

## Kingham Parish Council

# CLERK REPORT

Period: To 16 December 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 16 December.
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 16 December.
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 16 December.
5. **New play equipment** – quotation has been requested from supplier
6. **Rights of Way – track, West End** – Response from British Horse Society forwarded to council.
7. **Interplanting on Village Green** – work has been ordered and site meeting, with agreed plan, has taken place.
8. **Carpark hedge maintenance** – work has been ordered.
9. **Payments** – approved payments have been sent.
10. **Finance update** – finance system has been updated and forwarded to council
11. **Budget update** - has been updated and forwarded to council.
12. **Bank reconciliation** - has been updated and forwarded to council.
13. **Gigaclear** – representatives have been requested to attend the December council meeting.
14. Facebook updated as required.
15. Website updated as required.
16. Planning spreadsheet regularly updated and forwarded to council.
17. Checked and amended Village Newsletter report of council meeting.
18. November minutes written and published.
19. Agenda for December created, published and distributed.
20. Processed new payments.
21. Updated asset register.
22. Attended planning training.
23. Attended SLCC branch meeting.
24. Ordered Christmas Tree for Village Green.
25. Logged damaged wall on Kingham to Churchill Road on FixMyStreet – response: this is a matter for the private landowner, entry closed.
26. 100 Club – December draw run
27. Ran payroll.
28. Updated draft budget created and forwarded to council.
29. Village Hall work.
30. Kingham Fuel Allotment work.