

# Chadlington Parish Council

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## CLERK REPORT

Period: From 04 June 2024 to 05 July 2024

1. **Council meetings**
  - a) Agenda and papers for Council Meeting on 08 July created, published and circulated
  - b) Meeting minutes of 10 June council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
  - a) Playground inspections carried out
  - b) Repair to climbing triangle has been completed
  - c) Quote received for the removal of the concrete tunnel and slide chain pull
  - d) Councillor playground inspection training carried out
  - e) Contractor contacted for advice regarding damaged section of stone wall. Response received, added to meeting notes
  - f) Quotation requested to replace damaged fence post
4. **Playground Maintenance Working Group**
  - a) Working Group meeting and site visit held
  - b) Insurance company asked for quote to cover the playground stone wall
  - c) Playground contractor contacted to request reprice of last year's quote
  - d) Meetings arranged with playground contractors
5. **Allotments**
  - a) Number posts created
  - b) Allotment inspection carried out
6. **Memorial Hall triangle**
  - a) Safety tree works have been carried out
  - b) Advised our solicitor that quote for Sport Club building is not required
  - c) Meeting held with Memorial Hall representative to discuss roles and responsibilities
7. **Sports Field lease**
  - a) Update on the two leases requested from solicitor
8. **The Stocks**
  - a) Contractor has agreed to soften the mowing lines
9. **Parish maintenance**
  - a) Quote for strimming received from Ubico
  - b) Meeting arranged with OCC Highways Engagement
10. **Community**
  - a) Meeting held with CFO following the Housing Needs survey
  - b) Possible sites for new housing discussed with CFO
  - c) Meeting held with OCC and WOD Cllrs to discuss traffic matters
11. **Policies**
  - a) Policies updated and uploaded to website
12. **Finance**
  - a) Payments approved at June meeting being processed
  - b) Finance updates carried out
  - c) Pension and payroll processed
  - d) Payments processed for June meeting
  - e) Mandate form for HSBC being completed
  - f) Budget update carried out
  - g) Reserves update carried out
  - h) Bank reconciliation carried out

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13. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated
14. **Website and mailboxes**
  - a) Website updated as required
  - b) New website work carried out
  - c) Mailbox set up for new councillor
15. **Administration**
  - a) Dropbox updated, councillor access updated
  - b) Noticeboard updated
  - c) Annual leave taken
  - d) Co-option administration work carried out
  - e) Clerk appraisal carried out
16. **Training and Development**
  - a) Contractor management training attended
  - b) Resilience training attended
  - c) Local Council Expo attended