

Leafield Parish Council

CLERK REPORT

Period: From 08 September 2025 to 10 October 2025

1. **September council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 14 October Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 14 October Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Last update 25/09/25 – As part of this Council was asked if it could reclaim VAT. Professional advice has been sought from OALC due to the use of the building, and whether VAT126 could be used.
 - Financial Ombudsman work completed.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Quotation received for timber roll log.
 - c) Site meeting held with Pampered Paddocks re options for safety surface edges. Quotation received.
 - d) Quotation requests sent for replacement enclosed playground fence and two self closing gates.
 - e) Purchase order raised for playground equipment repairs.
5. **Village Hall**
 - a) Management Committee contacted regarding Schedule of Condition required for new lease.
 - b) Councillors and Management Committee contacted regarding plan required for new lease.
 - c) Playing field Land Registry record received, sent to Village Hall and Village Hall solicitor.
6. **Village Hall Car Park**
 - a) Quotations requested for hedge trimming.
7. **Churchyard and Burial Ground**
 - a) Burial ground emails and queries.
 - b) Lychgate photographed.
 - c) Trees in churchyard photographed. Quotation requested for tree works in the copse.
8. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) Horse chestnut tree on Village Green – has been removed.
 - c) Quotation requested and received for removal of branch which came down in the storm.
 - d) SID batteries changed.
 - e) Tree survey
 - Survey queried with Jenks Oxford re trees 007 and 009. Other actions on hold until query has been clarified. Revised survey has been requested by email and phone.
 - Ivy/brambles etc removed to allow reinspection work.
 - f) Village Green trees – SSE
 - Permission for tree works requested from WODC.
9. **Community**
 - a) Contacted member of public regarding wildlife camera request.
 - b) Contacted pop-up pizza van, advised of council suggestions.

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c) Quotations requested and received for speedwatch signs. Information sent to Council for decision as group's preferred choice is over the cost agreed at the council meeting.

d) School contacted re water on south side of school. School advised that this does not originate from the school.

10. **Planning**

a) Planning spreadsheet updated.

11. **Finance**

a) Finance system updated.

b) Payments approved at September meeting processed and entered.

c) Payment report created for October meeting.

d) Budget update to September created.

e) Reserves and earmarked reserves updated.

f) Bank reconciliation carried out.

g) Monthly payroll and pension for September completed.

h) Monthly payroll and pension for October completed.

i) Draft budget for 2026-2027 created.

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) Approved IT Policy updated and published.

f) Emailed councillors regarding options/preferences for December meeting.

g) Meeting notes created for LWO.

h) Insurance renewed.

i) Current provider contacted for advice about a .gov.uk domain – waiting written response. Has advised that Council would need to move to a new provider, as current provide cannot host a .gov.uk domain.

j) Quotations requested from external payroll providers to manage the Council's payroll.

14. **Training and CPD**

a) SLCC branch meeting attended.

b) Scribefest attended.

c) SLCC training attended – time management and focus.

15. **Project – Playground refurbishment**

a) Quotation pack created.

b) Quotation request sent to eight companies.

c) Response received from 5 companies – 2 declined to quote, one of these forwarded our information to another company.

d) Two site visits have taken place, two more have been booked.

16. **Project – New trees**

a) Documentation from Woodland Trust sent to councillors.

b) OCC Tree Service approached re new tree for Village Green – have been sent a link to complete a Tree and Woodlan Project Submission.

c) Local tree contractor approached for advice – waiting response.

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Council decisions to be agreed

1. Memorial design to be approved. Council could agree to delegate authority to the Burial Ground Administration Working Group to make these decisions.
2. Speedwatch signs – Council has approved circa £60 per sign.
The preferred size of the Speedwatch Group increases cost to circa £97.17 per sign.
Smaller – 300mm x 420mm. 4 signs = £269.08
Larger – 420mm x 600mm. 4 signs = £388.68
Plus circa £15 delivery.
Which would Council like me to order?
3. Council has been invited to send a representative to WODC's Local Plan meeting on 3rd November. Would any councillor like to attend?