batteries changed.
 - f) Village Green trees – SSE
 - Site meeting arranged and held with SSE re safety works required on trees on Village Green
 - Information and plan received from SSE – SSE need PC to obtain permission from WODC for the tree works as in the Conservation Area.
9. **Community**
 - a) Risk assessment and volunteer list created for the Village Green Working Group.

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- b) Arranged with Cotswold Voluntary Warden for him to attend October meeting.
- c) Contacted school regarding Christmas Tree – they will be organising it this year. Advised of cable issue on Village Green – response received, they will make good.

10. **Planning**

- a) Planning spreadsheet updated.

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. Payments entered a third time for approval.
- c) Payments approved at August meeting processed and entered. Entered a second time as did not pass approval the first time.
- d) Payment report created for September meeting.
- e) Budget update to August created.
- f) Reserves and earmarked reserves updated.
- g) Bank reconciliation carried out.
- h) Monthly payroll and pension not completed as system down on 8th. Payroll can only be run from 7th of the month.
- i) Internal auditor engagement form for 25/26 completed and sent.

12. **Website and Facebook**

- a) Updated as required.

13. **Administration**

- a) Backups run.
- b) Archiving and destruction.
- c) Clerk expense reimbursement form completed.
- d) Email enquiries answered.
- e) Annual leave taken.
- f) Staffing Committee TOR updated and uploaded to website.
- g) Action plan updated and uploaded to website.
- h) Council cupboard moved back to Pavilion.

14. **Training and CPD**

- a) SLCC meeting attended.
- b) NALC legal update training booked.