

Clerks Report – Herongate and Ingrave Parish Council.  
November 2018

| 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.   |   |                  |
| 23/10/18     | 19/19.109     | Clerk to ask David Bagwell to officiate at the Carol Concert on 1 <sup>st</sup> December.           | Email sent 29/09. Reply received 31/10/18. David agreed he was happy to do this again.  | 28/11/18         |
| 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.                              |                  |
| 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.                                    |                  |
| 26/09/18     | 18/19.085     | Clerk to find out what is happening with the sign damaged at the Cricket Club.                      | Sign is by cricket club. Needs new posts. Will need to be funded by PC. Chairman enquiring with Cut Above as to cost. Insurance have been contacted. Seeking to claim on insurance. | 28/11/18         |
| 08/10/18     |               | Resignation of Cllr. Kelly  | 18/10/18 emailed BBC for notice of vacancy. Notice of Vacancy has been displayed.   |                  |
| 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.                                 |                  |
| n/a          | n/a           | Training  | Highways Briefing on 7 <sup>th</sup> November.<br>Police and Fire conference 20 <sup>th</sup> November<br>Election course on 29 <sup>th</sup> November.                             |                  |