

Clerk's report
11 February 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?
		Website hosting and new email addresses.	Hosting contract renewed until 11.12.2021. £80 plus VAT = £96 including free email addresses (unlimited number)	14 January 2021 ratified 14/01/2021
		Professional planning advice in relation to opposing the appeal relating to land south of Brick End	Asked Salvatore Amico of Attwaters to send formal terms on the basis he will prepare written representations for BPC. See further 12 March 20 item 13 below and planning tracker ref UTT/19/0177/FUL. Accepted terms and paid £1,500 on account.	02 February 2021
		Application from Elmswood to discharge the conditions imposed on planning consent (resolve noise, flooding and encroachment on highway). Ref UTT/20/3374 and 3375/DOC.	See Planning tracker. Drafted response to meet time limit (12 January 21). Asked Essex Highways to advise us and UDC whether the highways-related condition should be discharged.	27 January 2021 Continued on planning tracker
		Report of flooding from Elmswood onto road and towards Broxted Hall entrance. Flood water reported to contain effluent (22 Dec 20).	See planning tracker. Reported to Essex County Council floods management, UDC planning enforcement and environmental health, and Essex Highways as a risk to safety - ref 2694668. Inspected by Highways.	27 January 2021 Continued on planning tracker
		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session	Clerk has asked Parish Clerk if this is still outstanding in their accounts. New cheque sent by post. Not yet cashed. Cheque has been received.	21 January 2021

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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. UDC response 2 Nov - will investigate who damaged the post. Disputing if white lines were there originally - photos supplied 5 Nov. Uttlesford will repair as contractor refuses. Should be done within 2 weeks.	01 February 2021	
		Repair organised for leak in the Village Hall roof (committee room and cupboard).	MDH Construction quote accepted. Work to be done as soon as possible. Repair completed. No charge - he offers this contribution to the community. Committee room ceiling being repainted and will be monitored in case leak starts again.	21 January 2021	21 January 2021
Meeting Date	Minute ref				
14-Jan-21	21/1.12-1	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.	20 January 2021	
12-Nov	5	Chair to sign approved minutes	Minutes will be delivered. Signed	12 November 2020	17 January 2021

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	8.1	Village Hall fencing and gate	First estimate (£4,300 approx) obtained and circulated. Clerk is trying to obtain at least one more quote to show best value. Grant application can be modified if new quote is different. County Cllr Simon Walsh has recommended a grant of £1,000 towards fencing - clerk will complete forms (basic contact details, purpose of grant etc) with Roger and Phyllis. Terms and conditions will be circulated before form is submitted to County Council. Grant offered of £2,222 approx (50% of first quote). Second estimate of £3,378 incl VAT obtained and circulated.	01 December 2020	20 January 2021
	11	Physical assets needing inspection	To check the roadsigns which have not already been inspected.	12 November 2020	05 February 2021
08-Oct	10	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	Resident wishes to claim on council insurance. Council's insurers (Zurich) have now opened a file and will contact resident direct. Insurance company's loss adjuster is discussing options with the resident and has so far advised the council will need to fell or cut back the tree. Further detailed advice expected. Costs included in 2021-22 budget.	14 December 2020	
10-Sep	7.1	Carry out search engine optimisation on website	Sitemap prepared and registered with Google. Links set up and code amended. Site is now visible on Google search. Work on SEO continuing.	01 November 2020	15 January 2021

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11-Jun	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 Agreed to send letter to UDC in support. Letter sent for attention Cllr John Lodge, copy to Peter Hewett of Takeley Parish Council. Acknowledgment received 29 April, reply promised from Cllr John Evans, portfolio holder for Planning and the Local Plan. Chased with Cllr Lodge's office which is following up with Cllr Evans. Response promised but not yet received.	02 November 2020	
12-Mar	13	Planning appeal for land south of Brick End No start letter issued. Planning Consultant has requested information from Planning Inspectors - they say no inspector has yet been allocated. Geoff Gardner unable to advise and an independent planning consultant recommended by Geoff - Lucy Carpenter - said she is not sufficiently specialist. Planning solicitor Salvatore Amico of Attwaters has been asked to send terms of engagement to prepare written representations and advise further. Start letter still not issued. Chasing Case Officer at UDC (Nigel Brown) for details of UDC stance. UDC will defend appeal on location/sustainability reason for refusal - reason 1. Payment on account sent to Attwaters solicitors . See planning tracker from Feb 21 onwards.	02 February 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	

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	15	Annual Parish Council meeting May	Postponed. The Coronavirus Act regulations in force from April 2020 allow postponement until 7 May 2021 or for the annual parish council meeting to be held by videoconferencing. New regulations may extend this time limit. No new regulations planned. Date 13 May decided, would need to be in person.	14 January minute ref 21/1.15-2	
	15	Future meeting dates	To be held by videoconferencing.		
13-Feb	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-Feb	6.2	Worsening litter problem especially on Pledgdon Green Road	Clerk has told UDC. No response as yet.		
	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		