

Clerk's Report - Broxton Parish Council - 10 September 2020					
		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers		Application to list Poppys Cottage, Chapel End, CM6 2BW as a local heritage asset.	Submitted	03-Sep-20	
		Damage caused by contractors replacing Brick End Villas sewage treatment plant	Reported serious damage to ground and to a footpath waymarker, to the Homeownership department at Uttlesford DC. Photos sent. The contractor has been asked if they are planning remedial work.	02-Sep-20	
		Planning objection submitted re UTT/20/1866/FUL, 4 dwellings at Happy Days/Poppys Cottage, Chapel End	Submitted	31-Aug-20	
		Cheque in payment of Will Willets for renovating/weatherproofing noticeboards and Jenny's bench (see minutes 12.9.19 item 14.2 p1049)	Cheque signed by Cllr Hume and Clerk - to be approved in meeting.	29-Aug-20	
		Ownership of website required to be registered with a gov.uk email address to meet requirements of Government Digital Service	Obtained @broxton-pc.gov.uk suffix and created two email addresses, clerk@broxton-pc.gov.uk and domainmanagement@broxton-pc.gov.uk. Annual charge £20 inc VAT for an unlimited number of email addresses	26-Aug-20	
		Repairs etc to Village Hall electrics	see below under 13 Feb 20, item 12.2	19-Aug-20	

Clerk's Report - Broxted Parish Council - 10 September 2020					
		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers		Reported problems with footpath 29 (running from the road near the bus shelter at Church End, between Portreath and 1 School Villas, into the field behind School Villas). Reported it is being used by road vehicles and that the entrance to the path is obstructed.	Highways Auth ref 2674484. Note: the obstruction of the footpath was reported earlier and given ref 2670999. Highways Auth reported on 6 August 20 that work on the footpath re the obstruction was in progress but it is still blocked at the field entrance from the road.	06-Aug-20	
		Reported possible planning breaches on land behind Portreath/adjacent to Goodacres - mobile home brought onto the land, fire set and tents pitched.	Enforcement file opened ref 20/0169/C. Report awaited from Uttlesford enforcement officers	04-Aug-20	
		Virtual meeting with Gigaclear and Cllr Cousins	Gigaclear provided details of current and future work in the parish, and road closures associated with this. Their programme is to connect the whole parish to ultrafast broadband by the end of 2021 (no change to timetable) and possibly by June 2021. See separate report by email 4 Aug 20 and copy presentation sent with that.	03-Aug-20	

Clerk's Report - Broxton Parish Council - 10 September 2020						
		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed	
Meeting date 9-Jul	Minute ref 3.1	Condition of Cranham Road - resident concerned and requesting repairs	Uttlesford DC contacted clerk to explain they have done emergency repairs to potholes and will not charge residents for these. Now that the road has been patched up, no major work will be done until at least the end of 2021.	24-Jul-20	24-Jul-20	
	3.2	Proposal to part-fund a Police Community Support Officer with other parishes - considered not cost-effective	Clerk has contacted Hatfield Heath PC clerk to pass on the decision	04-Aug-20	04-Aug-20	
11-Jun	6.1	Check if planning application UTT/20/0890/OP would be called in for planning committee to decide	Officer deputising for case officer has confirmed. Case Officer will update clerk on his imminent return from paternity leave. Local residents have been made aware by Clerk.	15-Jul-20		
	7.1	Carry out search engine optimisation on website	Sitemap prepared and registered with Google.	03-Sep-20		
	7.2	Contact Mr and Mrs Clark about fencing the land behind the Village Hall	The family living next door to the Village Hall will be approached by Mr and Mrs Clark. (see monthly report in email 13 Aug 20)	13-Aug-20		

Clerk's Report - Broxton Parish Council - 10 September 2020					
		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
11-Jun	10.1	Request from Takeley residents to sign petition to UDC (as planning authority) to preserve the Countryside Protection Zone from further encroachment, especially at Takeley	Agreed to send letter to UDC in support. Letter sent for attention Cllr John Lodge, copy to Peter Hewett of Takeley Parish Council. Acknowledgment received 29 April, reply promised from Cllr John Evans, portfolio holder for Planning and the Local Plan.		
12-Mar	13	Planning appeal for land south of Brick End	No start letter issued. Planning Consultant has requested information from Planning Inspectors - they say no inspector has yet been allocated.	18-Aug-20	
	15	Annual assembly April	Postponed		
	15	Annual Parish Council meeting May	Postponed		
	15	Future meeting dates	To be held by videoconferencing.		
13-Feb	7.2	Clerk's CiLCA training	Course will start again in October 2020. Clerk now registered with SLCC (required in order to take the course) and has until 16 July 2021 to submit her portfolio for assessment.	16-Jul-20	

Clerk's Report - Broxton Parish Council - 10 September 2020

		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed	
13-Feb	11.6	Annual audit and publication of annual accounts	The annual period of public access is running now and until 22 September. No enquiries have been made. The Certificate of Exemption from external audit has been sent to the national auditors and accepted.	20-Aug-20		
	2.1	Drainage problems at Williams Field, Brick End.	14.2.20 Calling in of planning applications 20/0083 and 20/0084 requested. Planning decisions awaited.			
	6.2	Worsening litter problem especially on Pledgdon Green Road	Clerk has told UDC. No response as yet.			
	12.2	Survey of Village Hall's electrical systems received. Roger and Phyllis Clark authorised to obtain quote from electrician undertaking the survey and to be asked to obtain a second quote. Purchase of ladder also authorised to a maximum of £100	No further estimate received. After consultation with councillors, authority was given under delegated powers to book Bob of RGS electrics to carry out essential and recommended repairs and renovation in line with his estimate. Bob has now been approached. To be ratified in meeting.	19-Aug-20		
	13	Cllrs approved plan to install an interpretation board.	19.2.20 Ken agreed to come to March PC meeting. R and P informed. 12 March 2020 working group formed			