

Kingham Parish Council

CLERK REPORT

Period: To 15 October 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 15 October.
2. **Posts for small area of Village Green** – Cllr Hartley to obtain price.
3. **Tube survey** – waiting for OCC to provide price. No response as of 15 October.
4. **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 as of 15 October.
5. **Website accessibility work** – has taken place.
6. **Waste bins in Cozens Lane** – bins have been removed.
7. **Toddler swing chain link connectors** – parts have been ordered.
8. **New play equipment** – site meeting with supplier to take place this week.
9. **100 Club** – some renewal payments have been received.
10. **100 Club** – A4 flyers created.
11. **Rights of Way – track, West End** – response received from OCC. Track has not been adopted by OCC.
12. **Fireworks on Adcraft Field** – Kingham Events informed that Adcraft Field can be used, and council have no objection to the road closure.
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. **Gigaclear** – contacted for update. Works planned to commence on 28 October.
18. **Interplanting on Village Green** – approached companies regarding supply and planting.
19. Facebook updated as required.
20. Website updated as required.
21. Planning spreadsheet regularly updated and forwarded to council.
22. Checked and amended Village Newsletter report of council meeting.
23. Printed play inspection sheets.
24. September minutes written and published.
25. Agenda for October created, published and distributed.
26. Processed new payments.
27. Ran payroll.
28. Started work on draft budget for 2020-21.
29. Village Hall work.
30. Kingham Fuel Allotment work.
31. Attended CiLCA training.
32. Attended SLCC branch meeting.