

Kingham Parish Council

CLERK REPORT

Period: From 19 May 2020 to 16 June 2020

1. **New play equipment** – quotation has been requested from supplier
2. **Message in a Bottle** - bottles have been requested from OCC.
3. **Damaged stone wall by Fowlers Road** - Cottsway contacted. 18 Feb – Surveyor will be meeting contractor in March to obtain quotation for the repairs.
4. **Village maintenance works** – works order sent to Churchill Surfacing Contractor for maintenance work.
5. **Gigaclear reparation works** – meeting has been requested with Gigaclear – to be carried out when in person meetings are permitted. Remedial works list has been created.
6. **Unity Trust Bank** – current account application in progress.
7. **Payments** – approved payments have been sent.
8. **Finance update** – finance system has been updated and forwarded to council
9. **Budget update** - has been updated and forwarded to council.
10. **Bank reconciliation** - has been updated and forwarded to council.
11. Facebook updated as required.
12. Website updated as required.
13. Planning spreadsheet regularly updated and forwarded to council.
14. Checked and amended Village Newsletter report of council meeting.
15. May minutes written and published.
16. Agenda for June created, published and distributed.
17. Processed new payments.
18. 100 Club – June draws run.
19. Ran payroll.
20. Processed council correspondence.
21. Village Hall work.
22. Kingham Fuel Allotment work.
23. **Parish Council noticeboard** – council to investigate and arrange repair work.
24. **Delegated authority decisions record** – record updated as required.
25. **Playground closures** – playgrounds closed as per Government instruction, and poster created. Safety inspections not taking place during closure period.
26. **Playground annual inspection** – Annual inspection has been requested – due to take place in July.
27. **Internal audit** – internal auditor instructed. End of year procedures started. AGAR requirements started.
28. **Councillor vacancy** – Co-option process started. Information sent to interested parties.
29. **New computer for Clerk** – Computer has been ordered.
30. **Dog waste bin** – Price for supply, install and emptying has been requested from Ubico.
31. **Signage for Adcraft Field** – Signage being organised.
32. **Councillor vacancy 2** – WODC informed. Councillor vacancy notice received – put on noticeboard and website.
33. **Rowan Cottage, planning application** - comment sent to WODC.
34. **Plough Inn, licencing application** – comment sent to WODC.
35. **The Wild Rabbit, pre-application consultation** – comment sent.
36. **Insurance** – council insurance has been renewed.
37. **Councillor job description** – approved job description created and published.
38. **Parish maintenance reports** –
reported overgrown foliage on old Railway Bridge via FixMyStreet.
reported damaged site by playing field via OCC Public Rights of Way Access Map
reported damaged footpath sign by playing field via OCC Public Rights of Way Access Map
39. **Donation** – Donation to Oxfordshire Association of the Blind has been sent.
40. **Risk Assessment** – being updated in line with current guidelines and legislation.