

Kingham Parish Council

CLERK REPORT

Period: To 17 September 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 17 September.
2. **Damaged wall by Fowler Road** – Cottsway have confirmed ownership of the wall. They have raised a repair request.
3. **Posts for small area of Village Green** – Cllr Hartley to obtain price.
4. **Tube survey** – waiting for OCC to provide price. No response as of 17 September.
5. **Old Railway Bridge path** – works have been ordered by OCC to trim back the vegetation and patch/seal the longitudinal cracks in the footway surface.
6. **VE Day 75 Celebration/Commemoration** – Events Committee and British Legion asked if they are planning any event.
Response received from Events Committee – they have no plans for an event.
No response received from British Legion as of 17 September.
7. **Website accessibility work** – has been ordered.
8. **Winter salt from OCC** – free salt in small bags ordered from OCC.
9. **Waste bins in Cozens Lane** – letter written to Daylesford Estate.
10. **Toddler swing chain link connectors** - information sent to Wicksteed, waiting for price.
11. **New play equipment** – new equipment prices and options being sought.
12. **100 Club** – set up new year and renewal letters created.
13. **Payments** – approved payments have been sent.
14. **Finance update** – finance system has been updated and forwarded to council
15. **Budget update** - has been updated and forwarded to council.
16. **Bank reconciliation** - has been updated and forwarded to council.
17. Invoice to St Andrew Church raised and sent to for mowing contribution to June.
18. Fallen tree removed from Millennium Wood.
19. Facebook updated as required.
20. Website updated as required.
21. Planning spreadsheet regularly updated and forwarded to council.
22. Checked and amended Village Newsletter report of council meeting.
23. August minutes written and published.
24. Agenda for September created, published and distributed.
25. September 100 Club draw, cheques raised and spreadsheet updated.
26. Processed new payments.
27. Ran payroll.
28. New councillor documentation forwarded to WODC.
29. Updated councillor information.
30. Notice of Conclusion of Annual Audit created and published.
31. Village Hall work.
32. Kingham Fuel Allotment work.