

Leafield Parish Council

CLERK REPORT

Period: From 09 August 2026 to 05 September 2026

1. **August council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 08 September Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 08 September Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - Site meeting - insurer's contractor accessed the Pavillion to create a specification of repair works to be presented to the insurer for approval.
 - b) Community Gym have provided a document regarding proposals for the Pavilion.
 - c) Castle Water – large estimated bills have been received from Castle Water. Clerk has contacted CW to advise that the bill now lists two meters (the Pavilion has one meter), and figures are far in excess of normal usage. This issue appears to link to the meter change by Thames Water (there is an open case between Castle Water and Thames Water). Clerk has cancelled the direct debit to prevent large sums being taken by CW.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Playground repair works – ordered works have been completed.
 - c) Contractor has filled cracks around equipment, and holes created by collapsed mole tunnels with topsoil.
 - d) Contractor has removed the oil drum from the bottom of the playing field.
 - e) Contractor has felled three small, dead elm trees from the edge of the playing field.
 - f) Quotation has been requested for the medium priority repair works required following the annual independent playground inspection.
 - g) WODC has been contacted regarding cost of extra bin, and cost of extra collections – response received and added to September agenda.
 - h) Quotation requested and received for fencing around part of enclosed playground.
5. **Churchyard and Burial Ground**
 - a) Burial administration work carried out.
6. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) SID batteries changed.
 - c) SID mounting brackets ordered via Chadlington PC.
 - d) Bleed control kits researched, paper created for September meeting.
7. **Community**
 - a) Update requested from OCC Area Operations regarding gritting request.
 - b) Active Travel funding schemes researched, email sent to Council.
 - c) Sustainable Leafield asked if they would organise a community screening of "National Briefing on the climate and nature crisis".
 - d) Request sent to OCC Highways to create permanent 7.5 tonne weight limit through Leafield.
8. **Planning**
 - a) Planning spreadsheet updated.

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9. Finance

- a) Finance system updated.
- b) August payments processed.
- c) Funds transferred from savings to current account.
- d) Reserves updated.
- e) Budget updated.
- f) External Auditor Report and Certificate received, published on website.
- g) Notice of Conclusion of External Audit created and published on noticeboard and website.
- h) Documents sent to Co-operative Bank as requested.
- i) Notification received from Co-operative Bank that it has been bought by Coventry Building Society.
- j) Council access set up on SAAA portal.

10. Website and Facebook

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

11. Administration

- a) Backups run.
- b) Archiving and destruction.
- c) Clerk expense reimbursement form completed.
- d) Email enquiries answered.
- e) Annual leave taken.
- f) Approved revised risk assessment updated and published.
- g) Speed Indication Device Working Group TOR updated and published.
- h) Insurance pre-renewal form sent to insurer. Insurance renewal documents received. Clerk has requested cost of a three year LTA.
- i) Project list updated and circulated to councillors.
- j) Meeting notes written for LWO.

12. Training and CPD

- a) SLCC meeting attended.
- b) Heat health and climate anxiety workshop attended.

13. Project – Playground refurbishment

- a) Revised installation date received – 07 September 2026

14. Project – 2025 tree survey works

- a) Churchyard tree work has been completed.
- b) Quotations have been requested, and two received, for the low priority works listed in the 2025 tree survey.

15. Project – Lychgate memorial plaques

- a) Local company has advised that they can undertake the engraving, but need the Council to provide the wooden panels.

16. Project – Burial Ground noticeboard

- a) Council approved purchase from Greenbarnes, if competitive price is not obtained from local contractor. Clerk waiting response from Cllr Compton regarding local pricing.