

# Chadlington Parish Council

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## CLERK REPORT

Period: From 04 December 2023 to 04 January 2024

1. **Council meetings**
  - a) Agenda and papers for meeting on 11 December created, published and circulated
  - b) Meeting minutes of 11 December council meeting written and draft published
  - c) Change of venue arranged – Bowls Club booked for January meeting
2. **Clerk report** – written
3. **Playground**
  - a) Playground inspections carried out
  - b) Second quote requested for repairs to the junior swings
4. **Allotments**
  - a) Relevant allotment holders contacted regarding height of boundary hedge
5. **Parish Maintenance**
  - a) Defibrillator pads for The Old Bakehouse researched, purchased and delivered
6. **Policies**
  - a) Policies and notices reviewed and updated where required for January meeting
7. **Finance**
  - a) Payments approved at December 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) Precept (24/25) form completed and sent to WODC
  - h) Cheques taken to HSBC Witney for banking
8. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated
  - b) Extension requested and granted for 23/03159/HHD
  - c) Suspected planning breach reported to LPA
9. **Website and mailboxes**
  - a) Website updated as required
10. **Administration**
  - a) Reports created for meetings
    - Insurance renewal
    - Finance report
    - Training options report
  - b) Dropbox updated
  - c) Noticeboard updated
  - d) Clerk annual leave taken
  - e) One FOI received. Research undertaken. ICO contacted for advice
  - f) Insurance researched, quotations requested, phone calls made and taken, documentation completed, quotations received for January renewal
  - g) AGAR survey completed
11. **Parish correspondence**

None received
12. **Training and Development**
  - a) SLCC branch meeting attended