

# Chadlington Parish Council

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## CLERK REPORT

Period: From 25 September 2022 to 13 November 2022

1. **Council meetings**
  - a) Agenda and papers for meetings on 31 October and 14 November created, published and circulated
  - b) Meeting minutes of 26 September and 31 October council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
  - a) Playground inspections carried out
  - b) Playground Maintenance Working Group meeting attended – report written for council meeting
  - c) Quotations requested from suppliers/contractors
  - d) Site meeting arranged with playground equipment contractor
  - e) Draft specification created for 2023 grounds maintenance
4. **Allotments**
  - a) Allotment rent invoices raised and issued
  - b) Tenancy agreement changes investigated
5. **Parish Maintenance**
  - a) Bus shelter – damaged polycarbonate panel taped up  
Repair quotation requested and received
  - b) Winter salt ordered, delivery arranged for Memorial Hall
6. **Policies**
  - a) Policies for review November meeting checked and overview document created
  - b) Approved policies updated and uploaded to website
  - c) Dignity at Work Policy drafted for council consideration
7. **Finance**
  - a) Payments approved at September and October meetings processed and sent
  - b) Finance updates carried out
  - c) Bank reconciliations carried out
  - d) Budget updates carried out
  - e) Reserve and earmarked reserves updates carried out
  - f) Expenditure over £100 updated and uploaded to website
  - g) Draft budget for 2023-2024 amended
  - h) Budget project meeting prepared for and attended
  - i) 2022-23 internal audit form completed and returned to internal auditor
  - j) Review of Effectiveness of 2021-22 internal audit uploaded to website
8. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated
  - b) Objection comment written and sent re planning application 22/02342/FUL.
  - c) Support of WODC enforcement action comment uploaded to Inspectorate portal re APP/D3125/C22/2206729
  - d) Support of A361 and Chipping Norton Road parking restrictions comment uploaded to OCC portal

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## 9. **Website and mailboxes**

- a) Website updated
- b) New website project
  - Email addresses sent
  - Website siteplan completed and returned

## 10. **Administration**

- a) Reports created for meetings
  - Earmarked reserve change proposal
  - Playground Maintenance Working Group update
  - Bus shelter repair quotation
  - Civility and Respect Pledge
- b) Dropbox updated
- c) Councillor vacancy
  - Vacancy process started with WODC
  - Website and noticeboard updated
  - .. – Vacancy notice uploaded to website and put on noticeboard
  - .. – Co-option vacancy advertisement created
- d) Playground Working Group TOR uploaded to website
- e) Clerk annual leave taken
- f) New Code of Conduct amended

## 11. **Training and Development**

- a) SLCC brank meeting attended
- b) SLCC National Conference attended
- c) Code of Conduct training attended
- d) Emergency Planning training attended
- e) Scribefest training attended

## 12. **Projects**

- a) Electricity supply on the Stocks
  - Map and information sent to WODC
- b) Playground lease
  - Land Registry search carried out