

Chadlington Parish Council

CLERK REPORT

Period: From 06 September 2024 to 08 November 2024

1. **Council meetings**
 - a) Agenda and papers for Council Meeting on 11 November created, published and circulated
 - b) Meeting minutes of 09 September council meeting written and draft published
2. **Clerk report** – written
3. **Playground**
 - a) Playground inspections carried out
 - b) Fence post replacement order raised
 - c) Wall repair quotations requested
4. **Sports Field lease**
 - a) Discussions held and instructions given to solicitor regarding the sports field lease
5. **Allotments**
 - a) Webpage updated
 - b) Individuals on allotment waiting list contacted regarding plot vacancy
 - c) Allotment rent invoices issued
 - d) Allotment tenants advised of allotment rent increase from 2025
6. **Parish Maintenance**
 - a) WODC contacted regarding the removal and moving of bins – agreed that playground bin will be moved outside the playground, and bin in Sports Field removed – actions completed by WODC. Request made to have bin in playground entrance moved to pavement to allow vehicular access to playground
7. **Community**
 - a) Meeting attended regarding Rural Housing in the village
8. **Policies**
 - a) Policies updated and uploaded to website
 - b) Policies reviewed for September meeting
 - c) New Financial Regulations adapted – for November meeting
 - d) Sexual and General Harassment draft policy created – for November meeting
9. **Finance**
 - a) Finance updates carried out
 - b) Pension and payroll processed
 - c) Payments processed for November meeting
 - d) Draft budget for 2025-2026 updated
 - e) HSBC contacted regarding bank signatory updates – advised that signatories have been updated
10. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated
 - b) CIL consultation comment sent
11. **Website and mailboxes**
 - a) Website updated as required
12. **Administration**
 - a) Dropbox updated
 - b) Noticeboard updated
 - c) Annual leave taken
 - d) Advised OALC that Council has signed up to the Oxfordshire Councils Charter
 - e) OALC subscription proposal vote completed and sent
 - f) Playground wall replacement cost sent to insurer, increase in premium received, sent to

Chadlington Parish Council

council for consideration

g) Hall hire cancelled for October as no requirement for meeting

h) Article written regarding overhanging vegetation for Parish Magazine

13. **Training and CPD**

a) WODC Executive meeting attended

b) Councillor training organised and held

c) SLCC National Conference attended

d) OALC Financial Regulations training attended

e) SLCC Practitioners Conference booked

14. **Project – playground refurbishment**

a) Follow-up emails and phone calls with contractors quoting for the phase two playground refurbishment works

b) Request for OCC Councillor Priority Fund requested – no funds available

c) Grant work carried out

15. **Project – Councillor vacancy**

a) WODC advised of councillor vacancy – paperwork received regarding election – posted on noticeboard and website

b) Co-option process started – information posted on noticeboard and website