

Chadlington Parish Council

CLERK REPORT

Period: From 08 September 2023 to 10 November 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 13 November created, published and circulated
 - b) Meeting minutes of 11 September council meeting written and draft published
 - c) Change of venue arranged – Bowls Club booked for November and December meetings
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Damaged carousel – area inspected and playground closed for safety reasons until remedial works undertaken. Playground reopened when works complete.
 - c) Quote requested and obtained for repairs to the junior swings.
 - d) New trees for playground researched
4. **Allotments**
 - a) Signed, printed and despatched allotment tenancy agreements
 - b) Raised and issued allotment rent invoices
 - c) Raised and sent letter regarding allotment rent increase from September 2024
 - d) Reminder sent to plot holders who had not returned tenancy agreement
 - e) Kathleen Hannay Will Trust trustees informed Council that a wayleave agreement would be required before permission would be given for a water supply on the allotment.
5. **Sports Field**
 - a) Solicitor appointment arranged and attended – documents signed and witnessed
 - b) Sports Field lease signed
 - c) Lease and documents sent to the landlord's solicitor
6. **Parish Maintenance**
 - a) Expression of interest for EV microhub submitted
 - b) Email sent to Sports Club regarding defibrillator following Council decision
 - c) WODC bins – site visit requested from Contracts
 - d) Chapel Road damaged wall discussed with Kathleen Hannay Will Trust agent – a new contractor has been instructed to repair the wall
7. **Policies**
 - a) Policies and notices reviewed and updated where required for November meeting
 - b) Approved policies updated and published on website.
8. **Finance**
 - a) Payments approved at September meeting processed and sent
 - b) Finance updates carried out
 - c) Bank reconciliation carried out
 - d) Budget update carried out
 - e) Reserve and earmarked reserves updates carried out
 - f) Pension and payroll processed
 - g) Staff salary EMR created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) Planning matters discussed with LPA
10. **Website and mailboxes**
 - a) Website updated as required

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11. **Administration**

a) Reports created for meetings

- New trees for the playground report
- Biodiversity report
- Allotment wayleave report
- Finance report
- Training options report
- Damaged playground equipment report

b) Dropbox updated

c) Noticeboard updated

d) Clerk annual leave taken

e) Storage boxes purchased

f) One FOI received

g) Biodiversity duties researched and Council consideration of duties written

12. **Training and Development**

a) SLCC branch meetings attended

b) Scribefest attended

c) SLCC National Conference attended

d) Action Plan training booked

13. **Action Plan**

a) Draft action plan for 2024-2025 updated following September meeting

14. **Budget**

a) Draft budget for 2024-2025 redrafted following September meeting and circulated to Council. Updated for November meeting

b) Draft budget report updated