

Chadlington Parish Council

CLERK REPORT

Period: From 10 November 2023 to 04 December 2023

1. **Council meetings**
 - a) Agenda and papers for meeting on 11 December created, published and circulated
 - b) Meeting minutes of 13 November council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Quotes requested for junior swing repairs
4. **Allotments**
 - a) Quote requested and received from solicitor for a wayleave agreement
5. **Parish Maintenance**
 - a) Defibrillator information requested from the Old Bakehouse re requirement to purchase new parts as defibrillator is out of action
6. **Finance**
 - a) Payments approved at November meeting processed and sent
 - b) Finance updates carried out
 - c) Pension and payroll processed with NJC cost of living increase, backdated to April
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated
 - b) 22/01147/FUL – objection researched, letter written and sent to LPA
8. **Website and mailboxes**
 - a) Website updated as required
9. **Administration**
 - a) Reports created for meetings
 - Allotment wayleave report
 - Finance report
 - b) Dropbox updated
 - c) Noticeboard updated
 - d) Clerk annual leave taken
 - e) Storage boxes purchased
 - f) One FOI completed
 - g) Insurance contacted for quotation to insure extra assets. Extra assets have been added to cover with no cost until January renewal
 - h) Insurance pre-renewal questionnaire completed and sent to Gallagher. Insurance renewal documents received
 - i) Other insurance brokers contacted regarding insurance quotes
 - j) Asset register updated
 - k) New council phone set up, email, website and noticeboard updated
10. **Parish correspondence**

None
11. **Training and Development**
 - a) NALC Legal Update attended