

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
	Jan-25	Councillor vacancy	Notified UDC democratic services. Notice issued with deadline of 21 Jan to request election.	01 January 2025	
	Dec-24	Change in employer's NI threshold and rates	Calculated effect: from April 2025 PC will pay approx extra £180 pa in NICs. Pension contributions may also rise by same amount.	16 December 2024	
	Nov-24	Untidy site report	Photos supplied. UDC planning enforcement opened new file.	17 December 2024	
	Nov-24	Defibrillator spares	Liaising over re-ordering.	21 November 2024	payment on agenda
	Nov-24	Budget	Added to website	21 November 2024	21 November 2024
	Oct-24	Contact from residents	Summary for Nov/Dec 24: Unsuitable diversion along Church End Lane by Highways contractor. Complaints re waste-dumping in PoW carpark	28 November 2024	continuing
	Sep-24	New gate opposite Ivy Cottage	To be inspected by UDC. No comment yet but gate believed to be an old access. Also reported to Highways ref 2942913 for inspection, as at 1 Oct 24.	03 January 2025	
	Sep-24	Legal requirement to deposit copies of publications with British Library	Request made to BL to deposit electronic version of Directory of Services. Further information to be provided by clerk to BL.	17 September 2024	
	Aug-24	Issues from governance review of Hall Charity	Committee etc terms of reference to be revised as simply as possible.	19 August 2024	
	Aug-24	Bin opposite Old Vicarage	To add signs re suitable contents - decals obtained.	14 August 2024	

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	Jul-Sept 24	Liaison with district councillors and UDC re planning enforcement	Updated Cllr Sutton on request. Spoke to residents.	10 December 2024	continuing
	01/04/2024 and later	Condition of Church End Lane - verge damage and flooding	Multiple reports to Highways from clerk and residents. County Councillor succeeded in having the diversion route changed to avoid Church End Lane.	28 November 2024	
	01/12/2023 and August 2024	Road salt still stored at Moor End Farm needs to be moved	Donated to local football club to help resurface car park at Laundry Lane field. Charge of £100 to remove from Moor End Farm paid by council.	28 November 2024	
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14-Nov-24	24/11-7.2	Checking council tax resulting from PC precept for 2025-26	New tax base provided by UDC shows reduction of 1.7% in council tax for PC precept in 2025-26 compared with 2024-25.	02 January 2025	
10-Oct-24	24/10-7.4	Baby/toddler group grant request	Clerk has asked for info on Broxted residents' attendance/involvement. Not yet received	28 November 2024	
12-Sep-24	24/09-4 and 6.4	Report footpath issues	FP 29 obstruction and deterioration and damaged tarmac path to be reported (Highways and Cllrs Barker and Foley). Reported - ref 2942917 (FP29) and 2943031 (tarmac path) both due to be inspected as at Nov 24	03 January 2025	

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11-Jul-24	24/07.3, 24/11-4	Liaison with owner of land in Church End	Owner/developer attended council meeting 14 Nov 24. Planning application now submitted.	See planning tracker	
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 a refund should be paid to council by HMRC.	18 July 2024	
11-Apr-24	24/04-3, 24/11-6.1	Registration of pub as Asset of Community Value	Now registered wef 21 Nov 2024. Expires in five years if not renewed.	21 November 2024	
14-Mar-24	24/03-7.5	Broxted Directory 2024	Circulated with Five Parishes Mag April edition. To be added to noticeboards when there is space. See also contact with British Library above. 2025 directory due shortly.	20 March 2024	
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Metal and wooden benches cleaned by councillors. Bus shelter window frames being repaired.	01 December 2024	
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways, ref 2894631, 22 Jan 24. To monitor replacement. Still on list for attention - to be inspected. No Highways update since being reported.	03 January 2025	
12-Oct-23	23/10 -6.3 23/09-7.2 23/07-3 24/10-7.5	Hold UDC to account for planning enforcement; breaches at Brick End on airport parking and other issues not being enforced.	To invite CEO to a PC meeting. Meeting with head of development 8 May 2024. Again chased re progress. Prepared draft email to adjoining parishes plus Lindsell as all have same issues. Email sent to all adjoining parishes. Two replies.	10 December 2024	for agenda

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13-Jul-23	23/07-7.4, 24/11- 6.1	New position for bench	Bench now moved to Broxsted Hill Farm. Requested siting on footpath off Water Lane, Broxsted Hill Farm. Requested decision from farm (which has the bench in storage).	20 November 2024	
11-May-23	23/05-8	Invite PCSO to a PC meeting	Mike O'Donnell-Smith is Broxsted'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 under local councils agreements and to propose set hours as zero-hours contracts not lawful.	15 November 2022	for agenda
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- with design team as part of validation process. See LHP minutes on ECC website and copy from Cllr Foley July 24. No change at Oct 24 LHP meeting.	01 October 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.	04 October 2024	
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). Checked on 3 Jan 25	03 January 2025	