

Leafield Parish Council

CLERK REPORT

Period: From 12 January 2026 to 09 February 2026

1. **January council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 10 February Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 10 February Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Update 31/01/26 from Questgate – contractor has been engaged to install a root barrier. Once this is in place site monitoring will continue. When the soil has stabilised repairs to the Pavilion will take place.
 - b) New water meter has been fitted by Thames Water.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Purchase order raised for works to replace rotten timbers on the timber log walk and chain walk, and to replace the rotten roller log.
 - c) Quotation requested and received to replace the cross chain walk – value is outside of funds in the playground budget. Council decision required whether to replace the chain walk and funding source.
 - d) Playground inspection of 09 February noted rotten agility stepping post. Quotation received – value is outside of funds in the playground budget. Council decision required whether to replace the stepping post and funding source, or arrange for rotten post to be removed.
 - e) Online meeting with Proludic regarding their playground refurbishment quotation.
5. **Village Hall**
 - a) Council solicitor last chased on 28 January – awaiting response.
 - b) Village Hall advised of change to council meeting format, and invited to request motions on agenda if required.
6. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) SID batteries changed.
 - c) Quote request sent to three contractors regarding water issue on Village Green. Three site meetings held. Two quotations received. School advised that Council is proposing to undertake the works.
7. **Community**
 - a) New quote requested for Speedwatch signage.
 - b) List of signage and other highway issues created.
8. **Planning**
 - a) Planning spreadsheet updated.
 - b) Planning objection, 25/02413/S73, researched, written and sent.
9. **Finance**
 - a) Finance system updated.
 - b) January payments processed and entered, to be ratified at January's meeting.
 - c) Banking forms completed, scanned and emailed to Co-operative Bank. Receipt has been acknowledged.

Leafield Parish Council

- d) Precept form completed and sent to WODC.
- e) Budget virement report written.
- f) Reserves transfer report written.
- 10. **Website and Facebook**
 - a) Updated as required.
- 11. **Administration**
 - a) Backups run.
 - b) Archiving and destruction.
 - c) Clerk expense reimbursement form completed.
 - d) Email enquiries answered.
 - e) Internal audit work ongoing.
 - f) Form completed for Electoral Roll information.
 - g) Policies for approval at February meeting reviewed and amended as required.
- 12. **Training and CPD**
 - a) SLCC branch meetings attended.
 - b) SLCC Practitioners' Conference attended.
 - c) Operation London Bridge training attended.
- 13. **Project – Playground refurbishment**
 - a) Clerk has been asked to obtain quotations for zip wire and trampoline.
- 14. **Project – 2025 tree survey works**
 - a) Two quotations have been received. Others have been requested, not received.
- 15. **Project – felling of dead pine from walled copse in churchyard**
 - a) Purchase order raised for felling of tree.
 - b) Documents sent to Diocese for approval of works. Advised that a Faculty is required. Clerk has set up an account on the online faculty system, DAC Secretary is required before system can be used – waiting that approval.
- 16. **Project – new trees**
 - a) Purchase order for new trees has been raised.