

Leafield Parish Council

CLERK REPORT

Period: From 12 May 2026 to 24 June 2026

1. **May council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 25 June Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 25 June Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Root barrier – work is nearly complete (as of 22/06/26)
 - b) Solicitor contacted regarding option for legal action against underwriter, waiting for a quote for an initial review. No update.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Playground repair works – waiting for works to be completed.
 - c) Independent annual inspection due to take place in July.
 - d) Sewage issue on playing field – visits and communications. Email sent to Football Club regarding waste disposal into mains drainage.
 - e) Risk assessment and documentation created for Working Group's stalls at the Village Fete.
5. **Churchyard and Burial Ground**
 - a) Damaged gravestone – is with stone mason for repair – due to be completed by August.
 - b) Burial to take place on 26 June – preparation and administration work undertaken.
6. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) New SID batteries received. New batteries installed in SID.
 - c) Advice requested from insurer regarding members of a Working Group charging the SID batteries in their own homes, changing batteries and moving the device. Waiting on response from underwriter.
 - d) Removal of dead deer from Village Hall car park.
 - e) Quotation obtained for burning off of weeds from Village Hall car park.
7. **Community**
 - a) Approval has been given for the Village Green to be used for the Garage Sale in September.
 - b) Approval was given for the Village Hall to use the playing field for the Village Fete.
8. **Planning**
 - a) Planning spreadsheet updated.
9. **Finance**
 - a) Finance system updated.
 - b) May and June payments processed.
 - c) Internal auditor report received.
 - d) Notification received from Moore (external auditor) that the Council has been selected for intermediate audit review. Documents and information for Moore being collated.
 - e) Funds transferred from savings to current account.
 - f) External audit work completed for Council approval at June meeting.
 - g) Reserves updated.
 - h) Budget updated.

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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) Annual Parish Meeting – meeting attended.
 - f) Annual leave taken.
 - g) Policies updated and uploaded to website.
 - h) Research undertaken and communications taken place regarding requested easement on the Village Green.
 - i) Prospective councillor information updated, printed and emailed as appropriate.
 - j) New poster re meeting dates created.
12. **Training and CPD**
 - a) SLCC meeting attended.
 - b) Listed Buildings and Conservation Area training attended.
 - c) SLCC National Conference place booked.
13. **Project – Playground refurbishment**
 - a) Purchase order raised for zipwire and trampoline. Installation plan received – revised plan agreed with Cllr Caunt and sent to contractor. Revised installation plan received, sent to Cllr Caunt for approval.
When plan has been agreed, Playdale will raise invoice for 50% of works, to be paid prior to production. Remaining 50% will be due after installation. Installation due in July or September.
14. **Project – 2025 tree survey works**
 - a) Diocese permission for works in the churchyard has been granted.
 - b) Tree works for playing field and open areas took place in May.
 - c) Tree works in churchyard due to take place in August.
15. **Project – Village Hall lease**
 - a) Village Hall lease and plan has been signed and sent to solicitor. Solicitor has requested agreement of start date for lease, 1st July.