

Chadlington Parish Council

CLERK REPORT

Period: From 09 January 2023 to 12 March 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 13 March 2023 created, published and circulated
 - b) Meeting minutes of 09 January 2023 council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Playground Maintenance Working Group meeting attended
 - c) New install sites agreed with Caloo
 - d) Tree survey and work quotations received
 - e) Purchase order raised for the removal of old playground equipment – work in progress
 - f) Notices created and padlock & chain purchased – playground closed for refurbishment
 - g) Quotation received for the removal of the tunnel, slide climbing board and other toddler equipment
 - h) Grounds maintenance contract for 2023 season was given to Ubico, £63.00 per cut, purchase order raised
4. **Parish Maintenance**
 - a) Winter salt – Four bags of salt moved to the school
 - b) Indicative price requested and received for village gates, forwarded to Council
 - c) Request sent regarding cost of bin emptying
 - d) WODC informed of council position regarding the three new bins which WODC have listed as the PC's responsibility to pay for the emptying of
5. **Policies**
 - a) Policies for review at March meeting checked and overview document created
 - b) Approved policies updated and uploaded to website
6. **Finance**
 - a) Payments approved at January meeting 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) Precept form completed and sent to WODC
 - h) HMRC PAYE/NI figures for 2022-23 received, cheques written and sent
 - i) VAT reclaim completed and sent
 - j) Risk Assessment update for Council approval at March meeting
 - k) Budget virement report created
 - l) Earmarked reserves update report created
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Council documents collated in preparation for the appeal hearing on 14th March
8. **Website and mailboxes**
 - a) Website updated
 - b) New mail addresses – new email addresses set up for Clerk and councillors, website

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updated

c) New website project – in progress

9. **Administration**

a) Reports created for meetings

- Playground Maintenance Working Group
- Playground tree works
- Ownership of the Stocks

b) Dropbox updated

c) Councillor vacancy

- WODC informed of new councillor and papers requested

.. – Papers sent to new councillor

- Acceptance of Office signed by new councillor and filed
- New councillor set up on council email and Dropbox

d) Memorial Hall booked for Annual Parish Meeting

e) Hall booking changed for ACM from 8th to 15th May

f) Ownership of the Stocks discussed with WODC

g) Bitdefender purchased to replace Norton antivirus software

h) Shared calendar set up for Council

i) Annual leave taken

j) Pension Regulator enrolment completed and receipt received

10. **Training and Development**

a) Allotment Management training attended

b) SLCC branch meeting attended

c) SLCC Forum meeting attended

d) SLCC Practitioner Conference attended

11. **Projects**

a) Sports Field lease

- Draft lease discussed with landlord's solicitor, revised version created and received

b) Speed Indication Device

- Elan City contacted for windage information – they do not have this

c) Allotment

- New draft tenancy agreement created