

Chadlington Parish Council

CLERK REPORT

Period: From 13 May 2023 to 05 July 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 10 July created, published and circulated
 - b) Meeting minutes of 15 May council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Playground reopened on 16 June after phase 1 refurbishment works completed
 - c) Playground Maintenance Working Group meeting attended
 - d) Purchase order raised for tree works and tree works completed
 - e) Purchase order raised for groundworks and works completed
 - f) Picnic benches selected, quotation received, purchase order raised and sent
 - g) Purchase order raised for annual playground inspection due in July
4. **Parish Maintenance**
 - a) Speed Indication Device installed
 - b) Mowing schedule for The Stocks investigated and Council informed
5. **Policies**
 - a) Policies for review at July meeting checked and overview document created
6. **Finance**
 - a) Payments approved at May 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) Pension and payroll processed
 - g) AGAR documents completed – AGAR and supporting documents sent to External Auditor
 - h) AGAR and supporting documents uploaded to website
 - i) Exercise of Public Rights notification uploaded to website and put on noticeboard.
 - j) Expenditure over £100 updated and uploaded to website
 - k) Cheque banked
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Planning comment written ref 23/00751/FUL
8. **Website and mailboxes**
 - a) Website updated
9. **Administration**
 - a) Reports created for meetings
 - Allotment Working Group update
 - Allotment Working Group report
 - Finance reports
 - b) Dropbox updated
 - c) Noticeboard updated
 - d) Asset register updated and uploaded to website
 - e) Parish Meeting information sent to Chairman

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10. **Training and Development**

- a) Playground inspection training attended
- b) Procurement training attended
- c) SLCC meetings attended
- d) OCC County Day attended

11. **Projects**

- a) Playground refurbishment phase two
 - Site meeting with contractor, quotation requested
- b) The Old Bakehouse
 - Letter written and sent to various parties
 - Virtual meeting attended with various parties
 - Community Asset option investigated
- b) Ownership of The Stocks
 - WODC contacted re Council interest in ownership of The Stocks transferring to the Council

12. **Allotments**

- a) Water supply plan sent to Landlord – approved in principle
- b) Council agreement regarding responsibilities regarding water supply sent to Landlord – agreed in principle
- c) Meeting held with allotment holders
- d) Notice to Quit and new tenancy agreements created and sent to allotment holders
- e) Waiting list created
- f) Draft TOR created for the Allotment Management Working Group