

Clerk's Report
for 29 July 2021 meeting

Details			Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers				Bold indicates change since last meeting	Does decision need to be ratified?
	Jul-21	Essex CC winter "Salt Bag Scheme" has opened.	Clerk has told county that no more supplies are needed. NOTE - some supplies held at Moor End Farm which has been sold. Clerk needs to arrange to have salt moved.	09 July 2021	
	Jun-21	Tree warden may be unable to continue	Made inquiries with tree warden - no response yet. Likely to need a replacement especially as potential problems with ash die-back virus which may affect trees on commonland	10 July 2021	No
	Jun-21	Establish working party to participate in Airspace consultation	Consultation session attended 15 June 2021.	15 June 2021	Yes
	Jun-21	Training	Attended planning briefing	12 June 2021	Yes to approve invoice and claim bursary
	Jun-21	Footpath problems reported	Rutted/impassable footpath next to 1 School Villas. Damaged bridge on Footpath 4 (Cherry Green) ref 2718895 - work to be scheduled. Overhanging brambles on footpath opposite Prince of Wales ref 2722200 - not high priority to Highways - no record of Highways' maintaining the path. Clerk needs to check ownership/responsibility.	10 June 2021	No
	Jun-21	Freedom of Information Act request for documents showing common land	Supplied map and copy of Commons register	08 June 2021	No

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	Apr-21	Create official email addresses for councillors' council business	Now set up. Instructions/passwords have been sent out to councillors. HMRC notified of change.	22 June 21. Some email addresses set up and being used.	No
	Mar-21	Proposal to buy accounts software to improve efficiency and accuracy of council's accounting system	Clerk is requesting demonstrations, recommendations and quotes. Still using VT Cashbook now which is free but this does not allow for VAT calculation or help with council annual reporting system (AGAR). Free 3-month trial of Easy PC accounting still available.	02 April 2021	Yes if purchase proposed
	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.	4 March 21. Clerk to complete as required.	No
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24-Jun-21	21/6-3.0	PC's position as custodian of common land	Legal query raised with EALC. Awaiting response.	30 June 2021	
24-Jun-21	21/6-5.5	Appeal for Brick End site application	Confirm instructions to solicitor and note PC's intentions on website	22 July 2021	
24-Jun-21	21/6-5.1	Approval and publication of annual audit and governance report	Published from 1 July to 11 August 2021. Approval of exempt status received.	15 July 2021	15 July 2021
06-May-21	21/5-4 and item 10 on 8 Oct 2020	Contact Cherry Green residents about plan to fell willow tree	Letter delivered in May 2021. Waiting for tree surgeon to give date to start work.	18 May 2021	

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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	21 June 21 Highways are "in the process of scheduling work"
06-May-21	21/5-10.2	Attend presentation on solar farm application, Cutlers Green	Attended 11 May 2021	11 May 2021. Application has now been submitted, ref number to be obtained. Follow up on Planning Tracker when application number known
14-Jan-21	21/1-10	Damage caused by contractors replacing Brick End Villas sewage treatment plant	The post appears to have been treated with sealant.	10 May 2021
11-Mar-21	21/3-8	Condition of footpath across the grass opposite Prince of Wales	Has been reported to Highways	23 June 21: Highways say they have no record of this being Highways land. Map is ambiguous as to whether they maintain it. Clerk to check.
11-Feb-21	21/2- 7.3	Broxted Directory	Revise, print and distribute. To be laminated and put on noticeboards	End of February 21 with 5 Parishes March magazine

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	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	For approval at Sept 21 meeting	
	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	
14/01/2021 and 11/02/21	21/1-12.1 21/2-11.2 21/3-9.2	Village Hall fencing and gate	Grants now received. Balance of the cost which was paid by PC has now been refunded by VH : £1,815.00.	Cheque paid in 14 June 2021	14 June 2021
Nov-20		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session in 2019.	New cheque sent by post. Not yet cashed. Cheque has been received. Clerk to contact GEPC as cheque now expired.	22 June 2021	
08/10/2020 and 6 May 2021	10 and 21/5-4	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	No insurance claim will be made. Agreed with residents of Greenside that tree will be felled. Quotations obtained from 3 tree surgeons.	Contractor chosen. They plan to fell the tree in the last week of July 2021.	
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.	21 June 2021 Cllr Evans gave presentation to group of Takeley and Broxted councillors and residents	21-Jun-21
	15	Annual assembly April	Not compulsory and can be called by an elector if not called by chairman. Postponed and cannot now take place until 2022.	Time for holding meeting in 2021 expired 31 May 2021	
13/02/2020	7.2	Clerk's CiLCA training	To be completed by 16 October 2021	20 July 2021 passed Unit 1 (of 5)	

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13/02/2020	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		