

Chadlington Parish Council

CLERK REPORT

Period: From 09 January 2025 to 04 February 2025

1. **Council meetings**
 - a) Agenda and papers for council meeting on 10 February created, published and circulated.
 - b) Meeting minutes of 13 January council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
 - a) Playground inspections carried out.
 - b) Purchase order raised for replacement fence posts.
 - c) Purchase order raised for playground equipment repairs.
 - d) Quotations received for 2025 mowing contract, circulated to councillors.
4. **Sports Field lease**
 - a) Phone calls, emails and meeting at Conference with solicitor regarding Sports Field lease.
 - b) Revised Sports Field Lease signed by councillors, and sent to solicitor
 - c) Statutory Declaration completed and sent to solicitor.
5. **Parish Maintenance**
 - a) Purchase order raised for weed control on Chapel Road.
6. **Policies**
 - a) Policies updated and uploaded to website.
7. **Finance**
 - a) Finance updates carried out.
 - b) Pension and payroll processed.
 - c) Payments processed for February meeting.
 - d) Precept form completed and sent to WODC.
 - e) Internal audit work - ongoing
8. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated.
9. **Website and mailboxes**
 - a) Website updated as required.
10. **Administration**
 - a) Dropbox updated.
 - b) Noticeboard updated.
 - c) Bitdefender renewed.
 - d) New councillor administration completed – WODC advised, ROI paperwork sent to councillor, email set up, Dropbox updated.
 - e) NALC website access set up.
11. **Training and CPD**
 - a) SLCC branch meeting attended.
 - b) SLCC Practitioners’ Conference attended.
 - c) OCC County Day booked.
12. **Project – playground refurbishment (phase two)**
 - a) Revised equipment site plan received from Proludic and circulated to Council.