

Clerks Report – Herongate and Ingrave Parish Council.
June 2018

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
22/05/18	18/19.028	Clerk to apply for streetworks licence for noticeboard	Form sent 11/06/18. Could not have licence as County Council licence for notice board not yet received. Have re-scheduled installation of noticeboard to August 2018.Licence now received.	11/06/18
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. Email received. Access road is not owned by Anglian Water so no further action will be taken	07/06/2018
22/05/18	18/19.036	Clerk to update code of Conduct	Emailed D Toohey 06/06/18. No reply yet. NALC website had nothing further to offer.	
25/04/18	18/19.004	Clerk to post details of Post Office Closure on Facebook nearer the time	Reposted 31/5/18	31.05.18
22/05/18	18/19.039	Clerk to investigate exposed cable in verge at Heron Court	Clerk has visited site and taken photographs. No cable seen. Resident sent their own photo showing plastic sheeting. Email forwarded to Alan Marsh at BBC. Alan confirmed not cable just plastic sheeting.	20.06.18
25/04/18	18/19.004	Clerk to apply for new licence for noticeboard at Mount Thrift Farm	Email sent 15/5/18. Licence received 19/06/18	15/5/18
25/04/18	18/19.009	Clerk to write to residents of Blind Lane re potholes.	Letter drafted 15/5/18. Letter sent 15/06/18	15/6/18
22/05/18	18/19.042	Clerk to write to PC Rebecca Charge re drug taking by youth around the playarea	Email sent 21/06/18 email rec'd 22/6/18. Intelligence report filed. She will include the area in her patrols.	21/06/18
22/05/18	18/19.044	Clerk to contact contractor re posts by village hall.	Email sent 20/06/18	20/06/18

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n/a	n/a	GDPR	
n/a	n/a	Internal Audit/External Audit	Meeting with Internal Auditor arranged for Monday 30 th April 2018. Files handed over to Internal Auditor. AGAR sent to PKF Littlejohn 01/06/18. Internal audit report received and forwarded to all councillors 15/06/18.
n/a	n/a	Training	Attended CiLCA training on 25 June 2018. Completed Unit 1 (of 5) but not yet submitted.