

# Chadlington Parish Council

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## CLERK REPORT

Period: From 13 November 2022 to 09 January 2023

1. **Council meetings**
  - a) Agenda and papers for meetings on 09 December 2022, 19 December 2022 and 09 January 2023 created, published and circulated
  - b) Meeting minutes of 14 November, 09 December and 19 December council meetings written and drafts published
2. **Clerk report** – written
3. **Playground**
  - a) Playground inspections carried out
  - b) Site meeting with playground equipment contractor
  - c) Quotations received for new equipment. Purchase order raised with Caloo for new toddler multiplay unit and agility trail. Date of install has been requested so removal of existing equipment can be arranged
  - d) 2023 grounds maintenance specification updated
  - e) Quotations requested for 2023 grounds maintenance
  - f) Tree survey quotes requested
4. **Parish Maintenance**
  - a) Bus shelter – repair to polycarbonate panel ordered, and work completed
  - b) Broken streetlight on Church Road logged on FMS. Now working.
  - c) Winter salt – School approached regarding storing some salt on school grounds. School have agreed to Clerk storing and retrieving salt as required.
5. **Policies**
  - a) Policies for review January meeting checked and overview document created
  - b) Approved policies updated and uploaded to website
  - c) Internal Financial Control Policy drafted for council consideration
  - d) Grants and Donation Policy updated for council consideration
6. **Finance**
  - a) Payments approved at November and December 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) 2022-23 internal audit questionnaire completed and returned to internal auditor
  - i) HRMC employer reference received and payroll company contacted with payroll information
  - j) OCC pension submission system accessed and pension submissions from May 2022 logged
  - k) HSBC Oxford branch visited to hand in letters re change of address etc. Cheques paid in. Missing statements obtained.
  - l) VAT reclaim started
7. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated
  - b) Planning appeal letter written and sent – APP/D3125/W/22/3308506 – Council position

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8. **Website and mailboxes**

a) Website updated

b) New website project – mailbox box order placed with TheVeryGoodEmail company

c) New website project – revised invoice received from Aubergine, payment raised and sent

9. **Administration**

a) Reports created for meetings

- Councillor co-option

- Donation request

- Insurance review

- SLCC Practitioner Conference

b) Dropbox updated

c) Councillor vacancy

- Website and noticeboard updated

.. – Casual vacancy notice uploaded to website and put on noticeboard

.. – Casual co-option vacancy advertisement created

d) Councillor job description and “What does a councillor do?” document created

e) Civility and Respect Pledge signed

f) Insurance reviewed and report created

g) Clerk annual leave taken

h) Land Registry information found, asset register updated

10. **Training and Development**

a) SLCC branch meeting attended

11. **Projects**

a) Sports Field lease

- Draft lease received. Circulated to Council for review. Sent to solicitor for review. PO raised for review of lease and creation of lease with the Sports Club.

b) Speed Indication Device

- Speed Indication device ordered and received

- Plan and report sent to OCC of proposed positions. Plan and report approved by OCC.