

Chadlington Parish Council

CLERK REPORT

Period: From 03 June 2025 to 13 July 2025

1. **Council meetings**
 - a) Agenda and papers for council meeting on 14 July created, published and circulated.
 - b) Meeting minutes of 09 June council meeting written and draft published.
2. **Clerk report** – written.
3. **Playground**
 - a) Playground inspections carried out.
 - b) Purchase order raised for picnic bench repair.
 - c) Quote requested for second picnic bench repair.
 - d) Council contacted regarding options for playground tree survey.
4. **Parish Maintenance**
 - a) Memorial Hall defibrillator checked.
 - b) Foliage obscuring playground sign logged on FixMyStreet.
5. **Allotments**
 - a) Inspection letters sent.
 - b) Allotment vacancy emails sent.
 - c) Meeting arranged with prospective allotment tenant.
6. **Finance**
 - a) Finance updates carried out.
 - b) Payments processed for July meeting.
 - c) Budget update.
 - d) Reserves update.
 - e) Internal auditor terms and costs requested from IA.
7. **Planning and enforcement**
 - a) Planning spreadsheet – updated and circulated.
8. **Website and mailboxes**
 - a) Website updated as required.
9. **Administration**
 - a) Dropbox updated.
 - b) Noticeboard updated.
 - c) Paperwork – retention and destruction.
 - d) Draft Staffing Committee TOR created.
 - e) Draft IT Policy created.
 - f) ROI completed and returned.
 - g) Draft Stocks Management Working Group TOR created.
 - h) Draft Traffic Management Working Group TOR created.
10. **Training and CPD**
 - a) SLCC meeting attended.
 - b) WODC Exec Meeting attended.
 - c) WODC Local Government Reorganisation engagement event attended.
 - d) WODC Local Plan policy consultation event attended.
11. **Project – Sports Field lease**
 - a) Emails with solicitor regarding sub-lease.
 - b) Sub-lease reviewed, commented on and returned to solicitor.
12. **Project – The Stocks**
 - a) Purchase order sent to WODC re land transfer notices – invoice received.
 - b) WODC advised no objections had been received for proposed land transfer.