

Clerks Report – Herongate and Ingrave Parish Council.
October 2019

Meeting Date	Agenda Number	Information and decision made	Action taken and outcome	Date Note Closed
23.07.19	19/20.076	Grass cutting of verges	Clerk to find handyman to carry out adhoc cutting of verges etc..	
23.07.19	19/20.078	Repair verge at Heron Court	Clerk to email Kevin Bentley. Try to find quotes.	
		Replacement bench	Bench has been replaced and wooden posts put behind it to protect it from further accident. Insurance company have been advised and require 2 quotes including for installation. Quote obtained from cut above.	
26.06.19	19/20.061	Grants procedure	Clerk to write article advertising the grants procedure for the next newsletter.	
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. New sign has now been painted. Payment of £600 needs to be authorised. Sign now completed. Installation needs to be arranged. Clerk has chased insurance. Invoices to be submitted when work is complete. Work now complete. Invoices submitted to insurance company.	14/10/19
		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. The application is now live. Application fee of £117 paid on 12 th July 2019. Listed building consent has been received. Planning permission received. Unit and cabinet are awaiting installation. Awaiting date/time from electrician supplied by old dog.	
23.07.19		Neighbourhood Watch	Clerk attended Essex Neighbourhood watch AGM and conference. Clerk has now joined Neighbourhood Watch and will receive all alerts and advice from Essex Police. Clerk will set up a Herongate and Ingrave Neighbourhood watch facebook page. Page will be managed in the same way as Parish page.	

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26.06.19		Adult Mental health first aid training	ECC are funding half day courses in adult mental health first aid training. Date set for 05/10/19. So far have 6 confirmed attendees. Course went ahead and was a success.	05/10/19
		VE Day 75	An application to the Brentwood Community Fund for £4000 has been submitted. A risk assessment has been completed. Our insurers have said that the event would be covered under our existing insurance.	
n/a	n/a	Training	Clerk has contacted EALC about evening training for new councillors. Have been asked to contact them with proposed dates to see what can be arranged. Clerk has attended Social media training held by Essex Police.	