

# **CLERK REPORT**

Period: To 16 July 2019

1. **Car park tenancy agreement with British Legion** – Written confirmation of verbal report that Legion do not want to sign tenancy agreement has been requested. No response as of 16 July.
2. **Damaged wall by Fowler Road** - Cottsway have been contacted. Requested map and photos have been sent. Has been forwarded to their Property Dept to check ownership. No response as of 16 July.
3. **No HGV signage** – signage has been received.
4. **Tube survey** – waiting for OCC to provide price.
5. **Ownership of old Railway Bridge path** – location documents have been sent to Cllr Hibbert-Biles to forward to OCC's Countryside Access Technical Officer. No response as of 16 July.
6. **Poor visibility at Daylesford Road junction** – has been reported to OCC via FixMyStreet. Response received – “We have looked at it and found this is completed the best it can be”.
7. **AGAR** – documents have been signed for by Moore-Stephens.
8. **Payments** – approved payments have been sent.
9. **Finance update** – finance system has been updated and forwarded to council
10. **Budget update** - has been updated and forwarded to council.
11. **Bank reconciliation** - has been updated and forwarded to council.
12. **Website Accessibility** – report created and circulated, for July meeting.
13. **Habitual or Vexatious Complaints Policy** – created and circulated, for July meeting.
14. **Big Festival** – application written and sent.
15. **Review of polling districts and places** – response sent to Returning Officer.
16. **Change of December meeting date** – notice, diary and website updated.
17. **Overgrown vegetation on pathway by old railway bridge** – request sent to Churchill Parish Council to arrange for overgrown vegetation to be removed. No response as of 16 July.
18. **Planning** – application 19/01305/FUL – objection sent to WODC.
19. **East Witney Issues Paper Consultation** – comments forwarded to WODC.
20. **Correspondence from June meeting** – has been dealt with.
21. Facebook updated as required.
22. Website updated as required.
23. Planning spreadsheet regularly updated and forward to council.
24. Checked and amended Village Newsletter report of council meeting.
25. Minutes written and published.
26. Agenda for July created, published and distributed.
27. July 100 Club draw.
28. Processed new payments.
29. Transferred Heyden Field rent, £980, to Kingham Village Hall
30. Ran payroll.
31. Attended SLCC branch meeting.
32. Village Hall work.
33. Kingham Fuel Allotment work.