Leafield Parish Council

CLERK REPORT

Period: From 08 October 2026 to 09 November 2026

1. **October council meeting minutes –** Written and draft published.
2. **Council Meeting preparation**
   a) Meeting agenda for 10 November Council Meeting created, published on website and posted on noticeboard.
   b) Notes and papers for 10 November Council Meeting written.
3. **Pavilion**
   a) Subsidence damage –
   - Site investigations – ongoing.
   - Repair schedule has been submitted by insurer's contractor. Is currently being reviewed by insurer.
   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.
4. **Playground and playing field**
   a) Playground inspections carried out and reports written.
   b) Defective junior multiplay unit re-cordoned off and signage put up. Purchase order raised for removal and disposal of unit. Multiplay unit has been removed.
   c) Contractors contacted for quotations for quarterly operational inspections. Two sets of quotations received.
   d) Quote requested and repaired for playground equipment repairs.
5. **Churchyard and Burial Ground**
   a) Burial administration work carried out.
   b) Fallen branch (following storm) in churchyard removed by contractor. Two memorials damaged.
   c) Communications with neighbour regarding overhanging branches from churchyard tree.
6. **Parish Maintenance**
   a) Defibrillators inspected.
   b) SID batteries changed.
   c) Purchase order raised for hedge trimming in Village Hall car park.
   d) Contractor contacted regarding more drought/heat resistant hedging varieties – contractor investigating, update requested.
7. **Community**
   a) OCC's Gypsy and Traveller Site Officer contacted regarding encampment near Leafield Technical Centre. Officer advised that encampment is on private land, and landowner gave permission for them to remain on site until 20 October. Removal is the landowner's responsibility.
   b) Emails comms with OCC Highways regarding works at corner of Purrants Lane.
   c) Feedback sent to OCC regarding 20 mph speed limits.
   d) Wreath placed on Lychgate.

   Planning
   a) Planning spreadsheet updated.
8. **Finance**
   a) Finance system updated.
   b) October payments processed.
   c) Reserves updated.

d) Budget updated.
e) Bank reconciliations carried out.
f) Report written – Review of Effectiveness of Internal Audit.

9. **Website and Facebook**
   a) Updated as required.
   b) Councillor changes updated.
10. **Administration**
   a) Backups run.
   b) Archiving and destruction.
   c) Clerk expense reimbursement form completed.
   d) Email enquiries answered.
   e) Draft risk assessment – Christmas Tree on Village Green – written and sent to the school.
   f) Draft risk assessment – Hedge maintenance in burial ground – written.
11. **Training and CPD**
   a) SLCC National Conference attended.
   b) WODC – Briefing on planning system update attended.
   c) NALC Legal Update training booked.
   d) SLCC Digital AGAR training booked.
12. **Project – Playground refurbishment**
   a) Works have been completed, and new equipment is in use.
13. **Project – 2025 tree survey works**
   a) Purchase order has been raised for low priority tree works. Works due to take place on 25 November.
   b) Purchase order raised with Pampered Paddocks for new trees. Site meeting requested to agree locations. Contractor advised that trees will not be available until the end of November.
14. **Project – 2027 tree survey works**
   a) Purchase order raised with Jenks Oxford for 2027 tree survey. Survey to take place on 04 December.
15. **Project – Burial Ground noticeboard**
   a) Clerk waiting response from Cllr Compton regarding local pricing.
16. **Project – computer and software**
   a) Research undertaken into suitable computer options.
17. **Project – Speed Indication Working Group**
   a) Handover of batteries, equipment and keys to member of SID Working Group took place on 16th October. Walk round took place, showing approved locations for the SID.
18. **Project – Christmas Tree on Village Green**
   a) Draft risk assessment sent to school.
   b) School have advised that the Christmas Tree will be put on up on 29th November.