

Leafield Parish Council

CLERK REPORT

Period: From 24 June 2026 to 09 August 2026

1. **June council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 11 August Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 11 August Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Root barrier – works have been completed.
 - b) Fallen branch lodged on Pavilion roof removed.
 - c) Community Gym contacted for update regarding their proposed works.
 - d) Informed that water had been turned off due to leak. Plumber arranged. Plumber attended, installed a flexible pipe to the Football Club connection.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Playground repair works – waiting for works to be completed. Contractor has been chased.
 - c) Independent annual inspection took place in July, reports received.
 - d) Brambles removed from enclosed playground.
5. **Churchyard and Burial Ground**
 - a) Damaged gravestone – has been repaired and replaced.
 - b) Burial took place on 26 June.
 - c) Memorial request work carried out.
 - d) Burial administration work carried out.
6. **Village Hall Car Park**
 - a) Quotation/indicative price requested and received for replacement whips.
7. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) Advice received from insurer regarding WG members charging SID batteries in their own homes. Risk assessment and WG TOR updated as required by insurer.
 - c) Work approved to burn off weeds from Village Hall car park held due to current weather conditions.
 - d) Speed indication device moved to Lower End. Batteries changed.
 - e) SID mounting bracket damaged by person(s) moving the SID. Quotation for new brackets requested and received, to be purchased via Chadlington Parish Council.
8. **Community**
 - a) Update requested from OCC regarding signage requests sent by Council. Response received from OCC.
 - b) Union Flag order, received, and given to councillor.
9. **Planning**
 - a) Planning spreadsheet updated.
10. **Finance**
 - a) Finance system updated.
 - b) June and July payments processed.
 - c) Funds transferred from savings to current account.

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- d) Reserves updated.
- e) Budget updated.
- f) External audit forms completed following Council meeting. Information required for intermediate audit collated. AGAR and required paperwork sent to Moore.
- g) Notice of Exercise of Public Rights created and published.
- h) AGAR and required accompanying documents published.
- i) Internal financial check meeting prepared for and held with councillor.
- j) Village Hall advised that Council will not provide donation towards insurance cost, preferring to give a donation towards capital works.

11. **Website and Facebook**

- a) Updated as required.
- b) Councillor changes updated.

12. **Administration**

- a) Backups run.
- b) Archiving and destruction.
- c) Clerk expense reimbursement form completed.
- d) Email enquiries answered.
- e) Annual leave taken.
- f) Risk Assessment updated as required by insurer, to cover Speed Indication Device.
- g) Speed Indication Device Working Group TOR draft updated to cover requirements from insurer.
- h) WODC informed of new councillors. New councillor documents received from WODC and forwarded to new councillors.
- i) Email addresses set up for new councillors. Dropbox access set up.
- j) WODC informed of councillor resignation.
- k) Notice of Vacancy of Councillor positions advertised on website and noticeboard.
- l) Resigned councillor email address removed.
- m) Standing Orders and Financial Regulations updated and uploaded to website.
- n) Solicitor advised that the Council will not be providing a requested Deed of Easement on the Village Green.
- o) Extra information regarding land and deeds on asset register investigated, as per internal auditor recommendation. Internal auditor contacted to query what extra information required. IA acknowledged that correct information has been listed. Amended internal auditor report for 2025/2026 received.
- p) Insurance pre-renewal form completed. Councillors requested to respond regarding one section.

13. **Training and CPD**

- a) SLCC meeting attended.
- b) How Parish Councils can support Village Halls training attended.
- c) Talking Tables training attended.

14. **Project – Playground refurbishment**

- a) 50% deposit paid for works.
- b) Utility searches carried out and information sent to contractor.
- c) Site meeting held with contractor regarding works, welfare facilities, placement of soil and rubbish. Installation due w/b 24 August or 01 September. Contractor advised about preschool movements if work to commence in September.
- d) Village Hall, Preschool and Community Gym advised of works.
- e) Meeting held with Cllr Compton regarding crowdfunding options.

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

- a) Tree works in churchyard taking place.

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16. **Project – Village Hall lease**
 - a) Village Hall lease completed.
17. **Project – Lychgate memorial plaques**
 - a) Research undertaken into companies able to engrave new panels.
 - b) Companies approached.
 - c) Photos taken of Lychgate to be sent to prospective contractor.
18. **Project – Burial Ground noticeboard**
 - a) Companies researched.
 - b) Quotations/indicative costs requested and received for new noticeboard.
 - c) Quotation requested and received for noticeboard installation.