

Clerks Report – Herongate and Ingrave Parish Council.

May 2018

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
20/3/18	17/18.190	Clerk to email PC Bob Amey re suspicious activity near sewerage works	Email sent. PC Bob Amey has left Essex Police. Clerk will liase with new PC regarding the issue	25/04/18
20/3/18	17/18.190	Clerk to write to Anglian Water to request CCTV in area	Email sent 15/5/18. Engineer sent to check gates.	15/5/18
20/3/18	17/18.190	Clerk to contact Cut Above re broken posts opp. St Nicholas Church	Email sent. Clerk to chase. Work now complete	08/05/18
25/04/18	18/19.004	Clerk to post details of Post Office Closure on Facebook nearer the time		
25/04/18	18/19.004	Clerk to contact Ashe Green regarding scanning ground at Mount Thrift Farm	Email sent 02/05/18. Scan to be carried out on 15/5/18. Scan successful, work scheduled for end June	12/05/18
25/04/18	18/19.004	Clerk to apply for new licence for noticeboard at Mount Thrift Farm	Email sent 15/5/18	15/5/18
25/04/18	18/19.009	Clerk to write to residents of Blind Lane re potholes.	Letter drafted 15/5/18	
25/04/18	18/19.012	Clerk to invite PC Rebecca Charge and a representative from the ECC Gypsy Traveller Engagement Team to speak at the Annual Parish Assembly	PC Rebecca Charge emailed on 08/05/18	12/05/18
25/04/18	18/19.010	Clerk to write a report on GDPR for PC	Report emailed to all councillors on 18/05	
n/a	n/a	Internal Audit	Meeting with Internal Auditor arranged for Monday 30 th April 2018. Files handed over to Internal Auditor.	
n/a	n/a	Training	Attended GDPR Toolkit training on 3 rd May 2018 and CiLCA training on 21 May 2018	