

Leafield Parish Council

CLERK REPORT

Period: From 10 November 2025 to 12 January 2026

1. **November council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 02 December Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 02 December Council Meeting written.
 - c) Meeting agenda for 13 January Council Meeting created, published on website and posted on noticeboard.
 - d) Notes and papers for 13 January Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Update 17/11/25 – Questgates waiting for a revised root barrier quote.
 - Update 12/01/26 – Questgates awaiting insurer's instructions in relation to proposed root barrier.
 - Financial Ombudsman claim – has been rejected as they do not provide assistance to Parish Councils.
 - b) New water meter being fitted by Thames Water on 14th January.
 - c) Water meter reading taken and sent to Castle Water.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Purchase order raised to rectify leaning vertical post (part of agility trail). Contractor advised that post broken under the ground, post removed, chains removed, ground made safe. Council decision required whether to replace post (so chain walk can be replaced), choose an alternative piece of equipment, or leave area as is.
 - c) Playground contractor contacted for quotation to refurb wooden sides of the toddler multiplay unit. Contractor advised that it is not possible to repaint this surface, suggested filling in holes. Council contacted for suggestions of local contractor who could undertake this work.
 - d) Purchase order raised for works to playground safety surface edges. Works have been carried out.
 - e) Councillor Caunt emailed regarding options for replacing or refurbishing items of agility trail with rotten timbers. Items need to be refurbished, replaced or removed.
5. **Village Hall Car Park**
 - a) Purchase order raised to trim hedges. Work has been carried out.
 - b) Purchase order raised to fill potholes in car park. Work has been carried out.
6. **Village Hall**
 - a) Online meeting held with Council, Village Hall and Village Hall solicitor.
 - b) Phone calls and emails to solicitor.
 - c) Revised lease plan sent to solicitor.
 - d) Phone call with solicitor regarding queries in lease clauses.
 - e) Council solicitor last chased on 10 January – awaiting response.
7. **Churchyard and Burial Ground**
 - a) Burial ground emails and queries.
 - b) Burial taken place, burial paperwork processed and systems updated.
 - c) Churchyard wall repairs, including extra section, have been completed.

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- d) Burial fee review report written.
- e) Memorial design approved.
- f) Budget cost for wall works on each side of the Lychgate requested from contractor.

8. **Parish Maintenance**

- a) Defibrillators inspected.
- b) SID batteries changed.
- c) OCC Highways Engagement contacted about leak on Witney Lane.

9. **Community**

- a) Contacted Football Club to approve dugout.
- b) Contacted Football Club to advise that the Pavilion is not suitable for serving refreshments.
- c) Contacted Football Club to request more information about proposed lighting.
- d) Updated Christmas Tree risk assessment sent to Leafield school.

10. **Planning**

- a) Planning spreadsheet updated.
- b) Supportive comment, 25/02557/FUL, written and sent.

11. **Finance**

- a) Finance system updated.
- b) Payments approved at November meeting processed and entered, re-entered as were not processed.
- c) December payments processed and entered, to be ratified at January's meeting.
- d) Contact from Co-op Bank – new forms to be completed by Council. Forms have been downloaded.
- e) Draft budget updated.

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) Scheme of delegation to Clerk amended for approval by Council.
- g) Risk assessments updated and published on website.
- h) Internal audit work started.

14. **Training and CPD**

- a) SLCC branch meetings attended.
- b) NALC Legal Update training attended.
- c) WODC T&PC Forum meeting regarding local government reorganisation attended.
- d) Operation London Bridge training booked.

15. **Project – Playground refurbishment**

- e) Some quotations have been received. Uploaded to Dropbox. Proposals have been emailed to Cllr Caunt.

16. **Project – 2025 tree survey works**

- a) Quotation pack created for high and medium level tree works.
- b) Quotations requested for high and medium level tree works.
- c) Application made to WODC for 2025 tree survey works in the Conservation Area.
- d) Supportive minute requested re tree works in churchyard requested from Church. Has been received.
- e) Some quotations for high and medium level tree works have been received. Paper written

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for council meeting.

17. **Project – felling of dead pine from walled copse in churchyard**

a) Quotations requested for felling of dead pine.

b) Supportive minute requested re felling of dead pine requested from Church. Has been received.

c) Map created of trees in the walled copse.

d) Application made to WODC for felling of pine tree, as in the Conservation Area.

e) Some quotations for felling of tree have been received. Paper written for council meeting.

18. **Project – new trees**

a) Suggestions for suitable new trees requested from the Cotswold Voluntary Warden and tree contractors.

b) Quote requests sent for planting on new tree on the Village Green, and trees around the perimeter of the playing field.