

AGENDA ITEM	ACTION REQUIRED	BY WHOM	PROGRESS	DATE CLOSED
19/184	To submit precept demand to Braintree District Council.	Clerk	Submitted and receipt acknowledged.	15/01/2020
19/186	To circulate interested Councillor email addresses to Cllr Dervish in order to initiate the Defibrillator Working Party.	Clerk	Email addresses sent to Cllr Dervish.	15/01/2020
19/186	To submit the Open Spaces Action Plan to Braintree District Council.	Clerk	Submitted and receipt acknowledged.	15/01/2020
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.	
19/169	To seek advice from various sources in relation to loss and damage insurance for the Hadfelda Square Car Park.	Clerk	Advice sought from NEPP and BDC. Yet to contact Coggeshall PC re their action. An approximate quote will be sourced in time for the March meeting due to other work commitments of the Clerk.	
19/141	To write to the owners of Universal Garage regarding the condition of the building.	Clerk		
19/151	To look into possible discount if purchasing 2 or 3 bins.	Clerk	Discount offered. Awaiting confirmation in writing to proceed.	
19/124	To look into tree warden options.	Clerk		
19/112	Make enquiries to Derrick Louis, Scouts, Girl Guides, British Legion and Church for a co-ordinated VE day event.	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		
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.