

Kingham Parish Council

CLERK REPORT

Period: From 16 June 2020 to 13 July 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 contracted to Churchill Surfacing Contractors have been completed.
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 uploaded to Dropbox.
9. **Budget update** - has been updated and uploaded to Dropbox.
10. **Bank reconciliation** - has been updated and uploaded to Dropbox.
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. June minutes written and published.
16. Agenda for July created, published and distributed.
17. Processed new payments.
18. 100 Club – July draw 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. **Playground closures** – playgrounds closed as per Government instruction, and poster created. Safety inspections not taking place during closure period. 01 July - Council decided not to re-open playgrounds yet.
25. **Playground annual inspection** – Annual inspection has been requested – due to take place in July.
26. **Playground inspections** – inspection checklists emailed to new lead councillors for inspections.
27. **Internal audit** – internal auditor instructed. End of year procedures started. AGAR requirements started.
28. **Dog waste bin** – Price for supply, install and emptying has been requested from Ubico.
29. **Signage for Adcraft Field** – Signage being organised.
30. **Councillor vacancies** – website, Facebook and noticeboard updated. Co-option information sent out to interested parties. Completed co-option forms forwarded to council.
31. **Parish maintenance reports** –
 - reported uneven pavement by The Homestead, Church Street via FixMyStreet – 07 July: status changed to Fixed
 - reported overgrown foliage on old Railway Bridge via FixMyStreet – 25 June status changed to No further action, report closed, issued passed as 24 hr cat 1 to cut back
 - reported damaged site by playing field via OCC Public Rights of Way Access Map – 06 July update: the problem has been resolved
 - reported damaged footpath sign by playing field via OCC Public Rights of Way Access Map
 - reported odorous drains in Cozens Lane to Thames Water
32. **Risk Assessment** – being updated in line with current guidelines and legislation.

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33. **Mill House Hotel planning application** - General extension for comments requested from WODC – refused. Hard copy of plans collected from WODC. Zoom meeting to organise public viewing. Leaflets created and printed for distribution. Copies of plans made and put on noticeboards. Hall set up for public viewing. Public comments transcribed and forwarded to council. Bledington and Churchill PCs advised about the application.
34. **Wild Rabbit licence application** - Clarification requested from WODC regarding term “resident”. Notification received from WODC that application has been withdrawn except for the amending of layout.
35. **Drinking on Village Green** – Local police informed. The Green will be added to their patrol plan.
36. **Request by Kingham Plough to put picnic benches on The Green** – Council’s decision to refuse permission forwarded to Kingham Plough.
37. Set up new computer.
38. **Village carpark** – contacted contractor re tidying carpark vegetation.
39. **Hedge trimming** – prices sought for Council consideration to trim some areas of parish including roadside of Allotments and Millennium Wood, some areas of Adcraft, outside of Close along Station Road