

Clerk's Actions for report to Parish Council December 2019

- 1) 6/12 Have posted one planning representation via HC website and sent the other to the case officer. Scanned and sent the precept application as agreed and signed by Linda.
- 2) 10/12 Prepared the e-mails inviting applicants to the meeting with sub group for the Lengthsman contract. Phoned then e-mailed Election services at Hereford to start the co-option process. E-mailed Kevin Williams at Balfour Beatty re various grit bin issues and culverts (Penheligan House asking for a date when this will be done and Bill Mills Stream Cottage resident asked for culvert under the road to be cleared.
- 3) 10/12 Phoned Paul West – Waste Management Officer at Hereford Council about disposal of dog waste. He is to phone me back.
- 4) 11/12 Obtain new bank mandate form from HSBC deliver to Chair's house along with a letter changing the statement date, take picture of bench in the bus shelter and e-mail for a quote to carry out the work agreed.
- 5) E-mailed Kevin Williams following the PC meeting and subsequently spoke to him with the following responses:
 - 1) The blue bin that Liam Kearns has put in Whitehall Road is our bin so it is up to us to fill it.
 - 2) The Hoovers Lane bin has been replaced and filled.
 - 3) Kevin will look at the bins in Rectory Lane to see if BB will fill them.
 - 4) The culvert at Penheligan House will not be cleared until the New Year.
- 6) 17/12 Meeting with three applicants for the Lengthsman contract. The meeting was a success in the sense that all three applicants attended and had some useful ideas. John Bonham is to circulate an analysis of the three applicants having carried out a companies house search. One good idea that came out of the meeting is for a 'drive round' of the Parish to be undertaken with the successful applicant to identify work that needs doing.
- 7) 20/12 Forwarded Martin Firman's letter to the three residents that he wrote following his meeting with Henry Chinn.
- 8) 31/12 E-mailed Andy Gilbert of AMG Construction with pictures of the bus shelter and asked for his quotation for the work identified.
- 9) 31/12 Sent e-mailed copies of the resignation e-mails of Rod Barker and Deirdre Byrne to Amy Hallett at Hereford election services requesting that the process of co-opting new councillors is started.