

Clerk's Report - Broxton Parish Council - 8 October 2020

		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers		Local Councils Liaison meeting with Uttlesford District Council	Attended on 15 Sept. Draft minutes prepared by UDC circulated to Broxton PC councillors.	26-Sep-20	26-Sep-20
		Application to list Poppys Cottage, Chapel End, CM6 2BW as a local heritage asset.	Submitted. Now confirmed to be included in Local Heritage Asset List	03-Sep-20	10-Sep-20
		Damage caused by contractors replacing Brick End Villas sewage treatment plant	Road planings now laid on the first part of the entrance. The post is still damaged and the white road markings are still covered with mud. No further information from UDC yet.	02-Sep-20	
		Planning objection submitted re UTT/20/1866/FUL, 4 dwellings at Happy Days/Poppys Cottage, Chapel End	Submitted. Progress will be reported on Planning Tracker	31-Aug-20	10-Sep-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. Now approved.	29-Aug-20	10-Sep-20

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Action taken under delegated powers	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	10-Sep-20
	Repairs etc to Village Hall electrics	see below under 13 Feb 20, item 12.2	19-Aug-20	23-Sep-20
	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. Inspection 1 Oct 20 by ECC floods management (blocked ditch) and UDC planning enforcement officer (see planning tracker). Progress awaited. Highways not currently responding.	06-Aug-20	open on planning tracker

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Action taken under delegated powers		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. Mobile home and tents removed mid-Sept. Police visited twice after complaints of anti-social behaviour. Inspection by enforcement officer 1 Oct 20. Progress awaited. See planning tracker.	04-Aug-20	open on planning tracker
		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. Road closures and work going on in Sept and Oct in Brick End and Browns End Road. Details put on Facebook Broxted private group page.	03-Aug-20	30-Sep-20
Meeting Date	Minute ref				
10-Sep	4	Approved minutes to be signed	Completed and returned to clerk	10-Sep-20	28-Sep-20
	9.4	Confirm attendance at UDC liaison meeting on planning on 12 Oct	Completed. Name of attendee needed.	10-Sep-20	
	12	ECC tree-planting scheme to be sent to 5 parishes magazine	Completed. Published end of September.	10-Sep-20	10-Sep-20

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	12.3	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	Visit by clerk, chair and tree warden. Brief informal discussion with resident affected. Insurers contacted and details and advice to contact own and council's insurers passed to resident. Clerk looking for suitable arboriculturist.	10-Sep-20	
11-Jun		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. Application now being actively considered but still "pending". Local objectors are aware.	15-Jul-20	See planning tracker
	7.1	Carry out search engine optimisation on website	Sitemap prepared and registered with Google. Links set up and code amended. Site is now visible on Google search.	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.) Agreement reached on the route of the boundary and for the Village Hall to put up a fence. Quote being obtained. A grant will be applied for.	13-Aug-20	23-Sep-20

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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	
	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. Period of access concluded.	20-Aug-20	22-Sep-20

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13-Feb	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. Now formally approved, work has been completed.	19-Aug-20	23-Sep-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		