

Clerks Report – Herongate and Ingrave Parish Council.  
November 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. Reply received. To be allowed to do such repairs we would have to be part of devolution scheme.	27.11.19
22.10.19			Clerk to contact planning re infringements at 8 Meadows close – reported to planning	27.11.19
		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 and AV property services. All sent off to insurers.	
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	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. Money received from insurance.	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 <sup>th</sup> 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 <sup>th</sup> July 2019. Listed building consent has been received. Planning permission received. Unit and cabinet are awaiting installation. Unit now installed.	23.11.19

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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.	
		Pavement at Barrack Row	Clerk reported the state of the pavement following complaints from a local resident. Highways have been out and assessed it as not being sufficiently bad to warrant repair at the moment. It will be assessed regularly and if it deteriorates significantly its priority may increase.	27.11.19
		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. Deposit has been sent to secure the band.	
22.10.19	Pub participation	Childerditch intersection	Clerk to contact Daniel maclean at <a href="mailto:highways.daniel.maclean@essexhighways.org">highways.daniel.maclean@essexhighways.org</a> . 07850951873	
n/a	n/a	Training	4 councillors to attend Training Day 1 in January. Clerk has attended a joint networking event with SLCC and EALC.	