

Chadlington Parish Council

CLERK REPORT

Period: From 05 July 2024 to 06 August 2024

1. **Council meetings**
 - a) Agenda and papers for Council Meeting on 12 August created, published and circulated
 - b) Meeting minutes of 08 July council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Councillor playground inspection training carried out
 - c) Quotation received to replace damaged fence post
4. **Playground Maintenance Working Group**
 - a) Wall contractors asked for quote for replacement of the playground stone wall
5. **Sports Field lease**
 - a) Underlease information sent to solicitor
6. **The Stocks**
 - a) Information regarding ownership transfer sent to Cllr Ridpath.
7. **Parish maintenance**
 - a) Meeting arranged with WODC regarding bin charging – meeting held – agreement made with WODC: move playground bin to roadside (change to litter and dog waste), bin in Sports Field to be removed, bin at entrance to Sports Field to be paid for by WODC
8. **Community**
 - a) Meeting with OCC, WODC and Diddly Squat Farm attended
 - b) Comment re 20 mph speed limit written and sent to OCC
 - c) Housing Needs Survey report uploaded to website
9. **Policies**
 - a) Policies updated and uploaded to website
10. **Finance**
 - a) Payments approved at July meeting processed
 - b) Finance updates carried out
 - c) Pension and payroll processed
 - d) Payments processed for August meeting
 - e) Mandate form for HSBC completed and sent
 - f) Budget update carried out
 - g) Reserves update carried out
 - h) Bank reconciliation carried out
11. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
12. **Website and mailboxes**
 - a) Website updated as required
13. **Administration**
 - a) Dropbox updated, councillor access updated
 - b) Noticeboard updated
 - c) Annual leave taken
 - d) 2024 APM minutes written
 - e) Parish Online updated
 - f) Project priority list updated and circulated to Council
 - g) Asset register updated and uploaded to website