

Chadlington Parish Council

CLERK REPORT

Period: From 11 July 2022 to 25 September 2022

1. **Council meetings**
 - a) Agenda and papers for meeting on 26 September created, published and circulated
 - b) Meeting minutes of 11 July council meeting written and draft published
 - c) Listed September council meeting cancelled, and new date organised, following the death of Her Majesty Queen Elizabeth II
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Playground Maintenance Working Group meeting attended – report written for council meeting
 - c) Site meeting held with playground equipment contractor
 - d) Toddler swing seats installed
 - e) Action List updated
 - f) Annual independent playground inspection report received and circulated to Council
4. **Allotments**
 - a) Meeting held with some allotment holders regarding their request for mains water
5. **Policies**
 - a) Policies for review September meeting checked and overview document created
 - b) Approved policies updated and uploaded to website
6. **Finance**
 - a) Payments approved at July meeting processed and sent
 - b) Finance updates carried out
 - c) Bank reconciliations carried out
 - d) Revised budget and finance set up following council agreement at July meeting
 - e) Budget updates carried out
 - f) Reserve and earmarked reserves updates carried out
 - g) Councillor information requested and obtained for Unity Bank account set up
 - h) Complaint letter written to HSBC re change of correspondence address
 - i) Expenditure over £100 updated and uploaded to website
 - j) Draft budget for 2023-2024 created
 - k) Internal audit review of effectiveness for 2021-2022 draft for council approval
 - l) Letter written to HMRC re payroll account
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) WODC planning portfolio holder contacted regarding enforcement actions. He advised that enforcement action regarding Diddy Squat Farmshop is ongoing. He advised that enforcement updates are given to the Uplands Planning committee six monthly.
8. **Website and mailboxes**
 - a) Website updated
 - b) New website provider contacted, forms completed and initial meeting held
9. **Administration**
 - a) Reports created for meetings
 - Sports field lease

Chadlington Parish Council

- Current projects and priorities
- SID quotations
- Electricity supply on The Stocks
- Allotment rent

b) Dropbox updated

c) WODC Conservative party contacted regarding District Councillor attendance at meetings

d) Sports Field lease meeting arranged and held with Sports Club

e) Draft Action Plan for 2023-2024 created

f) Clerk annual leave taken

g) WODC summit attended

h) Draft TORs created

- Playground maintenance working group

i) OCC pension forms completed and returned

j) Civic Protocol document updated, and actions undertaken following the death of Her Majesty Queen Elizabeth II

10. **Training and Development**

a) SLCC Allotment training booked

b) Parks, play areas and equipment, sports and fitness areas training attended.

c) Civic protocol update meetings attended.

d) SLCC branch meeting attended

11. **Projects**

a) Speed indication devices

- Meeting held with Cllr Ingram regarding positions

- Quotations requested and received