

# Chadlington Parish Council

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## CLERK REPORT

Period: From 08 April 2025 to 07 May 2025

1. **Council meetings**
  - a) Agenda and papers for council meeting on 12 May created, published and circulated.
  - b) Meeting minutes of 14 April council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
  - a) Playground inspections carried out.
  - b) Rotten plank for timber climber replaced.
  - c) Playbark ordered.
  - d) Quotation requested for picnic table repair.
4. **Parish Maintenance**
  - a) Update received re water issue on Church Road from OCC Highways.
  - b) Update received from OCC regarding PC request to have a white, no waiting, line on Chapel Road opposite Horseshoe Lane.
  - c) Memorial Hall defibrillator checked.
5. **Allotments**
  - a) Allotment inspections carried out.
6. **Policies**
  - a) Policies updated and uploaded to website.
  - b) Standing Orders updated, on May agenda for council consideration.
  - c) Financial Regulations updated, on May agenda for council consideration.
7. **Finance**
  - a) Finance updates carried out.
  - b) Payments processed for April meeting.
  - c) End of year accounts work completed – statement of accounts, bank reconciliation, reserves, explanation of variances, AGAR
  - d) Internal audit work completed, sent to internal auditor, report received.
  - e) VAT126 reclaim sent to HMRC.
  - f) New financial year spreadsheets set up.
  - g) Budget and reserves updates completed.
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.
  - e) OCC election notices posted on noticeboard.
  - f) Letter sent to landowner re works at Horseshoe Lane, as per April council meeting.
11. **Training and CPD**
  - a) SLCC meeting attended.
12. **Project – Sports Field lease**
  - a) Payments made.
  - b) Advised Sports Field lease has been completed.

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13. **Project – The Stocks**

a) Legal representation for Council obtained, legal representative in contact with WODC regarding transfer of land ownership.

14. **Project – Playground Phase 3 Refurbishment**

a) Meeting held with playground contractor to discuss new equipment options.

b) Poster of possible new equipment options received from playground contractor for playground meeting.

c) Playground meeting attended.