

Leafield Parish Council

CLERK REPORT

Period: From 09 March 2026 to 13 April 2026

1. **March council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 14 April Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 14 April Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Root barrier contractor has contacted council, Clerk will attend a site meeting this week. Works will be scheduled after the site meeting.
 - b) Solicitor contacted regarding option for legal action against underwriter, waiting for a quote for an initial review.
 - c) OALC contacted regarding for advice regarding legal action against underwriter, advised outside of their scope.
 - d) Water meter – Council was contacted in January by Thames Water to change the water meter, appointment was made and water meter changed. Following request for water meter reading from Castle Water, Clerk was advised that the wrong meter information was sent. Clerk advised that water meter had been changed by Thames Water, matter was escalated by Castle Water. 13/04 – Thames Water contractor made and had same day appointment to view and log meter change.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Football Club contacted re pitch maintenance grant update and Council position regarding moles.
 - c) OPFA contacted for information/advice regarding improving pitch condition. Leaflet received and forwarded to Council.
 - d) Quote requested for works to junior multiplay and rotator.
 - e) Quote requested for works to multiplay unit and junior multiplay unit.
 - f) Temporary works to make safe multiplay unit completed.
 - g) Sections of junior multiplay climbing rope taped to cover exposed wires.
 - h) Quote requested for replacement climbing net for junior multiplay.
 - i) Quote requested for contractor to top up soil and spread grass seed around wetpour/rubber mulch areas.
5. **Churchyard and Burial Ground**
 - a) Green Waste licence ordered for churchyard.
6. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) SID batteries changed. SID moved to the Village Green.
 - c) Price of new SID batteries obtained.
 - d) SID data analysis programme information sent to Cllr Caunt.
 - e) Investigation work on the water issue on the Village Green delayed – due to take place in April.
7. **Community**
 - a) One Wish Dog Foundation advised that Village Green can be used subject to conditions.
 - b) One Wish Dog Foundation advised that Council declined to offer the grant requested.

Leafield Parish Council

8. **Planning**
 - a) Planning spreadsheet updated.
 - b) Planning comment re 26/00174/HHD sent.
9. **Finance**
 - a) Finance system updated.
 - b) March's payments processed.
 - c) Budget updated.
 - d) Reserves updated.
 - e) VAT126 claim sent to HMRC.
 - f) Payroll information sent to new payroll contractor. Set up in progress.
 - g) End of year payroll procedures completed.
 - h) End of year accounts work started.
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) Date agreed for APM, booked with Village Hall.
 - g) List of previous attendees to APM sent to Cllr Butler.
12. **Training and CPD**
 - a) SLCC meeting attended.
 - b) GovAssist webinar attended.
 - c) Listed Buildings and Conservation Area training booked.
13. **Project – Playground refurbishment**
 - a) New quotations requested from four suppliers for cableway and trampoline. One response received.
 - b) Information requested from insurer – council run events.
 - c) Research undertaken regarding crowdfunding if run by the council.
14. **Project – 2025 tree survey works**
 - a) Waiting on Diocese permission for works in the churchyard – online system is offline, so permissions on hold.
15. **Project – felling of dead pine from walled copse in churchyard**
 - a) Diocese has approved pine to be felled.
 - b) Contractor due to fell pine on 27 April.
16. **Project – Village Hall lease**
 - a) Village Hall lease work ongoing.