

Kingham Parish Council

CLERK REPORT

Period: To 21 August 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 20 August.
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 20 August.
3. **Tube survey** – waiting for OCC to provide price. No response as of 20 August.
4. **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 20 August.
5. **Website Accessibility** – report has been passed to website designer, and indication of work and costs to meet new standards requested. Response has been received and circulated to councillors.
6. **Habitual or Vexatious Complaints Policy** – hard copy filed, and copy uploaded to website. *Email received from resident requesting assurance that the policy will not be used to silence parish residents whose views are at odds with the Parish Council.*
7. **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.
8. **For sale/let signage on grass verges** – Letters/emails sent to local estate agents reminding them that signage must be on the property or within the boundary of the property as per "Town and Country Planning (Control of Advertisements) (England) Regulations 2007, schedule 3
9. **For sale/let signage on Green** – Chancellors contacted and asked to remove the sign from the grass verge.
10. **Fowler Road vegetation** – FixMyStreet report created. Response – This report has been closed. However the issue has been passed to the relevant team for consideration for future programmed works. State changed to: No further action.
11. **Trigmoor Turning overgrown verge** – FixMyStreet report created. Response – This report has been closed. However the issue has been passed to the relevant team for consideration for future programmed works. State changed to: No further action.
12. **Big Festival donation application** - Has been approved by Big Festival and funds transferred to PC bank account.
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. Facebook updated as required.
18. Website updated as required.
19. Planning spreadsheet regularly updated and forwarded to council.
20. Checked and amended Village Newsletter report of council meeting.
21. Minutes written and published.
22. Agenda for August created, published and distributed.
23. August 100 Club draw, cheques raised and spreadsheet updated.
24. Processed new payments.
25. Ran payroll.
26. Village Hall work.
27. Kingham Fuel Allotment work.