

Chadlington Parish Council

CLERK REPORT

Period: From 04 March 2025 to 08 April 2025

1. **Council meetings**
 - a) Agenda and papers for council meeting on 14 April created, published and circulated.
 - b) Meeting minutes of 10 March council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
 - a) Playground inspections carried out.
 - b) Quote obtained for replacement plank for timber climber.
 - c) Fence posts have been replaced.
 - d) Equipment maintenance and repairs have taken place.
 - e) Homemade rope swing removed.
 - f) Meeting held with walling contractor.
 - g) Playbark options investigated. Price obtained for Council consideration.
4. **Parish Maintenance**
 - a) Photographs of water issue on Church Road sent to OCC Highways.
 - b) Update requested from OCC regarding PC request to have a white, no waiting, line on Chapel Road opposite Horseshoe Lane.
5. **Allotments**
 - a) Site meetings held with prospective new tenants.
 - b) Notice on allotment notice board advising tenants that allotment inspections will take place in April.
6. **Policies**
 - a) Policies updated and uploaded to website.
7. **Finance**
 - a) Finance updates carried out.
 - b) Payments processed for March meeting.
 - d) End of year accounts work started.
 - e) VAT126 reclaim received from HMRC.
 - f) Budget virements and reserve transfers carried out.
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) Paperwork – retention and destruction.
 - d) Annual leave taken.
 - f) OCC election notices uploaded to website and posted on noticeboard.
 - g) Asset register updated.
11. **Annual Parish Meeting**
 - a) Annual Parish Meeting attended.
12. **Training and CPD**
 - a) Community led plan training attended.
 - b) SLCC Local Government Reorganisation webinar attended.
 - c) OCC County Day attended.

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13. **Project – playground refurbishment**
 - a) Phase 2 - Surface reinstatement works have been completed.
 - b) Phase 3 – Play equipment contractor contacted for advice about phase 3.
14. **Project – Sports Field lease**
 - a) Payments have been agreed, to be transferred when last invoice allows PC to reclaim VAT.
15. **Project – The Stocks**
 - a) Discussions held with WODC regarding modifying the mowing scheme. WODC have refused to change the agreed 2023 mowing scheme.
 - b) Documents received from WODC to start the transfer of land ownership of The Stocks to the PC. Legal representation quotation for the PC has been obtained.