

Clerks Report – Herongate and Ingrave Parish Council.
January 2019

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
26/09/18	18/19.095	Clerk to look into cost of ID badges.		
28/11/19	18/19.121	Clerk to look into advertising Post Office vacancy.	Advert written and sent to Helen Kingsford for inclusion in the forthcoming newsletter. Will also be uploaded to website and posted on noticeboards.	16/01/19
		Water butts for Community Garden	Water butts were ordered and delivered. Now in situ and operational.	16/01/19
23/10/19	18/19.111	Clerk to email Rebecca Charge to find out crime ref no of accident involving byelaws sign.	Found incident on Essex live. Emailed Rebecca Charge on 12/11/18. Received crime ref number in return. Awaiting quotes before submitting to insurance. 2 quotes received for posts, 1 for sign. Awaiting final quote for the sign. All else sent to insurers	
24/07/18	18/19.075	Clerk to set up online banking with Unity bank.	All signatures now provided. Still need proof of ID for Cllr Pegram and annual plan.	
24/07/18	18/19.077	Clerk to assist Cllr. D. Hills with editing the Community Emergency Plan.	I have started editing the report and I am almost finished. Editing completed 18/10/18. Need to sort out compatability issues between word docs.	
08/10/18		Resignation of Cllr. Kelly	18/10/18 emailed BBC for notice of vacancy. Notice of Vacancy has been displayed.Possible co-option at January meeting if not vacancy must remain unfilled until May elections.	16/01/19
22/05/18	18/19.041	Clerk to issue new Declarations of Interest forms to all councillors.	Emailed 09/07/18.MH and PH outstanding.	
27/06/18	18/19.061	Clerk to obtain confirmation from Lord Petre that he consents to additional posts around Green Man.	Email sent to Jenny Penkul 29/06/18, consent from Lord Petre received 02/07/18. Cut Above to email Clerk with a quote. Quote still o/s have chased. Have obtained new consent from Lord Petre for more extensive work including repairing the verge.	21/01
n/a	n/a	Training	Election course on 29 th November. Unit 3 of CiLCA completed but not yet submitted.	