

Spelsbury Parish Council

Dean Ditchley Spelsbury Taston

CLERK REPORT

Period: From 03 July 2026 to 25 August 2026

1. **Agenda and reports** – 01 September 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.
4. **Playground**
 - a. Inspections – monthly inspections carried out.
 - b. New entrance signs received – need to be put up.
 - c. Annual independent playground inspection has taken place.
5. **Playground lease**
 - a. Cottsway Housing Association has been contacted regarding the lease – waiting response.
6. **Parish maintenance**
 - a. Village gates in Spelsbury have been refurbished. Contractor has advised that they will need repairs in the near future.
 - b. Noticeboard in Ditchley – needs cleaning.
 - c. Verge cutting plan created for Spelsbury, quotation requested for cutting requested and received.
7. **Community**
 - a. Emailed Council response to OCC regarding the rural road speed consultation. Response received.
 - b. Invited Thames Valley Police rep to September meeting, invitation accepted.
8. **Policies and procedures**
 - a. Policies reviewed and amended as required for Council approval at the September meeting.
 - b. Approved policies and procedures updated and uploaded to the website.
9. **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 created for 2027-2028.
 - i. Research undertaken and report written – savings account options.
10. **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. Councillor vacancy paperwork and notices processed.

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g. Council information and vacancy notice put on Ditchley noticeboard.

h. Login set up on SAAA portal.

i. Draft Action Plan created for 2027-2028.

11. **Training and CPD**

a. SLCC branch meetings attended.

b. How Parish Councils can support village halls training attended.

c. Heat health and climate anxiety workshop attended.

12. **Project – New playground equipment**

a. Draft donation request letter written.

b. Contractor advised of delay in placing purchase order until funding can be confirmed.