

Action taken under delegated powers (i.e. at Clerk's initiative)		Details (bold indicates new developments since last report)	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
				Bold indicates change since last meeting	Does decision need to be ratified?
	May-22	Work relating to the hearing of the planning appeal for Brick End.	Tasks including circulating documents served by planning inspector, contacting solicitor and barrister, discussions with UDC planning officers and contacting district councillors, arranging extraordinary meeting and subsequent tasks.	01 June 2022	On 9 June 22 agenda
	May-22	Updating website to cover news re Planning Appeal at Brick End. Adding post to village Facebook page	Home page now carries link to new page relating to the appeal. Links added to UDC planning department and access to appeal documents. Request added to contact parish council by email to be kept up to date (and to alert council if email is not to be used for all purposes). Facebook post asks members to email or send message via Facebook to be kept up to date.	01 June 2022	
	May-22	Complaints from two residents about use of field behind School Villas/Goodacres/Portreath in Church End, anti-social behaviour, and smell/contamination from muck heaps.	Raised with Environmental Health team concerns re dogs running loose, getting through fences into gardens, and horse muck heaps close to houses. District Councillors aware. EHOs investigating and co-ordinating with Planning Enforcement.	31 May 2022	No

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	May-22	Raise Highways issue regarding Church End Lane with county councillor/local highways panel	Discussed with resident who would like width restriction. Provided contact details for county councillor.	16 May 2022	No
	May-22	Grit bin at The Maltings is badly damaged	Bought in 2007 for £100. Insurance excess is £100. To check cost of replacing and availability of a grant. County Councillor approached regarding a Locality Grant. See 12 May 22 22/05-8.6 below.	12 May 2022	Closed 12 May 22 as council decision taken on replacement.
	Apr-22	Resident has requested installation of flower troughs and bus stop sign at pub.	Resident invited to address council. Unable to attend May meeting but June/July suggested. No further response. Issues of cost (but grants probably available) and Highways' consent for the sign. Clerk will mention flower troughs etc in Five Parishes magazine in July edition. Deadline for copy for magazine 10 June 22	12 May 2022	Any purchase by council to be approved.

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	Apr-22	Road salt stored at Garrolds Farm (from ECC winter salt supply) needs to be moved.	Contacted ECC to ask if salt can be returned - they cannot help. No space in container at Village Hall (storage elsewhere at Hall may be possible, but not yet discussed). There are 6 one-tonne pallets of 25kg bags of salt, many in poor condition and likely to tear if moved. Storage at other farms not feasible. Disposal or redistribution to be arranged.	26 May 2022	No
	Apr-22	Checking procedures for registration of Parish Council as legal owner of Village Hall land	See earlier reports for work needed. There are two solicitors' firms specialising in local council work including charities law. Quotes for the work required will be obtained. Both firms offer free initial advice of 30 minutes to one hour.	14 April 2022	To be considered in a meeting of the parish council as trustee.

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	Apr-22	Annual audit and publication of council records, and preparing annual accounts.	Audit successfully completed and page 4 of AGAR has been signed by auditor. AGAR and annual accounts have been supplied to council 14 days before the date of the meeting at which they will be considered for approval. Auditor's comments/report circulated and on agenda 9 June 22. Documents required under the Transparency Code have been prepared for publication on website (only).	24 May 2022	On 9 June 22 agenda
	Apr-22	Arranging audit of Village Hall annual accounts	The council's auditor also audited the Village Hall Trust accounts and indicate (for AGAR) whether the council has carried out its role as trustee properly. Audit completed successfully. AGAR noted accordingly. AGAR on 9 June agenda. Village Hall Trust accounts to be approved at July meeting as June agenda full.	10 May 2022	
	Mar-22	Lower branches on lime tree opposite Old Vicarage needing trimming	UDC confirms there is no tree preservatin order so council is free to raise crown as recommended by contractor. Quote obtained but considered too high.	10 March 2022	

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	Mar-21	Bus shelters and other items on Highways land	Essex County Council asked parish council to apply for licences for both bus shelters and any other fixtures on the roadside, to be approved by county councillor for district. Not yet applied for - clerk to complete	04 March 2021	
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12-May-22	22/05-7.3	Ploughed-up footpath to be reported	Ploughing of footpath 55 (between Broxted Hall and Moor End Farm) reported 15 May 22 - ref 2777351. Referred for inspection	16 May 2022	
	22/05-8.5	Revised asset valuation policy approved	To amend figures in March 2023	12 May 2022	12 May 2022
	22/05-8.6	Seek grant funds to replace grit bin	Raised with Cllr Foley by email. No response as yet.	16 May 2022	
	22/05-8.8	Quotes for removal of storm-damaged goat-willow tree on Cherry Green common land	Tree now removed from resident's garden. Can safely be left on common land as not obstructing water course or rights of way.	12 May 2022	12 May 2022
13-Apr-22	22/04-7.2	Engage Steve's Gardening Services for parish grass-cutting at £120 per cut every 3 weeks	Confirmed. Second cut completed. Third is being done on 11 May.	29 April 2022	12 May 2022

