

| 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 |
|--|---------------|--|---|---|--|
| | Jun-23 | Checking insurance policy | Printing public liability and employers' liability certificate/cover and displaying in Village Hall as required by law. | 15 June 2023 | 15 June 2023 |
| | Jun-23 | Enquiries re original documents relating to Village Hall | Receiving and checking 32 documents received from RCCE relating to hall in 1950s. Circulating as required/useful. Obtaining certified copy of PC minutes from Essex Records Office for Wellers Law Group (PC's solicitors). | 05 July 2023 | |
| | May-23 | Planning breaches/dogs running loose in Church End | longstanding problem, also noted on planning tracker. EHO/UDC aware, police informed. EHO now inspecting with landowner. Landowner is contacting neighbours. | 01 June 2023 | |
| | May-23 | Considering new policy in relation to contact from property developers | Brief research on model policies and extracting paragraph. Forwarding and sending to developer who approached PC in April. | 24 May 2023 | |
| | Apr-23 | Annual governance and accounting report needed by 30 June | AGAR completed, approved, submitted to external auditor and published. Currently in period of public access (to 10 August 2023) | 23 June 2023 | Public access ends 10 August 2023 |

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| 13/04/2023 | Apr-23 | Having Village Hall accounts and trustee role reviewed by auditor | Approval of accounts by trustee on agenda for trustee meeting | | Agenda 13 July 2023 |
| Meeting date | Most recent and oldest Minute ref | | Action taken/outcome (updates on earlier items shown in bold) | Date of most recent update | Date closed |
| 11/05/2023 | 23/05-6.1 | Ask district council re untidy site | Landowner advised clerk of district council Environmental Health Officer site visit 2 June - outcome not yet known. | 02 June 2023 | |
| 11/05/2023 | 23/05-8 | Invite PCSO to a PC meeting | Not yet reached due to lack of time | 11 May 2023 | |
| 11/05/2023 | 23/05-10.3 | To invite landowner to PC meeting | Not yet reached due to lack of time | 11 May 2023 | |
| 11/05/2023 | 23/05-10.4 | To research alternatives to Neighbourhood Plan | Deferred due to lack of time | 11 May 2023 | |
| 13/04/2023 | 23/04-7.3 | New banking arrangements | Clerk to apply for account with Unity Trust Bank | 06 May 2023 | |
| 13/04/2023 | 23/04-7.4, 23/01-6.6 | Obtain legal advice re common land responsibilities generally | Essex legal Services have been instructed, paperwork awaited. Chased. | 10 July 2023 | |
| 10-Nov-22 | 22/11-7.3 | Amend clerk's contract | To amend contract with new holiday entitlement | 15 November 2022 | |

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| 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. | 15 April 2023 |
| 20-Oct-22 | 22/10-7.6 | Repairs and maintenance of council's physical assets following annual inspection | Paintwork on other shelter to be renovated by councillor. Noticeboards - condition to be reviewed. | 22 February 2023 Agenda September 2023 |
| 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 8 June 2023. Work would involve removing overhanging branches and possible removal of elm tree on boundary with Greenside. | agenda 13 July 23 |

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| 20-Oct-22 | 22/07-6.5 and Village Hall minutes April 2023 | Completing first registration of hall with council as owners | Meeting with Wellers Hedleys who are proceeding and will supply a statutory declaration for clerk to sign explaining that the deeds (1933 conveyance) are missing. If title absolute is not granted by Land Registry, council should be registered with possessory title. | 05 July 2023 | Agenda Village Hall committee 13 July 23 |
| 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. Amend assessment to say council is responsible for insuring. | 22 May 2023 (audit) | |
| 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 | |
| 06-May-21 | 21/5-7.1 and Village Hall minutes | Broadband for Village Hall | To discuss with hall managers and check costs with Gigaclear. Costs £17-£20 per month, installation free. (But future cost not known.) Hall managers not in favour - no need, costs likely to rise. | 26 May 2023 | VH comm agenda 13 July 23 |

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| 06-May-21 | 21/5-9.1 | Report damage to roadsign | 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 | |