

Leafield Parish Council

CLERK REPORT

Period: From 05 September 2026 to 08 October 2026

1. **September council meeting minutes** – Written and draft published.
2. **Council Meeting preparation**
 - a) Meeting agenda for 13 October Council Meeting created, published on website and posted on noticeboard.
 - b) Notes and papers for 13 October Council Meeting written.
3. **Pavilion**
 - a) Subsidence damage –
 - Site investigations – ongoing.
 - b) Castle Water – estimated bill issue ongoing. Account has been put on hold to allow issue to be resolved. Correct meter readings have been submitted. Council is being charged for Village Hall water meter as well as the Pavilion water meter.
 - c) Site meeting held with Community Gym regarding their proposals and proposed insurance repair work.
4. **Playground and playing field**
 - a) Playground inspections carried out and reports written.
 - b) Playground repair works – ordered works have been completed.
 - c) Playground works contractor has reported defects in the junior multiplay unit, and cordoned unit off for safety. Quotation for repair has been requested and received. Quotation for removal and disposal of unit has been requested and received.
 - d) Extra collection from litter/dog bin by playground has been arranged with WODC, biweekly collections to start by November.
 - e) Fencing proposal discussed at September's meeting posted on website.
 - f) Quotation requested for Village Hall car park hedge trimming, order raised.
 - g) Quotations requested for playground fencing without pedestrian gates.
5. **Churchyard and Burial Ground**
 - a) Burial administration work carried out.
 - b) Burial Fee charges document updated.
 - c) Burial ground documents forwarded to lead councillor.
6. **Parish Maintenance**
 - a) Defibrillators inspected.
 - b) SID batteries changed.
 - c) SID mounting brackets received.
 - d) Contractor contacted regarding more drought/heat resistant hedging varieties – contractor investigating.
 - e) Quotations/indicative prices obtained for noticeboard to be placed in central location in village.
7. **Community**
 - a) Sustainable Leafield advised that they don't have capacity to organise a community screening of "National Briefing on the climate and nature crisis".
 - b) WODC address management request – response sent to WODC that Council did not agree with "Morse", and preferred "Marconi" as an alternative. Reasoning sent to WODC.
 - c) Leafield Primary School contacted regarding Christmas tree on Village Green.
 - d) Football Club contacted regarding sponsorship boards and use of Pavilion.
 - e) Update received from OCC regarding collapsed drain at junction of Purrants Lane and Buttermilk Lane.

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8. **Planning**
 - a) Planning spreadsheet updated.
9. **Finance**
 - a) Finance system updated.
 - b) September payments processed.
 - c) Funds transferred from savings to current account.
 - d) Reserves updated.
 - e) Budget updated.
 - f) Signed Internal Audit agreement sent to internal auditor.
 - g) Documents printed to set up a new bank signatory.
 - h) Remaining bank section 2 documents scanned and sent to bank – re their review.
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) Speed Indication Working Group member agreement created.
 - g) Insurance renewed with Gallagher.
 - h) Completed ROIs scanned and emailed to WODC.
12. **Training and CPD**
 - a) SLCC meeting attended.
 - b) Scribefest online conference attended.
13. **Project – Playground refurbishment**
 - a) Works in progress.
 - Zipwire – posts, platform and safety surfaces in place. Zipwire wire was found to be faulty. Contractor has to order new zipwire, plan is for zipwire to be completed by w/e 16th October.
 - Trampoline – work has been completed. Extra topsoil was required, cost £220, agreed by Cllr Caunt and Clerk.
14. **Project – 2025 tree survey works**
 - a) Order has been raised for low priority tree works. Works due to take place on 25 November.
15. **Project – 2027 tree survey works**
 - a) Quotation has been requested and received for 2027 tree survey.
16. **Project – Burial Ground noticeboard**
 - a) Clerk waiting response from Cllr Compton regarding local pricing.
17. **Project – computer and software**
 - a) Research undertaken into suitable computer options.