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10-Mar-22	22/03-7.2	A survey of the parish council's trees and those on the common is needed. Clerk to obtain quotes in addition to the one of £550 already received. Three quotes obtained. On agenda 9 June 22	19 May 2022	on agenda 9 June 22
10-Mar-22	22/03-7.3	Risk assessment shows that revised documents are needed in a number of areas, as specified in the assessment. Clerk to prepare contingency plan for business continuity in her absence; clerk to update emergency plan as addresses etc have changed. Issues relating to common to be discussed by council.	10 March 2022	
10-Mar-22	22/03-7.5, 22/05-8.2	Village Hall management structure Clerk to consider committee structure and amendment to working group terms of reference. Legal advice from EALC not received by May 22 meeting so deferred. Advice received 26 May 2022 does not answer query.	26 May 2022	
14/10/2021 10 Feb 2022, 13 Apri 22	21/10-7.8 22/02-7.4 22/04-6.1, 22/05-8.7	Obtain expert report and decide action on weeping willow tree at Cherry Green MWA report rcvd and considered. Recommends checking for heave after winter 22/23 and then felling if there has been no heave. Decision taken 12 May to wait until Spring 23, check for problems and fell if no heave. Clerk advised residents by email. No response.	27 May 2022	
11-Jan-22	22/01-5.1	Report broken footbridge next to "Happy Days" in Chapel End to Highways Reported under reference 2760654. Response recvd 9 March "complex...as not on definitive right of way...further investigations needed".	10 March 2022	

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11-Nov-21	21/11-8.5	Propose a Local Highways Scheme and request approval by county councillor	Submitted to Cllr Foley 5 Dec 21 who approved it immediately and forwarded it to the Local Highways Panel and Rissa Long of Essex Highways. Will be on LHP agenda in February 2022 if not January 2022. Traffic surveys will be carried out before any decisions taken on speed or weight limits. Emails circulated to councillors as they arise. Henham Parish Council strongly supports plan and has asked their county councillor Ray Gooding to support it. It appears that the Essex Speed Management Strategy (ESMS) suggests speed limits max 40 mph, poss 30 mph. Clerk has contacted Highways and circulated to councillors.	01 February 2022	
29-Jul-21	21/7-8.1	Concern re UDC's response to planning appeal (Land south of Brick End)	Clerk to set out chronology so issue could be raised with UDC - not yet done as PC's solicitors advised not to raise complaint at this stage	5 Nov 2021	

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29 Jul 21, 9 Sept 21, 10 March 22, 13 April 22, 12 May 22	21/7-8.2, 21/9-6.8, 22/03-6.6, Annual assembly 2022-5, 22/05-8.10	Neighbourhood Plan	To complete expression of interest forms for Locality when new tranche of funding is announced. UDC has designated area (=parish boundary). Funding of £2,500 awaited from district council (will be an earmarked reserve). Is available to reimburse council spending on eligible items e.g. expert's fees. Cllr Hume and Cllr Isham to meet to discuss action plan to present to 9 June 22 meeting.	12 May 2022	On agenda 9 June 22
06-May-21	21/5-7.1	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.	30 May 2021	
06-May-21	21/5-9.1	Report damage to roadsign	Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622. Roadsign on Brick End Road has been repositioned but not by Highways. Problems with this and other damaged signs raised with Martin Foley as County Councillor. According to interactive map, work is being scheduled.	21 June 2021	

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11/03/2021 , 9 Sept 21, 13 Apr 22	21/3-8 , 21/9-6.9, 22/04-6.6	Condition of footpath across the grass opposite Prince of Wales and lack of clarity regarding who maintains, Highways (County Council) or parish.	Highways says they are not responsible for maintaining this path or grass/hedge bordering it. Land is not registered so evidence of ownership is not publicly available. Essex CC surveyors are checking land is owned by ECC and which ECC department is responsible. Chased 25 April. Response implies ECC do not want the land, which was acquired under compulsory purchase powers, and may seek to sell it back to the original owner.	26 April 2022
	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
13/02/2020 , 13 Apr 2022, 12 May 2022	13, 22/04- 7.3, 22/05- 8.9	Council 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. The Hundred Parishes Society is offering grants to fund the project. Society can also provide content and information. Cllr Kesterton to explore options for artwork and construction after meeting with Ken McDonald of the Society. Quote £1,572 obtained from Acorn Workshop for design and construction - circulated and on agenda for 9 June 22.	01 June 2022 On agenda 9 June 22