

Action taken under delegated powers (i.e. at Clerk's initiative)		Details	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
	Jan-22	Broxted Directory - to be updated for distribution in March parish magazine	Updated and circulated for comments. On agenda 10 Feb meeting.	26 January 2022	
	Jan-22	Response needed to consultation on areas prone to flooding, for Local Plan (UDC)	Prepared schedule of areas in parish prone to flooding in consultation with councillors and receiving information from resident of Henham Parish.	24 January 2022	Closed 24/01/2022
	Jan-22	Increased risks of Covid infection due to case prevalence and increased transmissibility.	Risk assessment of Village Hall for Jan 2022 meeting. Facemasks made available (personal supply).	13 January 2022	Closed 13/01/2022
	Dec-21	Attending planning committee on 15 Dec 21	Preparing submissions and delivering, liaising with Henham PC and Henham residents to avoid duplication of comments. See also planning tracker.	15 December 2021	Closed 15/12/2021
	Nov-21	Volunteer auditor no longer able to conduct annual audit.	Professional auditor Mike Letch has agreed to carry out audit - fee £85. Can audit the Village Hall charity accounts as well - subject to consultation with VH managers	09 November 2021	
	Nov-21	Transport rep no longer able to attend meetings or monitor public transport	Request for volunteers to be made in PC report for March edition of parish magazine.	15 November 2021	
	Nov-21	Received report of airport-related parking at The Warehouse, from Henham Parish Council	Reported to UDC Planning Enforcement and responded to Henham PC and district councillors. Suggested joint action by district councillors for Broxted and Henham. Enforcement taking no action.	03 November 2021	03 November 2021

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	Nov-21	Have arranged to attend Essex CC transport meeting (transport rep not able to attend)	Meeting by Zoom on 15 November. Reporting to council on 10 Feb 22.	04 November 2021	
	Nov-21	Bus no. 5/6 timetable reduced due to lack of drivers. New timetable supplied by ECC Transport	Timetable put on noticeboards and in bus shelters at Brick End and Church End. It is due for review in Jan 2022. PC has not been notified of any further changes.	06 November 2021	closed 6 Nov 21
	Nov-21	Resident offering to plant flowers in existing planter at Cranham Road. Also commenting about overgrown trees opposite Old Vicarage.	Advised resident that planter did not belong to parish council, that land belonged to county council highways. Advised also that the parish council does not know who owns the planter but they were unlikely to object to flowers being added.	01 November 2021	closed 1 Nov 21
	Oct-21	Resident reporting flooding (Church End next to wood yard)	Advised resident to contact Essex County Council - visit from Highways and Floods departments has taken place. No further action.	28 October 2021	closed 28 Oct 21
	Oct-21	Hedge-cutting at Village Hall	Arranged for SEP Garden Services to cut hedge urgently as obstructing footpath. Payment approved and made by parish council.	20 October 2021	closed 11 Nov
	Oct-21	Fires at The Warehouse	Reported to Uttlesford Planning Enforcement. Environmental Health not intending to take any action.	08 November 2021	Closed 8 Nov 21

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	Aug-21	Bin opposite Old Vicarage	Emptied. Will empty as required as UDC Street-cleaning does not do so.	31 August 2021	Closed 31 August 2021
	Aug-21	Proposed creating Village Hall working group to manage hall	Raised with Roger and Phyllis Clark who have no objection and could use title in grant applications. Reporting to council would be unchanged. Clerk has researched legal position and is drafting terms of reference for Group. Roger and Phyllis have proposed terms also. To be decided by council when drafts ready.	05 November 2021	
	Jun-21	Tree warden has moved away.	Replacement will be needed especially as potential problems with ash die-back virus which may affect trees on commonland. Papers have been returned to clerk and reviewed. Maps of trees with Tree Preservation Orders are available. Appeal for volunteers in parish magazine article for March 2022 edition.	30 October 2021	
	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. UDC and EALC notified. Majority of councillors using official addresses.	22 June 2021	closed June 2021

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	Mar-21	Bus shelters and other items on Highways land	Essex County Council asked parish council to apply for licences for both bus shelters and any other fixtures on the roadside, to be approved by county councillor for district. Not yet applied for - clerk to complete	04 March 2021	
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13-Jan-22	22/01-3.0	Report to Highways on damage outside Haigh's site and copy in Cllr Foley.	Reported under reference 2760649. Inspector has been assigned to assess defect and allocate priority. Cllr Foley has emailed Highways direct to emphasise how dangerous/urgent this is.	03 February 2022	
11-Jan-22	22/01-3.0	To consider applying for a grant of up to £500 from the county council "locality fund".	No action taken yet		
11-Jan-22	22/01-4.1	Submit demand for precept to Uttlesford District Council	19 Jan 22 - acknowledged. Payment of the first half of the precept can be expected in mid-April. UDC is required to meet the precept demand.	19 January 2022	

