

Clerks Report – Herongate and Ingrave Parish Council.  
January 2020

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..	
27.11.19	19/20.133	Devolution scheme	Clerk to contact ECC to join highways devolution scheme	28.01.20
27.11.19	19/20	Storage unit	Clerk to find and organise a storage unit. Storage unit has been arranged and parish council assets have been secured there.	14.01.20
		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.	
		Budget/Precept 2020	Precept demand sent to BBC.	28.01.20
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.	
		VE Day 75	An application to the Brentwood Community Fund for £4000 has been submitted unfortunately we did not secure any funds. 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. Quotes are being obtained for marquee/toilets/generators.	
n/a	n/a	Training	4 councillors to attended Training Day 1 in January. 2 Councillors and Clerk attending Planning briefing on Sat 2 <sup>nd</sup> February. 2 Councillors and Clerk attending unauthorised encampment briefing on 5 <sup>th</sup> February. Clerk has attended a joint networking event with SLCC and EALC.	