

Chadlington Parish Council

CLERK REPORT

Period: From 04 January 2024 to 06 February 2024

1. **Council meetings**
 - a) Agenda and papers for meeting on 12 February created, published and circulated
 - b) Meeting minutes of 08 January council meeting written and draft published
 - c) Change of venue arranged – Bowls Club booked for February and March meetings
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Second quote for playground repair to timber swing received. As greater than first quote from RPM, RPM were requested to carry out the works
 - c) Springer damage reported, damage to one handle. Damaged handle removed and replacement handle fitted
4. **Sports Field Lease**
 - a) Solicitor contacted for progress report on head lease
 - b) Sports Club contacted for solicitor details for under lease. Sports Club have opted not to engage a solicitor. Club member details sent to solicitor.
5. **Stocks**
 - a) WODC contacted for update regarding transfer of land ownership
6. **Allotments**
 - a) Allotment holder reported items taken from their allotment
7. **Parish Maintenance**
 - a) Salt bin queries responded to
 - b) OCC response to query regarding signage, on behalf of the Bowls Club
 - c) Land agent contacted regarding damaged stone wall on Chapel Road
8. **Assets**
 - a) Cllr Moore contacted to undertake the asset inspection. Asset inspection carried out
9. **Policies**
 - a) Policies updated and uploaded to website
10. **Finance**
 - a) Payments approved at January meeting processed and sent
 - b) Finance updates carried out
 - c) Extra payments processed and signatures obtained
 - d) Pension and payroll processed
 - e) VAT reclaim completed and sent
 - f) Payments processed for February meeting
11. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) 20 mph pre-consultation – comment sent to OCC
 - c) LPA advised that PC decided not to comment on 23/03159/HHD
12. **Website and mailboxes**
 - a) Website updated as required
 - b) Mailbox annual invoice paid
13. **Administration**
 - a) Dropbox updated
 - b) Noticeboard updated
 - c) One FOI completed
 - d) FOI record sheet created

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- e) Insurance renewed and payment sent
- f) Internal Auditor agreement completed and sent
- g) Cllr Ingram contacted to book the Internal Financial Check
- h) Internal audit questionnaire completed and sent
- i) Election briefing date booked in diary

14. **Parish correspondence**

- Phone call requesting SID be positioned at the East End entrance to the village

15. **Training and Development**

- a) SLCC Practitioner's Conference attended
- b) OALC Developing effective action plans training attended