Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 25 August 2026 to 28 October 2026

1. **Agenda and reports –** 03 November 2026 meeting agenda and reports created, published and circulated.
2. **Council Meeting Minutes –** Meeting minutes written and published.
3. **Planning**
   a. Planning spreadsheet – updated as required.
   b. WODC Enforcement team contacted following concerns raised regarding works at Gentle Cottage, Cote Lane, Taston.
4. **Playground**
   a. Inspections – monthly inspections carried out.
   b. New entrance signs received – need to be put up.
5. **Playground lease**
   a. Cottsway Housing Association has been contacted regarding the lease – waiting response.
6. **Parish maintenance**
   a. Noticeboard in Ditchley – needs cleaning.
   b. Plans created and issued to councillors to mark verge cutting plans for Taston and Dean.
   c. Defibrillator battery ordered and received for Spelsbury defibrillator.
   d. OCC query regarding trees in Dean answered.
7. **Policies and procedures**
   a. Policies reviewed and amended as required for Council approval at the November meeting.
   b. Approved policies and procedures updated and uploaded to the website.
8. **Finance**
   a. Payroll – processed.
   b. Pension returns – processed.
   c. Online payments processed.
   d. Finance system – updated monthly.
   e. Bank reconciliations – updated monthly.
   f. Budget updates carried out.
   g. Reserves updates carried out.
   h. Draft budget updated for 2027-2028.
   i. Internal Auditor Letter of Engagement scanned and sent to internal auditor.
   j. IA Review of Effectiveness report written.
9. **General administration**
   a. Website – updated as required.
   b. Facebook – updated as required.
   c. Clerk report – written.
   d. Dropbox – updated.
   e. Document archiving and destruction.
   f. Action Plan for 2027-2028 updated to approved.
   g. Dates for 2027 meetings sent to Spelsbury Memorial Hall.
10. **Training and CPD**
    a. SLCC branch meetings attended.

b. Scribefest remote conference attended.
c. SLCC National Conference attended.
d. WODC briefing regarding changes to planning application determinations attended.
e. NALC Legal Update training booked.

11. **Project – New playground equipment**
a. Waiting on update from councillors regarding donations.