

## Kingham Parish Council

# CLERK REPORT

Period: To 17 March 2020

1. **Posts for small area of Village Green** – price has been obtained.
2. **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 March 2020.
3. **New play equipment** – quotation has been requested from supplier
4. **Interplanting on Village Green** – planting has taken place.
5. **Rights of Way – track, West End** – Letter written to Sir Anthony Mann re liaising with The British Horse Society.
6. **Message in a Bottle** - bottles have been requested from OCC.
7. **Blocked drain outside Wild Rabbit** - report sent to OCC. FixMyStreet 24/02 – Logged as “Fixed”.
8. **Damaged stone wall by Fowlers Road** - Cottsway contacted. 18 Feb – Surveyor will be meeting contractor in March to obtain quotation for the repairs.
9. **Grass cutting by WODC** – the price for the 2020 grass cutting contract by WODC has been distributed to council for approval.
10. **Village maintenance works** – quotation breakdown has been received, and forwarded to council.
11. **Playground maintenance** - tunnel repair work has been ordered.
12. **Village Litter Pick** – Equipment has been requested from WODC. Noticeboard, website and Facebook have been updated.  
WODC have advised that they are not loaning any litter picking equipment for the near future due to the Coronavirus outbreak.
13. **Verge damage on Church Street** - email has been received from Daylesford Estate – the vehicle was not delivering to Daylesford, any alleged damage is not within their liability to repair.
14. **Payments** – approved payments have been sent.
15. **Finance update** – finance system has been updated and forwarded to council
16. **Budget update** - has been updated and forwarded to council.
17. **Bank reconciliation** - has been updated and forwarded to council.
18. **Shepherd’s Hut, Churchill Road** - enquiry started with WODC.
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. February minutes written and published.
24. Agenda for March created, published and distributed.
25. Agenda for Annual Parish Meeting, created and published.
26. Processed new payments.
27. 100 Club – March draw run
28. Ran payroll.
29. Village Hall work.
30. Kingham Fuel Allotment work.
31. Clerk attended SLCC Practitioner Conference.
32. **Parish Council noticeboard** - is in need of repair.
33. **Coronavirus** – created HCID policy, scheduled payments reports and suggested resolution wording for council meeting. Kept up to date with current recommendations/legislation. Emergency legislation is planned for Thursday, recommendations include extending the

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financial audit deadline to 30 September, removing the requirement for the ACM to take place in person, allowing councils to use discretion on deadlines for FOI requests.

34. **Coronavirus** – councillors have received enquiries from residents about action the council can take to help within Kingham.
35. **APM** – Community First Responder not able to attend due to Coronavirus outbreak.
36. **Cancellation of Parish Election** – the Parish Council election, due to take place in May this year, has been cancelled due to the outbreak of coronavirus. Legislation will extend the current term of office to May 2021, when the next election will be held.