

# Leafield Parish Council

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## CLERK REPORT

Period: From 13 April 2026 to 12 May 2026

1. **April council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
  - a) Meeting agenda for 12 May Council Meeting created, published on website and posted on noticeboard.
  - b) Notes and papers for 12 May Council Meeting written.
3. **Pavilion**
  - a) Subsidence damage –
    - Site investigations – ongoing.
    - Root barrier – site meeting held with contractor. Will be advised when works to take place, currently mid/late May. Contacted pre-school re rear access and use of drains. Advised contractor that pre-school need use of drains until 3pm. Contacted Village Hall re rear fire exit. Village Hall agreed to label rear fire exit “out of use” for duration of works. Village Hall requested to be advised of works, so they can advise hirers, as drains will be out of use for some periods. Contacted Community Gym to advise of works. Contacted Football Club to inform that the contractor requires their shed to be moved for the duration of works. Advised shed could be moved to grass parking area to north of portacabins. Football Club unable to confirm that move will take place.
  - Fence on north side of Pavilion will be removed during the works. Heras fencing will surround the area behind Pavilion/Village Hall during the works. Contractor will use grassed car parking area to north of portacabins for equipment/spoil store for duration of works. Area will be protected by Heras fencing.
  - b) Solicitor contacted regarding option for legal action against underwriter, waiting for a quote for an initial review. No update.
  - d) Water meter – Two meetings with Thames Water contractor regarding the water meter. Water meter checked, reading taken, photos taken of Pavilion and gym, to show toilets/kitchen, as query regarding low usage. Tap run to show that water meter is working. Second meeting included Village Hall, as confusion regarding number of meters within the land boundary and meter readings.
4. **Playground and playing field**
  - a) Playground inspections carried out and reports written.
  - b) Quotes received for playground repairs and purchase order raised.
  - c) Repair works, and replacement of rotating log, for agility trail carried out.
  - d) Temporary works to make safe multiplay unit completed.
5. **Churchyard and Burial Ground**
  - a) Grass cutting contractor reported that gravestone had been damaged. Gravestone has been broken and is laying flat. Church advised of damaged gravestone. Site meeting requested with contractor.
6. **Parish Maintenance**
  - a) Defibrillators inspected.
  - b) Purchase order raised for new SID batteries.
  - c) Investigation work on water issues on Village Green took place. Contractor advised that they could not find where the water was coming from, but believed it came from the school. Recommended asking the school to request Thames Water investigate.
  - d) Advice requested from insurer regarding members of a Working Group charging the SID batteries in their own homes, changing batteries and moving the device.

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7. **Community**
  - a) Council request regarding road and signage works sent to OCC Highways.
8. **Planning**
  - a) Planning spreadsheet updated.
9. **Finance**
  - a) Finance system updated.
  - b) April's payments processed.
  - c) New financial year accounting systems set up.
  - d) Payroll set up with new contractor completed.
  - e) End of year accounts work completed.
  - f) Work for internal auditor completed and sent.
  - g) Notification received from Moore (external auditor) that the Council has been selected for intermediate audit review.
  - h) Fund transferred from current to savings account.
10. **Website and Facebook**
  - a) Updated as required.
  - b) Wood collection information uploaded.
11. **Administration**
  - a) Backups run.
  - b) Archiving and destruction.
  - c) Clerk expense reimbursement form completed.
  - d) Email enquiries answered.
  - e) Annual Parish Meeting – draft agenda created and sent to Cllr Butler for approval. Invites sent to local groups and individual as per list. Some responses received.
  - f) Annual leave taken.
  - g) Policies updated and uploaded to website.
  - h) Asset register updated.

**Training and CPD**

  - a) SLCC meeting attended.
  - b) GovAssist webinar attended.
  - c) Listed Buildings and Conservation Area training booked.
12. **Project – Playground refurbishment**
  - a) Two quotations for zip wire and trampoline have been received.
  - b) One quotation for zip wire only has been received.
13. **Project – 2025 tree survey works**
  - a) Diocese permission for works in the churchyard has been requested.
  - b) Tree works are scheduled for mid/late May.
  - c) Contractor advised that they were not able to honour the prices on the purchase order raised for new trees. Council agreed at April meeting to hold the works and request new quotations in the autumn.
14. **Project – felling of dead pine from walled copse in churchyard**
  - a) Dead pine has been felled.
15. **Project – Village Hall lease**
  - a) Village Hall lease has been completed. Councillors need to sign the plan, before completed lease can be sent to solicitor.