

CLERK'S REPORT SINCE APRIL MEETING.

Insurance claim re Church Road VAS.

I have, once again, contacted ECC Highways and requested that they install a new post so that the VAS can be installed as quickly as possible.

Message from ECC Highways to the effect that an order has been raised for a completely new post to be erected by ECC contractors

Parish/District Council Elections.

Printing and erecting notices on behalf of BDC.

Annual Parish Assembly.

Production and distribution of Agendas and notices together with placing appropriate documents on Parish notice boards.

Attending Assembly and compiling Minutes etc as required.

Repair to fence/gates at play area, Henry Dixon Road.

Requested Mr. Shearman to provide another quotation as per specification given by others.

Parish Council Insurance Policy.

Checking the level of insurance cover upon receipt of the Insurance Policy from Aon Limited on behalf of Allianz. Everything appears to be adequately covered and the premium is due for payment at the May meeting.

Parking Restrictions in Church Road.

Contacted ECC Highways asking for up to date information regarding the parking restriction changes.

PAYE.

Continued liaison with HMRC and Ladywell Accountancy Services.

Attending a Tax Workshop hosted by EALC on 8th April 2011.

Parish Council Website.

Documents forwarded for inclusion on Parish Council website are as up to date as possible.

ECC Highways.

Matters referred to Highways as per Minutes 435(iii)(vi).

Potholes in Rickstones Road.

I have once again requested ECC Highways to repair these potholes as soon as possible.

Potholes now repaired.

GreenfieldsCH garages.

Contacted GreenfieldsCH requesting an inspection of the garages together with all remedial works to be undertaken including repainting without undue delay.

Reply from GreenfieldsCH to say they will inspect for damage but painting is on a rolling 6 year programme with Rivenhall next due in 2014/2015.

Possible new footway to bus stops on Rickstones Road.

See Minute 435(i).

I have completed a Big Society Fund Grant Application Form but have held off from submitting it, as the judging panel will not sit until **FEBRUARY 2012!!** This is far too late for PC purposes. Have also been advised that funds might be available from elsewhere although this appears to be something of a 'long shot'.

Salt Bin relocation.

Matter now with GreenfieldsCH, which is undergoing a restructuring process so that local issues will be dealt with after May 2011 by the new Neighbourhood Co-ordinator for Rivenhall and Silver End, Lena Butcher.

Communication sent to Lena Butcher regarding this matter and the realignment of the greensward at the top of St. Mary's Road.

ECC Minerals Development Document: Preferred Approach.

ECC has acknowledged receipt of the PC representation document.

Displaying notices of Public Inspection of details relating to gravel extraction at Rivenhall Airfield (Bradwell Quarry).

Verge erosion in Rickstones Road.

Despite further reminders I still await a reply/action from ECC Highways.

Planning Applications.

Comments/observation forwarded to BDC as per Minute 436.

Finance.

Accounts are up to date and reconciled to the Bank Statements.

End of year accounts have been completed and submitted for Internal Audit, which was completed without any comment being raised.

The Council's Annual Return for the External Auditors has been completed ready for signature at the May meeting.

VAT return has been submitted to HMRC for the reimbursement of £812.75. This has now been received.

Half-year Precept has been received from BDC together with the PSG and the Street Cleaning Grant.

Coffee Morning PC 'Surgery'.

Attending this on a fairly regular basis along with Councillors.

Liaison with Chairman.

Liaison with the Chairman upon various items of correspondence, and planning applications.

Keith Taylor (Parish Clerk)
10th May 2011.