

Clerk's report for Broxton Parish Council meeting on 8 April 2021

Details			Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers					Decision ratified?
	Mar-21	Insurance renewal quote received.	Council has a "long-term agreement" with Zurich insurance, which is now starting its third and final year. A quote has been requested from BHIB which is a popular insurer of smaller councils, for renewal in 2022.	11 March 2021	
	Mar-21	Accounts software to improve efficiency and accuracy of council's accounting system	Clerk is requesting demonstrations, recommendations and quotes. Quotes from Scribe and from Rialtas (Alpha system), both recommended by other small councils. Requesting quote from VT - we are using their free software now but this does not allow for VAT calculation or help with council reporting system (AGAR).	19 March 2021	
	Mar-21	Banking	Transferred £4,000 from deposit account to current to cover payment for fencing.	05 March 2021	
	Mar-21	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.	04 March 2021	

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	Feb-21	Complaints from residents that the road at School Villas, Church End was dangerously slippery due to mud on the road. Bus shelter also sprayed with mud. Concern about non-functioning drains.	Summary: Uttlesford streetcleaning team (Wasteaware) cleared mud on road. Contractor pressure-washed the bus shelter (owned by parish council, to include graffiti removal. Landowner has agreed to cover or contribute to cost. He will also try to use an alternative access to the field and repair the surface of the track/public footpath next to bus stop. Damage to Highways land and non-functioning drains have been reported to Highways.	25 March 2021 shelter cleaned	
	Feb-21	Complaint of activity at The Warehouse (The Barn) in Pledgdon green road, by local resident	Planning Enforcement and Environmental Health made aware of fire and noise nuisance. No action will be taken but monitoring continues. Resident is raising her complaint with national authorities.	04 March 2021	see planning tracker.
	Feb-21	Annual audit	Mr Davidson (accountant and non-practising solicitor) has kindly agreed to audit the council's and the Village Hall Trust's accounts again this year.	Accounts will be delivered to the auditor in April 21.	
		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session	New cheque sent by post. Not yet cashed. Cheque has been received.	25 March 2021, cheque unlikely to be paid in before year end.	

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		Damage caused by contractors replacing Brick End Villas sewage treatment plant	The post is still damaged and the white road markings are still covered with mud. Uttlesford will repair as contractor refuses. Should be done within 2 weeks of 1 Feb 2021. Damage not repaired. Splintered area now either weathered or has been treated with preservative.	01 April 2021	
Meeting Date	Minute ref				
11/03/2021	21/3-4	Minutes of February 2021 meeting	To be signed by chairman	17 March 2021	17 March 2021
	21/3-8	Condition of footpath across the grass opposite Prince of Wales	Has been reported to Highways	30 March 2021	
11/02/2021	21/2-4.1	Planning application in Great Easton parish	To find out from parish council clerk whether Great Easton Parish Council will be objecting.	11 March 2021	see planning tracker
	21/2-5	Minutes of January 2021 meeting	to be signed by chairman		
	21/2- 7.3	Broxted Directory	Revise, print and distribute. To b e 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		

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	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
	21/2-11	Broadband for Village Hall	To contact RCCE for advice and information. Have contacted Sue Gibson, Village Halls officer.	10 March 2021 Reported at 11 March meeting
14/01/2021 and 11/02/21	21/1-12.1 21/2-11.2 21/3-9.2	Village Hall fencing and gate	Rowley Fencing to go ahead in February. Grant of £1,000 confirmed from Locality Fund and 50% of balance from Uttlesford DC. Work completed and paid for by 18 March 2021. UDC grant claimed by Village Hall account.	grant of £1000 received 31 March 2021 into deposit account
08/10/2020	10	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	Resident does not wish to claim on their own insurance or to make a legal claim. Our insurer's loss adjuster has discussed options with the resident at length. Residents have now said they will not make a claim if council reduces then fells tree. Practical details still being agreed via loss adjuster, such as which party chooses the tree surgeon.	24 March 2021

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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.
12/03/2020	13	Planning appeal for land south of Brick End	No start letter issued. See planning tracker from Feb 21 onwards.	07 March 2021
	15	Annual assembly April	Postponed. Must take place between 1 March and 31 May. No new regulations so far, so would have to be in person if after 6 May 21.	31 January 2021
13/02/2020	7.2	Clerk's CiLCA training	Course started again in October 2020, continuing with one session every fortnight for next 3 months.	04 November 2020
13/02/2020	6.2	Worsening litter problem especially on Pledgdon Green Road	Clerk has told UDC. No response as yet. Need to contact Wasteaware direct.	
	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	