

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
	Sep-24	Prepare document retention and disposal policy	SSLC model adapted	09 September 2024	Agenda 12 Sept 24
	Aug-24	Hall decorating	Engagement with hall managers. Seeking quotes for decorating	04 September 2024	Trustee meeting agenda 12 Sept 24
	Aug-24	Issues from governance review of Hall Charity	Insurer confirmed hall assets covered under PC policy. Awaiting confirmation in writing. Checking with solicitors re description of council on Land Registry to ensure BPC holds "as Trustee". Confirmed, application to register not yet completed (delay is normal).	19 August 2024	Trustee meeting agenda 12 Sept 24
	Aug-24	Contact from residents	Summary for July/Aug: neighbour dispute/fires/fences near Pledgdon Gn; hogweed opposite St Mary's Mews; complaints re diversions during Hall Road closure; planning application.	10 September 2024	continuing
	Aug-24	Projector offered	Accepted and stored in hall	19 August 2024	19 August 2024
	Aug-24	Emptying bin	Opposite Old Vicarage (owned by PC not UDC). To add signs re suitable contents - decals obtained.	14 August 2024	
	Jul-Sept 24	Liaison with district councillors and UDC re planning enforcement	Updated Cllr Sutton on request. Spoke to residents.	09 September 2024	continuing
	Jul-24	Weed removal at hall	completed	15 July 2024	
	Apr to Sept 2024	Village Hall accounts	Reviewing hall accounts and circulating. Arranging examination by auditor. Governance report provided, discussed with auditor and advice circulated.	20 August 2024	Trustee meeting agenda 12 Sept 24

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01/04/2024 and subsequently	Condition of Church End Lane - verge damage and flooding		Receiving follow-up call from resident re reports made to Highways. Checking position with Highways and asking county councillor to chase. Further info supplied. Answer awaited. References sent again 14 May 2024. No response yet, to chase. Spoke to residents. They have reported again.	05 August 2024	
01/03/2024 and subsequently	Working with county councillor to pressure Highways to do repairs		Monitoring website and passing on residents' photos. Checking status and number of defects on record. References and progress reported to county councillor. Joined in petition to Highways. Some repairs done. Map supplied to Cllr Foley for Brick End/Pledgdon Green to assist liaison with neighbouring county councillors.	25 July 2024	Raising issues as they arise.
01/12/2023 and August 2024	Road salt still stored at Moor End Farm needs to be moved		Availability of salt advertised in parish magazine, and storage space at hall to be checked - to be moved there if possible. Farm has offered transport. Cllr Foley has been asked if salt can be returned to ECC.	16 July 2024	
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11-Jul-24	24/07.3	Liaison with owner of land in Church End	Email and call with owner. Clerk to invite him and business partner to a council meeting, probably October 24.	09 September 2024	
11-Jul-24	Jul-04	Support for raising enforcement issues at full UDC meeting	Notes supplied to chair	25 July 2024	
11-Jul-24	24/07-6.2.3	Request refund of credit from HMRC	Noted that credit is unlikely to be used up within current year if set against PAYE therefore will be requested	18 July 2024	

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11-Jul-24	24/07-7.1	Seek advice on bus shelter windows	Obtained from suitably-experienced persons	01 September 2024	Agenda 12 Sept 24
11-Jul-24	24/07-7.2	Update Financial Regulations for approval	Revised version based on NALC 2024 version.	09 September 2024	Agenda 12 Sept 24
13-Jun-24	24/06-7.1.2	Certificate of exemption from external review (audit) to be submitted.	Certificate of exemption sent to national auditors. Acknowledged receipt. Now awaiting confirmation of end of process. Note confirming exempt from audit now received.	21 June 2024	02 September 2024
13-Jun-24	24/06-7.3	Village beacon inaccessible	Contacted hall managers and highways' contact about moving beacon. To contact landowners after that. Council concluded it is in the only feasible position. No further action.	08 July 2024	11 July 2024
11-Apr-24	24/04-3	Registration of pub as Asset of Community Value	Nomination now made. UDC has requested extra time for decision, to 30 August 24. Decision awaited.	08 July 2024	
14-Mar-24	24/03-7.5	Broxted Directory 2024	Circulated with Five Parishes Mag April edition. To be added to website and noticeboards.	20 March 2024	
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Metal bench cleaned, wooden bench still to do. See also bus shelter.	16 August 2024	
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways. To monitor replacement. Still on list for attention	22 January 2024	

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12-Oct-23	23/10-6.3 23/09-7.2 23/07-3	Hold UDC to account for planning enforcement; breaches at Brick End on airport parking not being enforced.	To invite CEO to a PC meeting. Meeting with head of development 8 May 2024. Email received 25 July 24 after further comments.	08 May 2024	25 July 2024
13-Jul-23	23/07-7.4	New position for bench	Bench now moved to Broxted Hill Farm. Requested siting on footpath off Water Lane, Broxted Hill Farm. Awaiting decision from farm (which has the bench in storage)	18 July 2024	
11-May-23	23/05-8	Invite PCSO to a PC meeting	Mike O'Donnell-Smith is Broxted's PCSO. Clerk met him by chance in February and has contact details. Invitation sent. No response yet, to chase.	22 April 2024	
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement	15 November 2022	
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. Scheme LUTT212037 now in "validation" with design team. Not yet recommended for funding. See LHP minutes on ECC website.	08 March 2024	
12-May-22	22/05-8.6	Seek grant funds to replace grit bin	To renew request as no progress	15 December 2022	

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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.	20 October 2023	
06-May-21	21/5-9.1	Report damage to roadsign	ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 3 years).	08 July 2024	