

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?
	Sep-22	Planning Appeal for The Rise (public inquiry).	Hearing date 11 Oct set at short notice. Met planning officer and Henham PC rep to discuss approach and case. Decision awaited.		Reported to 20/10/2022 meeting
	Sep-22	Enquiry from residents over grass cutting in parish.	Clarifying contracted areas with contractor.	New quote for 2023 requested	will be on agenda
	Sep-22	Obtaining quotes from tree surgeons for work at Cherry Green as recommended by specialist adviser.	Three quotes obtained.	Acer tree surgeons engaged. Work to be done mid-late November 22	
	Sep-22	Archiving old documents including precept demands, bank books, minutes.	Taken to Essex Records Office - on loan, no charge. Receipt obtained 14 Sept 22.		20 October 2022
	Aug-22	Village Hall weed control and hedge. Bin needing emptying/flytipping removal. Emptying bin opposite Old Vicarage.	Weed treatment carried out twice and hedge trimmed. WasteAware (UDC streetcleaning contractor) confirmed they empty fixed bin at hall and collect wheelie bins but these are often missed. Bin opposite Old Vicarage is not a UDC responsibility. Flytipping becoming noticeable by bins. To pursue with UDC.	23 September 2022	

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?
	Aug-22	Query from resident regarding encroachment on common land at Cherry Green	Initial advice given and enquiries with Planning at Uttlesford are needed. A complaint has been made (not by parish council) re planning breaches - being investigated by UDC.	01 October 2022	No
	Jul-22	Asset check	In process of inspecting assets and mapping them	07 October 2022	reported to meeting on 20 Oct 22
	Jul-22	Requesting online banking	now operational and working reasonably well.	01 September 2022	close 10 November
	Jun-22	Contacting UALC re attendance at meetings.	Apologies given for rescheduled AGM.	01 October 2022	close 10 November 22
Meeting date	Minute ref	Action taken/outcome (updates on earlier items shown in bold)		Date of most recent update	Date closed
10 Oct 22, 11/11/2021	22/10-7.3 21/11-8.5	Propose a Local Highways Scheme and request approval by county councillor. Scheme was submitted 5 Dec 21 to Cllr Foley.	No information received since March 2022. Clerk to contact new highways officer for Uttlesford (ECC officer). Chased, no information yet. Traffic surveys appear to have been carried out by now, which were needed before a decision could be taken.	04 November 2022	
20-Oct-22	22/10-7.1	Parish liaison meeting with UDC	Attending meeting on 7 November 22	07 November 2022	close 10 November 22

Meeting date	Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
20/10/2022 , 13 Apr 22, 9 Sept 21, 11 Mar 21	22/10-7.3, 22/04-6.6, 21/9-6.9, 21/3-8, 21/2-10	Condition of footpaths	Tarmac path across grass, and hedge, opposite pub - deteriorated and overgrown. Highways not maintaining - possible PC role. Multiple missing markers for paths. To monitor and continue to report.	7 Nov 22 checked Highways record of reports	
20-Oct-22	22/10-7.5	Planning applications for discharge of conditions and work on trees	Clerk to alert councillors to these from weekly planning application/decision list	31 October 2022	
20-Oct-22	22/10-7.6	Repairs and maintenance of council's physical assets following annual inspection	Clerk to obtain quotes	25 October 2022	On agenda when quotes received.
20-Oct-22	22/10-8.3	Tree management on Cherry Green common land	Accepted quote from Acer Tree Surgeons to fell or coppice 3 trees, raise crown of oak tree and carry out work on another. Clerk to request work go ahead. Now confirmed with tree surgeons.	22 October 2022	
20-Oct-22	22/10-8.7	Storage of road salt	Agreed only option was at Village Hall, and possibly some in pub car park. Practical arrangements to be made, including grant applications for storage such as grit bins and shelter.	20 October 2022	

Meeting date	Minute ref	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
20 Oct 22, 14/07/2022	22/10-7.4, 22/07-6.5	Checking procedures for registration of Parish Council as legal owner of Village Hall land	Clerk has contacted three specialist firms for quotes and is chasing. Quote received Wellers Hedley £750-£950 plus VAT plus Land Registry fees (probably £250 - £300). Essex CC Legal Services and a specialist conveyancer have been asked for a comparative quotes and are reviewing papers to provide this.	06 November 2022 On agenda when quotes received.
20 Oct 22, 14/07/2022	22/10-6, 22/07-8	Vacancy on council	Vacancy filled 20 October 2022 by co-option. Notice has been sent to principal authority.	21 October 2022 21 October 2022
14-Jul-22	22/07-7.3, - 7.5, -7.7	Procedure changes to financial regulations, Village Hall committee and working group terms of reference, and scheme of delegation	Financial regulation 6.20 suspended for the year to enable clerk to purchase using her own debit card (online). New advice from RCCE training course is that a subcommittee of the charity should be created to manage the hall. Working group terms of reference would also need to be adjusted.	03 November 2022 on Village Hall committee agenda 10 Nov 22
09-Jun-22	22/06-6.2.2	Internal financial controls	Cashbook and bank statements to be compared and reported on by Cllr Holt. Completed for first quarter of 2022-23, due for second quarter (to 30 Sept).	04 November 2022 report to 10 Nov 2022 meeting
09-Jun-22	22/06-7.10	Funds held on account with Attwaters Solicitors to be refunded after deduction of final bill.	Final bill requested, with anticipated refund of balance of funds on account. Now refunded. Final bill (showing breakdown) not yet received - to obtain this.	31 August 2022

Meeting date	Minute ref	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
13/02/2020 , 13 Apr 2022, 12 May 2022, 9 June 22	13, 22/04- 7.3, 22/05- 8.9, 22/06- 7.11	Council approved plan to install an interpretation board.	Cllr Kesterton compiling content and heading project. Reporting to council as appropriate. Grant confirmed, council has approved content.	20 October 2022
12-May-22	22/05-7.3, 22/07-6.4	Ploughed-up footpath to be reported	Footpath 55 (between Broxton Hall and Moor End Farm) reported 15 May 22 - ref 2777351. Referred for inspection. To check and report to council with other Rights of Way issues - see Oct 2022 above	07 November 2022
	22/05-8.6	Seek grant funds to replace grit bin	Cllr Foley requested quotes. Sent to him 3 July 2022 - for 2 grit bins and storage shed. Chased.	24 October 2022
20 Oct 22, 9 June 2022, 10 Mar 22.	22/03-7.2, 22/06-7.4, 22/10-8.3	A survey of the parish council's trees and those on the common is needed.	Report provided. 3 trees should be felled, work on two others. See Sept 22 above.	20 October 22 - report to meeting on quotes for work Decision on work taken on 20 October 2022
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
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

Meeting date	Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
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	UDC has designated area (=parish boundary). Funding of £2,500 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 consider an action plan. New funding now available via Locality website. Up to £10,000 grants for expert advice and separate technical support.	01 August 2022	
06-May-21	21/5-7.1	Check if Gigaclear would provide free broadband for a year	To add issue of broadband availability to Village Hall Committee agenda.	30 May 2021	For Village Hall Committee agenda
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	