**Minutes of the Meeting of Kingham Parish Council**

**Held on Wednesday 15 November 2023, 7.00 pm - 20231115**

**Present:** Cllrs K Hartley, J Hart, A Unwin, T Hunter, W Blomefield, R Sale and A Wilson

2 members of the public.

**Absent:** Cllr G Saul and Cllr A Beaney

**Clerk**: Gemma Tindsley

1. **Welcome from Chairman**The Chairman welcomed everyone to the meeting.

**2 To receive apologies for absence**
Cllr G Saul and Cllr A Beaney

**3 To approve and sign minutes of meeting on 18 October 2023**The minutes of the meeting on 18 October 2023 were approved and signed.

**4 To receive declarations of interest from members**None.

**5** **Public participation**

 None.

**6 To receive reports from WODC and OCC councillors.**

 WODC - Kickstarter grant scheme now fully operational.

 Full council meetings are now streamed live for anyone who wishes to view.

 2024 – waste disposal contracts are being renewed this year – for a 3 year cont

OCC - No representative.

**7 To receive and comment on Clerk’s report.**

The Clerk’s report had been circulated to Councillors prior to the meeting. No comments

1. **Business**
2. **To consider a disabled parking space to the nearest bay to the Kingham Primary School gate in the Village Car Park.**

All Councillors agreed in principle.

Would like to hear the recommendations from the meeting with OCC, so that the appropriate changes are made to the car park.

The original planning consent insisted that the pathway be gravel in the car park, but this may be amended with further permission from OCC.

**Action:** Clerk to email OCC to ask for the recommendations.

1. **To discuss Clerk salary increase in accordance with NALC (National Association of Local Councils).**

All agreed.

The Clerk’s hourly rate will now be £13.73 per hour and back payments from 1st April to be made in P8 – as per the NALC guidelines.

1. **To co-opt James Warne as a new Councillor.**

All Councillors agreed to co-opting James Warne as a Parish Councillor.

1. **To discuss the email about the Lengthsman position.**

Councillors discussed the need to put together a job description for the Lengthsman position – to determine how many hours etc.

Initially the Council will ask the Lengthsman to carry out 14 hours over 2 days – a one-off with potential for future work.

**Action:** Clerk to contact potential Lengthsman to begin by working for the 2 days. Clerk to put together a job description for the next Parish Council meeting to be able to discuss further work.

Councillors also discussed the hedges around the allotments that need trimming.

**Action:** Cllr Hartley to pass on details of a contact that may be able to help.

Councillor also discussed the state of the planted area on Cozens Lane.

**Action:** Clerk to contact the Highways Officer at OCC to ask them to kerb and grass over effected area.

1. **Planning**

None.

**10** **Finance**

**a. To approve current expenditure and sign cheques**The following payments this month were approved for BACs transfer/debit payment via email and in person:

IONOS £38.44

 Citizen Advice Donation £50.00

 Gemma Tindsley Salary P6 £618.19

 Oxford Diocesan – Adcraft Rental £84.00

 Microsoft Subscription £59.99

 IONOS £3.00

 HP Instant Subscription £10.99

 Adobe Subscription £9.98

 Bloom & Wild £29.00

 Adam Lowe £380.00

 Majestic Wine £26.93

 WODC £341.99

 British Heart Foundation £100.00

 TreeTech £224.40

 Churchill Surfacing Contractors £444.00

 Gemma Tindsley Salary P7 £576.04

 TreeTech £1,414.51

**b. Monies received**

RJ Oliver £840.00

HMRC – VAT return £13,827.64

 Big Feastival – Donation £1,000.00

**c. Bank account update**

Parish Council current account balance as of 31st October 2023 - £59,239.78

1. **To approve budget update**

 Updates circulated to Council were approved.

1. **To approve finance update**

Updates circulated to Council were approved.

1. **To approve bank reconciliation**

Reconciliations circulated to Council were approved.

1. **To receive items for information only and for next agenda**

Putting the Christmas tree up – meet up at 11am on The Green on Sunday 26th November.

Cllr Hartley will collect the lights from the Village Hall.

Adcraft wall quotes – send quote around to all Councillors from Phil Brown.

Councillors agreed to go ahead with Phil Brown due to his expertise and others recommendations.

New bin on West Street – near Threshers Yard – Cllr Beaney to send an update.

**Action:** Clerk to email Cllr Beaney again.

Millenium Woods – paths need reinstating.

**Action:** Clerk to text contractor to go ahead with the work.

**Next meeting**Wednesday 13 December 2023 at 7.00 pm.

**Meeting closed at 08.05pm**