

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 (bold = new)	Date closed or ratified
	Oct-24	UDC liaison meeting with PCs/TCs	Attended 7 October 24 re UDC's environment (zero net carbon plans) and waste management.	08 October 2024	
	Oct-24	New NALC website access	Setting up clerk's account, circulating to councillors	07 October 2024	07 October 2024
	Oct-24	Contact from residents	Summary for Sept/Oct: dog at Brick End (noise), new gate at Brick End, planning breaches.	04 October 2024	continuing
	Oct-24	Troublesome dog at site south of Brick End	email to Environmental Health. Phone call from Mr Bonham (UDC). Advice passed on to resident - noise nuisance investigation would be possible, resident to liaise with UDC.	04 October 2024	04 October 2024
	Sep-24	Attending meeting with UDC about parish councils working with voluntary sector groups.	Offer of help with establishing a pub as a community asset from UDC's contractor on cultural/community assets. Visit offered. To respond.	07 October 2024	
	Sep-24	New gate opposite Ivy Cottage	UDC advised they will check if allowed by planning conditions (not unlawful unless conditions require owner to get permission for boundary treatment changes). Reported on Highways website and asked Cllr Foley to check rules. To be inspected.	01 October 2024	
	Sep-24	Diversion indicated along Church End Lane during Brick End Road closure	Email to Highways cabinet member with map requesting alternative diversion. Liaising with Henham PC. Diversion appeared to have been changed.	23 September 2024	23 September 2024
	Sep-24	Planning committee meeting	Attending/speaking on 18 September 2024	18 September 2024	18 September 2024
	Sep-24	Legal requirement to deposit copies of publications with British Library	Request made to BL to deposit electronic version of Directory of Services. Further information to be provided by clerk to BL.	17 September 2024	

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	Aug and Sept 24	Hall decorating	Trust meeting 12 Sept chose contractor. Helping organise dates. Work started 2 Oct 24.	08 October 2024	
	Aug-24	Issues from governance review of Hall Charity	Insurer has added Hall trust to the policy as one of the insured. New certificate issued. No additional cost. Committee etc terms of reference to be revised.	19 August 2024	
	Aug-24	Emptying bin	Opposite Old Vicarage (owned by PC not UDC). To add signs re suitable contents - decals obtained.	14 August 2024	
	Jul-Sept 24	Liaison with district councillors and UDC re planning enforcement	Updated Cllr Sutton on request. Spoke to residents.	07 October 2024	continuing
	Apr to Sept 2024	Village Hall accounts	Reviewing hall accounts and circulating. Arranging examination by auditor. <b>Governance report and accounts now on website. Accounts for approval by trustee.</b>	24 September 2024	Accts to be approved at next Trustee meeting agenda
	01/04/2024 and later	Condition of Church End Lane - verge damage and flooding	Receiving follow-up call from resident re reports made to Highways. Checking position with Highways and asking county councillor to chase. Further info supplied. Answer awaited. References sent again 14 May 2024. <b>No response yet, to chase. Spoke to residents. They have reported again.</b>	05 August 2024	
	01/12/2023 and August 2024	Road salt still stored at Moor End Farm needs to be moved	Availability of salt advertised in parish magazine, and storage space at hall to be checked - to be moved there if possible. <b>Farm has offered transport. Cllr Foley has been asked if salt can be returned to ECC.</b>	16 July 2024	

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12-Sep-24	24/09-6.3	Changes to Class Q rules on agricultural permitted development	Clerk to circulate details	17 September 2024	17 September 2024
12-Sep-24	24/09-4 and 6.4	Report footpath issues	FP 29 deterioration and damaged tarmac path to be reported (Highways and Cllrs Barker and Foley). Reported - ref 2942917 (FP29) and 2943031 (tarmac path)	01 October 2024	
12-Sep-24	24/09-7.1 and 7.2	Financial regulations and document policy	To place approved policies on website	25 September 2024	25 September 2024
12-Sep-24	24/09-7.6	Liaise with Henham PC over planning app at Tudor Hall	Discussed objections, noted conservation officer's view. Obtained extension for comments to 18 Oct. Awaiting call from case officer re calling in.	08 October 2024	See planning tracker
11-Jul-24	24/07.3	Liaison with owner of land in Church End	Email and call with owner. Clerk to invite him and business partner to a council meeting, probably October 24.	09 September 2024	
11-Jul-24	24/07-6.2.3	Request refund of credit from HMRC	Noted that credit is unlikely to be used up within current year if set against PAYE therefore will be requested	18 July 2024	
11-Apr-24	24/04-3	Registration of pub as Asset of Community Value	Nomination now made. <b>UDC has requested extra time for decision. Decision awaited.</b>	07 October 2024	
14-Mar-24	24/03-7.5	Broxted Directory 2024	Circulated with Five Parishes Mag April edition. <b>To be added to noticeboards when there is space. See also contact with British Library above.</b>	20 March 2024	
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Metal bench cleaned, wooden bench still to do. Bus shelter window frames being repaired.	12 September 2024	
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways. To monitor replacement. Still on list for attention	22 January 2024	

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12-Oct-23	23/10 -6.3 23/09-7.2 23/07-3	<b>Hold UDC to account for planning enforcement; breaches at Brick End on airport parking not being enforced.</b>	To invite CEO to a PC meeting. Meeting with head of development 8 May 2024. <b>Again chased re progress. Consideration of complaint on agenda. New complaints from residents - see above under clerk's actions Sept 24.</b>	04 October 2024  Agenda 10 October 2024
13-Jul-23	23/07-7.4	New position for bench	<b>Bench now moved to Broxted Hill Farm. Requested siting on footpath off Water Lane, Broxted Hill Farm. Awaiting decision from farm (which has the bench in storage)</b>	18 July 2024
11-May-23	23/05-8	Invite PCSO to a PC meeting	Mike O'Donnell-Smith is Broxted's PCSO. Clerk met him by chance in February and has contact details. Invitation sent. <b>No response yet, to chase.</b>	22 April 2024
10-Nov-22	22/11-7.3	<b>Amend clerk's contract</b>	To amend contract with new holiday entitlement under local councils agreements <b>and to set hours as zero-hours contracts not lawful.</b>	15 November 2022
10 Nov 22, 11/11/2021	22/11-6.3, 21/11-8.5	<b>Propose a Local Highways Scheme and request approval by county councillor. Scheme was submitted 5 Dec 21 to Cllr Foley.</b>	Local Highways Panel for Uttlesford approved and submitted the scheme to engineers in November 2022. Scheme LUTT212037 now in "validation" with design team. Not yet recommended for funding- <b>with design team as part of validation process. See LHP minutes on ECC website and copy from Cllr Foley July 24</b>	01 July 2024
12-May-22	22/05-8.6	Seek grant funds to replace grit bin	To renew request as no progress	15 December 2022

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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. <b>List of keyholders being compiled.</b>	04 October 2024	
06-May-21	21/5-9.1	Report damage to roadsign ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 3 years).	08 July 2024	