

## Kingham Parish Council

# CLERK REPORT

Period: From 13 July 2020 to 17 August 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. **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. Meeting is being organised.
5. **Unity Trust Bank** – current account application in progress.
6. **Payments** – approved payments have been sent.
7. **Finance update** – finance file has been updated and uploaded to Dropbox.
8. **Budget update** - has been updated and uploaded to Dropbox.
9. **Bank reconciliation** - has been updated and uploaded to Dropbox.
10. Facebook updated as required.
11. Website updated as required.
12. Planning spreadsheet regularly updated and forwarded to council.
13. July minutes written and published.
14. Agenda for August created, published and distributed.
15. Processed new payments.
16. 100 Club – August draw run.
17. Ran payroll.
18. Processed council correspondence.
19. Dates and times of 2020-21 Council meetings uploaded to website, and put on noticeboard.
20. **Parish Council noticeboard** – council to investigate and arrange repair work.
21. **Playground closures** – re-opening risk assessment created. Council decided not to re-open playgrounds yet. Updated “Closed” poster created and sent to council to be put up. 04/08 guidance still states cleaning is required.
22. **Playground annual inspection** – Annual inspection has been requested – due to take place in July.
23. **Internal audit** – internal audit has been completed.
24. **Dog waste bins** – Price for supply, install and emptying has been requested from Ubico. Chased by phone and email. Update report written for Council.
25. **Signage for Adcraft Field** – Quotation requested.
26. **Councillor vacancies** – co-opted councillors have signed the Acceptance of Office forms, and completed their Rols. Forms have been sent to WODC/filed as required.
27. **Parish maintenance reports** –
  - reported damaged footpath sign by playing field via OCC Public Rights of Way Access Map
  - reported odorous drains in Cozens Lane to Thames Water
28. **Risk Assessment** – being updated in line with current guidelines and legislation.
29. **Mill House Hotel planning application** – comment sent to LPA.
30. **CIL Draft Charging Schedule consultation** – comment has been sent to WODC.
31. **OALC Training** – two training sessions have been booked for councillor.
32. **Planning consultation reports** – prepared for Council and uploaded to Dropbox.
33. Village Hall work.
34. Kingham Fuel Allotment work.