

| 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 |
|--|--------|---|--|---|--------------------------------|
| | May-23 | Planning breaches/dogs running loose in Church End | longstanding problem, also noted on planning tracker. Resident has been advised to contact police concerning dogs being out of control, in local gardens and roaming. EHO/UDC aware. No action as UDC offices closed for Bank Holiday. | 05 May 2023 | |
| | May-23 | Post-election procedures | Contacting elected district councillors with agenda and checking new Reg of Int forms sent by district council for parish councillors. | 03 May 2023 | Agenda 11 May 2023 |
| | Apr-23 | Contractor for decoration of committee room | Checking legal position on procedure to engage contractor. Quotes to be considered by council as trustee following Charities Act 2011 rules on interests. | 28 April 2023 | For Village Hall trust meeting |
| | Apr-23 | Replace Village Hall committee room roof | Contractor to start on 10 May 23. Mr Clark to meet on first day but is then on holiday. | 08 May 2023 | |
| | Apr-23 | Approach from developer | Developer of a site in parish requesting meeting with councillors (outside a council meeting). Would like to make a presentation and enlist support. Cannot attend 11 May meeting, will revert with proposal. | 24 April 2023 | |
| | Apr-23 | Insurance renewal | Checking offer and policy terms including re Village Hall, checking with hall managers | 23 April 2023 | Agenda 11 May 2023 |
| | Apr-23 | Liaison re delivery of Coronation booklet | Emails with parimag editor and churchwarden/mag distributors | 21 April 2023 | 21 April 2023 |
| | Apr-23 | Query from resident re planning application | Re-consultation on UTT/23/0493/OP - confirming to resident this will be on agenda | 21 April 2023 | Agenda 11 May 2023 |

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| | Apr-23 | Annual governance and accounting report needed by 30 June | Preparing documents for audit and for annual publication of accounts and other docs. Currently with auditor to complete audit report on AGAR. AGAR will be circulated and on agenda for approval when audit completed. | 20 April 2023 | Agenda 8 June 2023 |
| | Apr-23 | Having Village Hall accounts and trustee role reviewed by auditor | Obtaining accounts from Mrs Clark and sending with full details to auditor. Auditor response to be included in PC AGAR (no separate audit of charity accounts is needed). | 15 April 2023 | |
| | Dec-22 | Common land issue - use of driveway | Resident concerned that tractors using the driveway across the common will damage drains. Decision taken by council at meeting on 13 April 2023 to obtain legal advice from Essex Legal Services - see below 13/04/2023 item 23/04-7.4 | 13 April 2023 | 13 April 2023 |
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| 13/04/2023 | 23/04-6.3 | Diversion footpath 43, Woodgates End | Agreed to support diversion around BT Lerson building. Clerk has responded to Highways at county council. | 13 April 2023 | 13 April 2023 |
| 13/04/2023 | 23/04-6.6 | Forthcoming vacancies on the council | To seek candidates for co-option | 08 May 2023 | Agenda 11 May 2023 |
| 13/04/2023 | 23/04-7.1 | To confirm grass-cutting contract | Steve's Gardening Services engaged for up to 11 cuts in 2023 at £135 per cut. | invoice 19/04/2023 | 13 April 2023 |
| 13/04/2023 | 23/04-7.3 | New banking arrangements | Clerk to apply for account with Unity Trust Bank | 06 May 2023 | |

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| 13/04/2023 | 23/04-7.4, 23/01-6.6 | Obtain legal advice re common land responsibilities generally | District council unable to help. Decision on 13 April 2023 to instruct Essex legal Services to advise on powers and responsibilities. Client care letter/terms of engagement awaited. | 05 May 2023 |
| 13/04/2023 | 23/04-7.5 | To fell willow tree at Cherry Green unless heave has occurred | Residents say there are no signs of heave. Quotes obtained for complete removal including stump. | 23 April 2023 Agenda 11 May 2023 |
| 12/01/2023 | 23/01-6.3 | Monitor footpath 32 | Land ploughed and planted | 12 January 2023 |
| 10-Nov-22 | 22/11-7.3 | Amend clerk's contract | To amend contract with new holiday entitlement | 15 November 2022 |
| 10 Nov 22, 11/11/2021 | 22/11-6.3, 21/11-8.5 | Propose a Local Highways Scheme and request approval by county councillor. Scheme was submitted 5 Dec 21 to Cllr Foley. | Local Highways Panel for Uttlesford approved and submitted the scheme to engineers in November 2022. They need to confirm it is feasible. Highways officer is chasing. If confirmed as feasible it will go to the next stage. | 13 April 2023 |
| 20/10/2022, 13/04/23 | 21/2-10, 23/04-04 | Condition of footpaths and roads | Multiple missing markers for paths. Concerns re ploughing of footpaths near Bexham Barns and off Browns End Road. To monitor and continue to report. Cllr Foley requested check on defects 2696759 (flooding) and 2743253 (potholes). Clerk has told him these seem resolved as Highways claims. | 15 April 2023 |
| 20-Oct-22 | 22/10-7.6 | Repairs and maintenance of council's physical assets following annual inspection | Missing tiles on bus shelter replaced free of charge by local roofer. Paintwork on other shelter to be renovated by councillor. | 22 February 2023 |

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| 20-Oct-22 | 22/10-8.3 | Tree management on Cherry Green common land | Non-urgent work has been recommended. To be discussed, see agenda | | agenda June 23 |
| 20-Oct-22 | 22/07-6.5 22/10-7.4 | Checking procedures for registration of Parish Council as legal owner of Village Hall land | Wellers Hedleys have agreed to advise. Client care letter/terms of engagement awaited. | 28 April 2023 | |
| 12-May-22 | 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. For winter 2023-24. | 15 December 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. | 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. FP 45. update 11 April 23 - scheduling work. | 08 May 2023 | |

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| 12 May 22 | 21/7-8.2 22/05-8.10 | Neighbourhood Plan | 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. | 13 April 2023 agenda | |
| 06-May-21 | 21/5-7.1 | Broadband for Village Hall | To discuss with hall managers and check costs with Gigaclear. | 13 April 2023 | |
| 06-May-21 | 21/5-9.1 | Report damage to road sign | Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622. Both now closed on website but not fixed. New ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change. | 18 May 2023 | |