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11-Jan-22	22/01-5.1	Report broken footbridge next to "Happy Days" in Chapel End to Highways	Reported under reference 2760654. An inspector has been assigned, to inspect defect and assess priority. The footbridge is shown on the interactive Highways map as not being on a public right of way and also not on a verge which is maintained by Highways. Clerk has spoken to the resident who reported the problem and explained that it is possible that Highways will be unable to take action, since the bridge may not be on a public footpath or on a verge maintained by Essex Highways - in which case the landowner would need to repair it.	02 February 2022	
11-Nov-21	21/11-8.5	Respond to UDC on the technical aspects of land offered for development in the Local Plan "call for sites"	Supplied comments to UDC.	29 November 2021	29 November 2021

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11-Nov-21	21/11-8.5	Propose a Local Highways Scheme and request approval by county councillor Submitted to Cllr Foley 5 Dec 21 who approved it immediately and forwarded it to the Local Highways Panel and Rissa Long of Essex Highways. Will be on LHP agenda in February 2022 if not January 2022. Traffic surveys will be carried out before any decisions taken on speed or weight limits. Emails circulated to councillors as they arise. Henham Parish Council strongly supports plan and has asked their county councillor Ray Gooding to support it. However Highways' initial reaction to the request for a speed limit is that the Essex Speed Management Strategy will need to be complied with and would not normally support a limit in this type of road. Clerk needs to look at the Strategy and inform council.	01 February 2022	
11-Nov-21	21/11-9.3	Respond to Community Governance review by UDC To inform Electoral Services team that the PC has no view as to any request for changes to parish boundaries	12 November 2021	12 November 2021
14-Oct-21	21/10-6.6	Clearing weeds etc around bench position Liaison with SEP to have area cleared of weeds and help with transport. Work done and payment approved and made.	02 November 2021	closed 11 Nov 21
14-Oct-21	21/10-7.2	Buy poppy wreath s 137 LGA 1972 power used. Held by clerk for delivery to church. Delivered to church. Clerk reimbursed for online purchase.	08 November 2021	Closed 11 Nov 21

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14-Oct-21	21/10-7.4	Amend publication scheme charges to reflect actual cost	Freedom of Information Act 2000 allows only copying and postage charges to be levied. Scheme will be revised to show these.	02 November 2021	
14-Oct-21	21/10-7.8	Obtain quotes for expert report on tree at Cherry Green	MWA Arboriculture £400 +VAT; Martin Hugi Ecotreecare approx £400 +VAT. Choice of contractor on agenda Feb 2022.	06 November 2021	
29-Jul-21	21/7-8.1	Concern re UDC's response to planning appeal (Land south of Brick End)	Clerk to set out chronology so issue could be raised with UDC - not yet done as PC's solicitors advised not to raise complaint at this stage	5 Nov 2021	
29 Jul 21 and 9 Sept 21	21/7-8.2, 21/9-6.8	Neighbourhood Plan	To complete expression of interest forms for UDC and Locality. Form submitted to UDC, designated area (=parish boundary) agreed. No response from Chickney so Plan will be for Broxted parish area only. Area now approved officially, details and map circulated. Approval of funding awaited from Demetria MacDonald (UDC). Action plan to be decided.	04 January 2022	
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. Plans to fell tree cancelled in view of legal position and need for advice. Clerk to let residents know. Residents concerned re effect of felling so decision taken to reduce instead and obtain expert advice on the risks of felling (see delegated decision noted in clerk's report Oct 21). Residents informed via noticeboard. Tree now reduced and invoice paid. See 14 Oct 2021, 21/10-7.8 above, for next steps.	27 October 2021	Closed 11 Nov 21

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11-Nov-21	21/11-8.5	Respond to UDC on the technical aspects of land offered for development in the Local Plan "call for sites"	Supplied comments to UDC.	29 November 2021	29 November 2021
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. No change.	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. Roadsign on Brick End Road has been repositioned but not by Highways. Problems with this and other damaged signs raised with Martin Foley as County Councillor. According to interactive map, work is being scheduled.	21 June 2021	
11/03/2021 , 9 Sept 21	21/3-8 , 21/9-6.9	Condition of footpath across the grass opposite Prince of Wales and lack of clarity regarding who maintains, Highways (County Council) or parish.	Has been reported to Highways. Highways says they are not responsible for maintaining this path or grass/hedge bordering it. They advise tracing owner via Land Registry using solicitors.	12 December 2021	
	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	

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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. Have asked Great Easton PC to write off the liability to them. No response, clerk is chasing.	Cheque expired and re-credited to accounts.	01 November 2021
08/10/2020 6 May 2021, 29 July 2021, 9 Sept 21	10, 21/5-4, 21/7-5, 21/9-6.2	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	Insurer has confirmed in writing that liability was not accepted and no payment made. Initially agreed with residents of Greenside that tree will be felled. Any work on tree is for PC to decide and pay for. Residents then concerned about risks of felling so expert report will be needed to inform council's decision. See also 14 Oct 21 - 21/10-7.8 above. Council to decide which expert to obtain a report from. See item 14 Oct 21 21/10-7.8 above for next steps.	14 January 2022	14 January 2022 - but see item 14 Oct 21 - 21/10-7.8 above for next steps.
13/02/2020	7.2	Clerk's CiLCA training	To be completed by 16 October 2021. Passed 12 Oct 2021. Certificate and bursary towards fees now received.	19 October 2021	10 February 2022
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		