

Clerks Report – Herongate and Ingrave Parish Council.
March 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.		
		Community Special Constables	Emailed Les Hawkins on 01/03 to inform him of decision to join scheme and budget £2000. Need to get a photograph for publicity material.	
		Animal Aid festival	01/03 Emailed Debra Wright at BBC and said permission granted subject to no parking on green/no charging for access to common land and no obstructions to footpaths/rights of way. Roxie Bell is now trying to fight for the parking.	
27/02/19	18/19.165	Joe to top up salt bin on Middle Road.		
27/02/19	18/19.167	Log for maintenance of defibrillators	Log ready. Laminated sheet to go in each defibrillator stating who to contact once used.	26/03/19
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. Everything sent to insurers	
24/07/18	18/19.075	Clerk to set up online banking with Unity bank.	All signatures now provided. Still need annual plan. Annual plan is complete. Application has been submitted. Bank account is now up and running. Need to close Lloyds account	
27.02.19	18/19.173	Clerk to invite Rebecca Charge/CVS to Annual Parish Meeting.	Rebecca Charge has declined as items on the agenda do not really concern her. She will continue to hold coffee mornings instead.	26/03/19
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.	
		Elections 2019.	Clerk to attend meeting at Brentwood Borough Council on 19 th March where they will advise re procedures/cost. Clerk now has nomination forms. Nominations open 27/3 and close 3 rd April at 4pm.	

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		Defibrillator at Old Dog Pub	Clerk has submitted a pre-planning application. A meeting took place with owner of pub and planning officer who indicated that conservation officer might object. The council will need to submit a Listed Building application. We have now received a letter saying that we will have to submit full planning application along with scale drawings etc.	
n/a	n/a	Stondon Massey	Clerk has applied for and been appointed as Clerk to Stondon Massey Parish Council.	
n/a	n/a	Training	Unit 4 of CiLCA passed. Unit 5/5 will be submitted early April.	