

## Kingham Parish Council

# CLERK REPORT

Period: To 15 January 2020

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 January 2020.
2. **Posts for small area of Village Green** – Cllr Hartley to obtain price.
3. **Tube survey** – OCC will arrange the “tube survey” to take place after Gigaclear works have been completed, so as to obtain a more representative view of traffic flow/volume. Clerk to update OCC on Gigaclear works schedule so start date can be agreed. OCC will waive survey fee due to delay.
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 January 2020.
5. **New play equipment** – quotation has been requested from supplier
6. **Interplanting on Village Green** – work has been ordered and site meeting, with agreed plan, has taken place.
7. **Carpark hedge maintenance** – work has been carried out.
8. **Rights of Way – track, West End** – Letter written to Sir Anthony Mann re liaising with The British Horse Society.
9. **Oxford Artweeks May 2020 directional signage request** – agreement sent to organiser.
10. **Damaged wall by playing field** - Cllr Sale to undertake work.
11. **Message in a Bottle** - bottles have been requested from OCC.
12. **Proposal to stop providing free hard copy of planning documents** - email sent to WODC with council comments.
13. **Approved budget** - forwarded to council.
14. **2020-21 precept** - completed and sent to WODC.
15. **Payments** – approved payments have been sent.
16. **Finance update** – finance system has been updated and forwarded to council
17. **Budget update** - has been updated and forwarded to council.
18. **Bank reconciliation** - has been updated and forwarded to council.
19. **Gigaclear** – site meeting took place on 07 January 2020. Agreements:
  - a. Relocation of proposed cable laying and chamber on Village Green was agreed.
  - b. Position of cabinet in West Street near Village Green was agreed.
  - c. Removal of groundworks installed by Cotswold Broadband in West Street.
  - d. Use of village carpark for equipment storage.
  - e. Movement of cabinet near Church to be closer to BT cabinet.
  - f. Movement of the two distribution cabinets in West Street near Cozens Lane closer to main cabinet.
  - g. Pavement outside Village Hall to be mended when cable trench is installed.
  - h. Council to receive copy of OCC tree root inspection when available.
  - i. Gigaclear to take note of school start and close times and increased traffic when organising their works.
  - j. Position of cabinet by Kingham Lodge to be checked.Gigaclear have been sent contact details for Kingham Primary School.  
Information requested by Gigaclear during meeting has been sent.
20. **Shepherd’s Hut, Churchill Road** - enquiry started with WODC.
21. Facebook updated as required.
22. Website updated as required.
23. Planning spreadsheet regularly updated and forwarded to council.
24. Checked and amended Village Newsletter report of council meeting.

## **Kingham Parish Council**

25. December minutes written and published.
26. Agenda for January created, published and distributed.
27. Processed new payments.
28. 100 Club – January draw run
29. Ran payroll.
30. Village Hall work.
31. Kingham Fuel Allotment work.