

Clerk's Report  
for 24 June 2021 meeting

Details		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed	
<b>Action taken under delegated powers</b>			Bold indicates change since last meeting	Does decision need to be ratified? Yes - date/No	
	<b>Jun-21</b>	Review areas where PC is paying for grass-cutting and hedge-trimming	Checking with contractor Garson's group which areas they cut. Checking where Highways Essex are responsible	<b>17 June 2021</b>	Yes if changes being made
	<b>Jun-21</b>	Establish working party to participate in Airspace consultation	Consultation session attended 15 June 2021.	<b>15 June 2021</b>	Yes
	<b>Jun-21</b>	Footpath problems reported	Damaged bridge on Footpath 4 (Cherry Green) ref 2718895 - work to be scheduled. Overhanging brambles on footpath opposite Prince of Wales ref 2722200 - not high priority.	<b>10 June 2021</b>	No
	<b>Jun-21</b>	Freedom of Information Act request for documents showing common land	Supplied map and copy of Commons register	<b>08 June 2021</b>	No
	<b>Apr-21</b>	Create official email addresses for councillors' council business	Now set up. Instructions/passwords have been sent out to councillors but no outside bodies officially notified.	<b>22 June 21. Some email addresses set up and being used.</b>	No
	<b>Mar-21</b>	Proposal to buy accounts software to improve efficiency and accuracy of council's accounting system	Clerk is requesting demonstrations, recommendations and quotes. Still using VT Cashbook now which is free but this does not allow for VAT calculation or help with council annual reporting system (AGAR). Free 3-month trial of Easy PC accounting still available.	02 April 2021	Yes if purchase proposed
	<b>Mar-21</b>	Bus shelters and other items on Highways land	Essex County Council will expect the parish council to apply for licences for both bus shelters and any other fixtures on the roadside.	<b>4 March 21. Clerk to complete as required.</b>	No

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06-May-21	<b>21/5-4 and item 10 on 8 Oct 2020</b>	Contact Cherry Green residents about plan to fell willow tree	Letter delivered to each house on 18 May 2021, saying council will let them know when work will start	<b>18 May 2021</b>	
06-May-21	<b>21/5-7.1</b>	Check if Gigaclear would provide free broadband for a year	Roger and Phyllis Clark have not heard from Gigaclear in response to their application for "community hub" status for the Hall.	<b>30 May 2021</b>	
06-May-21	<b>21/5-9.1</b>	Report damage to roadsign	Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622	<b>21 June 21 Highways are "in the process of scheduling work"</b>	
06-May-21	<b>21/5-10.2</b>	Attend presentation on solar farm application, Cutlers Green	Attended 11 May 2021	<b>11 May 2021. Application has now been submitted, ref number to be obtained.</b>	Follow up on Planning Tracker when application number known
14-Jan-21	<b>21/1-10</b>	Damage caused by contractors replacing Brick End Villas sewage treatment plant	The post appears to have been treated with sealant.	<b>10 May 2021</b>	
11-Mar-21	<b>21/3-8</b>	Condition of footpath across the grass opposite Prince of Wales	Has been reported to Highways	<b>23 June 21: Highways say they have no record of this being Highways land. Map is ambiguous as to whether they maintain it. Clerk to check.</b>	

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11-Feb-21	21/2- 7.3	Broxted Directory	Revise, print and distribute. To be laminated and put on noticeboards	End of February 21 with 5 Parishes March magazine
	21/2-8.5	Financial regulations/planning committee powers	To amend draft and amend planning committee's terms of reference to be consistent with Financial Regulations	<b>To be presented for approval at July 21 meeting</b>
	21/2-10 and 21/3-8	Footpath markers	To check District Cllr Eke's records for condition of markers in parish and report any others which are missing/damaged.	20 March 2021
14/01/2021 and 11/02/21	21/1-12.1 21/2-11.2 21/3-9.2	Village Hall fencing and gate	<b>Grants now received. Balance of the cost which was paid by PC has now been refunded by VH : £1,815.00.</b>	Cheque paid in 14 June 2021
Nov-20		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session in 2019.	New cheque sent by post. Not yet cashed. Cheque has been received.	<b>22 June 2021 Cheque still not presented and now expired. Clerk will contact GEPC Clerk.</b>
08/10/2020 and 6 May 2021	10 and 21/5-4	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	<b>No insurance claim will be made. Agreed with residents of Greenside that tree will be felled. Quotations obtained from 3 tree surgeons.</b>	Choice of contractor to be made at June 2021 meeting
11/06/2020	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	Letter sent for attention Cllr John Lodge, copy to Peter Hewett of Takeley Parish Council. Acknowledgment 29 April 2020, chased with Cllr Lodge's office which is following up with Cllr Evans. Response promised but not yet received.	8 February 2021 email received from Cllr Evans secretary. Advised her still no response.

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	15	Annual assembly April  Not compulsory and can be called by an elector if not called by chairman. Postponed and cannot now take place until 2022.	<b>Time for holding meeting in 2021 expired 31 May 2021</b>	
<b>13/02/2020</b>	7.2	Clerk's CiLCA training  Course started again in October 2020, continuing with one session every fortnight for next 3 months. Time limit for passing extended to 16 October 2021	15/04/2021 (extension)	
<b>13/02/2020</b>	6.2	Worsening litter problem especially on Pledgdon Green Road  Clerk has told UDC. Wasteaware has confirmed they will "get to Broxted as soon as they can".	29 April 2021	
	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		