

AGENDA ITEM	ACTION REQUIRED	BY WHOM	PROGRESS	DATE CLOSED
20/29	To write to owner of Universal Garage regarding the condition of the site.	Clerk	Sent letter 31/1/20 (when initially requested) to CCC Property. Councillors approached on 13/7/20 for alternative contact information. Contact information confirmed as correct and second letter sent 15/7/20.	15/07/2020
20/36	To write to Peter Endersby with Parish Council's thanks for his time and efforts.	Clerk	Letter sent 15/7/20.	15/07/2020
20/39	Invite the Neighbourhood Watch representative to the full Council meetings going forwards.	Clerk	Emailed Clive Stewart from Neighbourhood Watch and asked him to forward invitation to Hatfield Peverel NW representative on 13/7/20. Email forwarded to Tina Townsend. Item will be put on August agenda.	13/07/2020
20/39	To put crime information on the website and in the Review.	Clerk	Put on website 13/7/20. Included in the Parish Council 'News' article for the August edition of the Review.	16/07/2020
19/168	To circulate the land transfer documents for the community park to all Councillors.	Clerk	Transfer documents held on record are pre-transfer. Solicitor emailed to request final copy and chased.	
19/124	To look into tree warden options.	Clerk		
19/81	Look into the various options for a youth service provision in HP and make recommendations to full Council.	Sport and Recreation Advisory Group		
19/87	Look into the provision of LED lighting during the next 12 months (by August 2020).	Clerk	Interest free loan researched. Quotes yet to be obtained.	
19/91	Put together a Man Shed project plan, including costings, and report back to full PC at future date.	Sport and Recreation Advisory Group		

Shading denotes matters arising from previous meetings.
Unshaded area denotes matters arising from last meeting.