

CLERK'S REPORT

Details		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update Bold indicates change since last meeting	Date closed Does decision need to be ratified?
Action taken under delegated powers (i.e. at Clerk's initiative)				
	to Mar 22	Financial transactions	Transfers between bank accounts: Deposit to current: on 15 April 2021 and on 10 March 2022, £2,000 on each occasion, £4,000 total	10 March 2022 no (allowed by financial regns)
		Financial transactions	Transfers between bank accounts: Current to Deposit: on 1 Oct 2021 and 2 Nov 2021, £2,000 on each occasion, £4,000 total	02 November 2021 no (allowed by financial regns)
		Financial transactions	Invoices paid: S E Parker £160 on 20 Oct 21 reshape of hedge Acer Tree Surgery £1,200 on 26 Nov 21 reduce crown of willow tree on common.	26 November 2021 no
	Mar-22	Clerk is involved in Government Digital Service survey/research about promotion and use of gov.uk domain names	Attended meeting with Cabinet Office officials to discuss particular issues affecting Parish Councils. Will be providing feedback on their training materials and advice on their website.	03 March 2022 no
	Mar-22	Tree opposite Old Vicarage needing trimming, for safety of grass-cutting contractor	Tree Preservation order status checked - not protected. UDC confirms council is free to raise crown as recommended by contractor. Quote obtained.	02 March 2022 Approval of work needed.
	Mar-22	Revised documents needed in a number of areas: contingency plans to deal with clerk's unexpected absence, emergency plan is out of date, and plan for managing common.	Clerk to prepare contingency plan for business continuity in her absence; clerk to update emergency plan as addresses etc have changed. Issues relating to common to be discussed by council.	03 March 2022 no

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	Feb-22	New grounds maintenance contractor found. Waiting to hear from possible different contractor for Village Hall work.	Have received one quote for all the work plus an offer from another contractor to help in short term only. After consultatin with councillors, the new contractor has been asked to go ahead with first cut in March. Council to confirm terms of contract (cost, frequency of cut and other work eg tree trimming).	28 February 2022 yes.
	Feb-22	Checking which areas of grass are the PC's responsibility and/or which should be cut by PC contractor	Checked with owner of land adjoining Village Hall regarding land with bench and trees next to VH car park. Written confirmation of boundary obtained.	28 February 2022
	Feb-22	Tree survey needed for safety and health of trees on common and possibly other trees owned by council.	Ash trees on common susceptible to disease, may need work. MWA Arboriculture quote is £550.	03 March 2022 Yes - whether to instruct expert.
	Feb-22	Quotes for removing storm-damaged willow tree on Cherry Green common land	Three quotes obtained, waiting (at date of this report) to see who can do the work soonest.	03 March 2022 Yes
	Feb-22	Updating and circulating the Broxted Directory	Sent out with Five Parishes Magazine March 22 edition	17 February 2022 17 February 2022

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	Jan-22	Clerk asked Dept for Levelling Up etc via local MP to enable remote meetings as government has taken no action despite strong pressure from local council sector representatives	Official reply received: would need primary legislation, parliamentary time would need to be found for that, govt is still considering the results of the consultation on remote meetings held in mid-2021.	01 March 2022
	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 - Roger and Phyllis Clark agree. Auditor is starting work.	15 February 2022 Ratified meeting 10 Feb 22
	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. Directory and request included in magazine.	01 March 2022 01 March 2022
	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.	10 February 2022 10 February 2022

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	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. Agenda 10 March. New NALC advice is to create committee. A committee could be appointed at the Annual PC meeting in May, or sooner.	10 March 2022 Committee and Terms of Ref to be appointed/approved by full council.
	Jun-21	Tree warden has moved away.	A new tree warden would be very helpful. Volunteers requested with Broxted Directory. In the meantime a professional tree survey would be advisable - see agenda 10 March 22	10 March 2022 Yes
	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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10-Feb-22	22/02 -6.6	Survey on public transport to be circulated	Circulated and put on Broxted Village Facebook page	26 February 2022	28 Feb 22 (closing date for survey)
10-Feb-22	22/02-7.6	Find sources of help for the Neighbourhood Planning process	Clerk has requested advice from other clerks via EALC.	02 March 2022	
10-Feb-22	22/02-7.7	List of grants to be circulated	Circulated in minutes, to be approved at 10 March meeting	23 February 2022	
10-Feb-22	22/02-7.8	To fix date for Annual Assembly	Dates circulated.	03 March 2022	
14/10/2021 and 10 Feb 2022	21/10-7.8 and 22/02-7.4	Obtain quotes/obtain expert report on weeping willow tree at Cherry Green	MWA will be providing report. Inspecting 3 or 4 March 22.	03 March 2022	
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	10 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	19 January 2022

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11-Jan-22	22/01-5.1	<p>Report broken footbridge next to "Happy Days" in Chapel End to Highways</p> <p>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.</p> <p>Response recvd 9 March "complex...as not on definitive right of way...further investigations needed".</p>	09 March 2022	

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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. It appears that the Essex Speed Management Strategy (ESMS) suggests speed limits max 40 mph, poss 30 mph. Clerk has contacted Highways and circulated to councillors.	01 February 2022	
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. Scheme now revised and updated on website.	15 February 2022	15 February 2022
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	

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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 Broxton parish area only. Area now approved officially, details and map circulated. Approval of funding awaited from Demetria MacDonald (UDC). Action plan to be decided. Public meeting planned for Annual Assembly date	10 February 2022	
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. Further enquiries probably best made via county councillor to avoid legal costs, or Land Registry search £4 per title searched.	12 December 2021	

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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	
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		