

Clerks Report – Herongate and Ingrave Parish Council.
May 2019

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
24.04.19	19/20.009	State of pavements in the parish	Clerk to email Cat Tierney. Email sent 17/05/19	17/05/19
		Community Special Constables	Emailed Les Hawkins on 01/03 to inform him of decision to join scheme and budget £2000. Adverts now received. Agreement to be signed.	
26/03/19	18/19.183	Clerk to write to Shepherd Neame to see if they will contribute to repair of verge	Letter sent by email and post. Received a reply from Jonathan Neam Chief Exec of Shepherd Neame to say they would cover 50% of estimated costs so a donation of £1350. Clerk has sent an invoice as requested.	17/05/19
		Repair of verge at Green Man	Clerk has ordered the chesnut posts. They have a lead time of 2/3 weeks and will be delivered to Alan Marsh at BBC. Cut Above will collect them from there.	
		Request for financial assistance for St Nicholas Church	A request for financial assistance to St Nicholas Church to reset headstones has had to be refused as it is not legal for a parish council to give money to the church	
24.04.19	19/20.011	Bank signatories	Cllr. D. Watts successfully added to Lloyds. Paperwork for Cllr. M. Pearson to become signatory for Lloyds and Unity just needs to be signed.	20/05/2019
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. Stuart Theobald has been to see sign painter who will do the work for £600. Work has started and is expected to take 2 months.	
24.04.19	19/20.012	Website – councillor details	Clerk to update website following elections with new councillor details and areas of responsibility.	

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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. Emailed Stan Patching re scale drawings. Application submitted on 13 th May , online system said no fee due but that may change. Mr Stan Patching completed all aspects of the application for the nominal fee of £75.	
		Email from Cllr. D. Jobbins	Email received re parish representation at Local Highways Panel. Cllr. Jobbins suggested that he represent only those parishes without county/borough representation and otherwise his role is to ensure parish interests are brought to the fore in general terms. The Clerk is not happy with the current arrangements as the Parish council has no visibility of what budgets/types of projects are currently being considered by Highways. Nor does she fully understand how much detail is required when suggesting a project or what criteria will be applied to projects.	
n/a	n/a	Training	Clerk to attend website accessibility training.	