

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
	Apr-24	Annual assembly	Changing date to combine with annual parish council meeting on 9 May. Changing website and advising Hall managers.	04 April 2024	04 April 2024
	Apr-24	Planning committee considering application for "details following outline" consent at commercial site	Application was called in to committee, on agenda 3 April. Clerk attended to observe and support district councillor who had called it in. Approved by committee.	03 April 2024	03 April 2024
	Apr-24	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.	01 April 2024	
	Mar/April 2024	Land south of Brick End	Reporting possible breach of conditions of planning consent to Uttlesford enforcement team, receiving updates. Officer has told landowner to stop work and comply with pre-commencement conditions. Owners now occupying site. UDC considering further steps eg Temporary Stop Notice.	03 April 2024	see planning tracker for progress
	Mar-24	Annual audit	Checking requirements and liaising with new auditor.	04 April 2024	
	Mar-24	Response to planning application for carparking at Woodgates End	Phone calls from local residents, discussion on possible action with councillors, drafting response and submitting	04 April 2024	see planning tracker for progress (planning app and enforcement)
	Mar-24	Complaint to Essex Waste	Email re damage to verges by lorries. No response. To chase in due course.	25 March 2024	

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	Mar-24	Responding to offer of help with Neighbourhood Plan from RCCE plan adviser	Explaining effect of UDC draft Local Plan and that PC is considering design code. They will provide support/advice for this free of charge if requested.	20 March 2024	20 March 2024
	Mar-24	Working with county councillor to pressure Highways to do repairs	Monitoring website and passing on residents' photos. Recording references and progress.		
	Feb-24	Nominating projects for Community Payback	Asking for road signs to be cleaned and for litterpicking. