

Chadlington Parish Council

CLERK REPORT

Period: From 06 February 2024 to 07 March 2024

1. **Council meetings**
 - a) Agenda and papers for meeting 11 March created, published and circulated
 - b) Meeting minutes of 12 February council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Repair work completed on the junior swings
4. **Stocks**
 - a) Response received from WODC regarding the transfer of the Stocks
5. **Allotments**
 - a) Notice regarding items being removed from allotments put on allotment noticeboard
 - b) Notice regarding the water supply update put on allotment noticeboard
 - c) Draft policies, procedure and form create for council approval – Tenancy enforcement and termination policy, allotment waiting list policy, inspection and eviction appeals procedure, inspection and eviction appeals form
6. **Parish Maintenance**
 - a) SID batteries changed
7. **Policies**
 - a) Policies updated and uploaded to website
8. **Finance**
 - a) Payments approved at February meeting processed and sent
 - b) Finance updates carried out
 - c) Pension and payroll processed
 - d) VAT reclaim received
 - e) Payments processed for March meeting
 - f) Virement report created
9. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
10. **Website and mailboxes**
 - a) Website updated as required
11. **Administration**
 - a) Dropbox updated
 - b) Noticeboard updated
 - c) Annual leave taken
12. **Parish correspondence**

- Emails and phone call received regarding the two trees planted by OCC on a verge in East End
13. **Training and Development**
 - a) Addressing the biodiversity crisis for parish and town councils attended
 - b) WODC election briefing attended
 - c) OCC county day booked
 - d) Talking tables (assets) training day booked
 - e) WODC executive meeting attended