

Clerks Report – Herongate and Ingrave Parish Council.
February 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..	
		Nats team	Clerk to order 10L Weathershield exterior paint. Undercoat. To buy for 10 th Feb. NATS team did not come – not sure why.	26.02.20
		Memorial bench	Contacted Jane at Bennets and also the bereaved family. Have agreed location for the bench and Bennets have transferred the donations of £215. Clerk to obtain 3 quotes for the installation of the bench and to contact Earth Anchors re engraving possibilities...	
27.11.19	19/20.133	Devolution scheme	Clerk to contact ECC to join highways devolution scheme. Clerk to circulate draft contract to all councillors prior to next meeting so It can be reviewed and voted on at next meeting.	
		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. Letter re Essex Homestart received. Clerk to write letter to advise of procedure.	
		VAT reclaim	Clerk to process VAT reclaim for the year.	
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. Marquee/toilets/generator and fireworks booked. Tickets printed. INVITATION TO BE SENT TO LORD PETRE. Letter to brentwood brewery/estate agents boards, talk to police.	
n/a	n/a	Training	4 councillors to attended Training Day 1 in January. 2 Councillors and Clerk attended Planning briefing on Sat 2 nd February.	