

# Chadlington Parish Council

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## CLERK REPORT

Period: From 08 November 2024 to 09 January 2025

1. **Council meetings**
  - a) Agenda and papers for Council Meeting on 13 January created, published and circulated.
  - b) Meeting minutes of 11 November council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
  - a) Playground inspections carried out.
  - b) Site meeting with walling contractor to request quote for wall repairs.
  - c) Notification received of neighbour tree fallen into playground. Playground closed. Neighbour advised. Quotation received and agreed for removal of tree from playground. Playground reopened when tree had been removed.
  - d) Options for removing or making safe concrete tunnel discussed with contractor.
  - e) Springer footrest repaired.
  - f) Quotation requested for playground equipment repairs.
4. **Sports Field lease**
  - a) Meeting held regarding Sports Field lease.
  - b) Phone calls and emails with solicitor regarding Sports Field lease.
5. **Parish Maintenance**
  - a) Bin in playground entrance has been moved by WODC to pavement to allow vehicular access to the playground.
  - b) OCC Highways contacted and sent photographs of water damage to Church Road.
  - c) Quotation requested for weed control on Chapel Road.
6. **Community**
  - a) Request sent to OCC for white line/keep clear markings for Chapel Road, opposite Horseshoe Lane.
  - b) Map of Stocks created and sent to councillor to obtain views for requesting a revised mowing schedule for The Stocks from WODC.
  - c) Chipping Norton Road verge work proposal from OCC sent to councillors for comment, comment sent to OCC.
7. **Policies**
  - a) Policies updated and uploaded to website.
  - b) Policies reviewed for January meeting.
8. **Finance**
  - a) Finance updates carried out.
  - b) Pension and payroll processed.
  - c) Payments processed for January meeting.
  - d) Draft budget for 2025-2026 updated.
  - e) Internal audit agreement sent to internal auditor.
  - f) Internal audit work started.
9. **Planning and enforcement**
  - a) Planning spreadsheet – updated and circulated.
  - b) Planning appeal 3344303 – letter created and uploaded to portal.
  - c) Notice regarding planning applications letters posted on noticeboard.
10. **Website and mailboxes**
  - a) Website updated as required.
11. **Administration**
  - a) Dropbox updated.

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- b) Noticeboard updated.
- c) Annual leave taken.
- d) Insurance premium increase to cover playground wall replacement set up with insurer
- e) Insurance pre-renewal form completed and sent to insurer.
- f) Warranty extension for SID completed and sent.

12. **Training and CPD**

- a) SLCC branch meetings attended.
- b) NALC Legal Update training attended.
- c) OALC Leading Your Council training attended.
- d) OALC Experienced Clerk training booked.

13. **Project – playground refurbishment (phase two)**

- a) Purchase order raised with Proludic Ltd.
- b) Site meeting held with Proludic Ltd.

14. **Project – Councillor vacancy**

- a) Co-option form received.
- b) Co-option added to January agenda.