

Clerks Report – Herongate and Ingrave Parish Council.  
August / September 2018

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
24/07/18	18/19.068	Clerk to enquire who owns land at junction of A127/128 and to bring to their attention the fact that it is open to incursion.		
24/07/18	18/19.068	Clerk to write to Stuart Anderson as to what permissions Animal Aid had from the council.	Email sent 20/09/18	
24/07/18	18/19.068	Clerk to look into possibility of having an anpr camera/ cctv on Middle Road. (cc Roger Hirst)	Email sent to Rebecca Charge CCd Roger Hirst 20/09/18	
24/07/18	18/19.075	Clerk to set up online banking with CAF bank.	CAF will only provide banking for charities/non profit. Looking into other options.	
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.	
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. Clerk to apply for streetworks licence when we know the exact date of installation. Installation scheduled for 17/08/18. Streetworks form sent 30/07/18.Licence received 31.07.18	31.07.18
27/06/18	18/19.050	Clerk to approach the playing field committee and try to arrange a meeting.	Email sent 12/7/2018. Email received from Laura Davies 27/07/18.Meeting arranged for 8 <sup>th</sup> August 2018. Meeting took place.	31.07.18
22/05/18	18/19.041	Clerk to issue new Declarations of Interest forms to all councillors.	Emailed 09/07/18.MK/MH and PH outstanding.	

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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.	
27/06/18	18/19.062	Clerk to contact Pc Rebecca Charge re issues on Middle Road.	Emailed 20/09/18	
n/a	n/a	GDPR		
n/a	n/a	Internal Audit/External Audit	Meeting with Internal Auditor arranged for Monday 30 <sup>th</sup> 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. Files returned by internal auditor on 5/07/18.	05/07/18
n/a	n/a	Training	Attended CiLCA training on 24 <sup>th</sup> September 2018. Submitted Unit 1 (of 5) 23/07/18. Passed Unit 1. Submitted & passed Unit 2.	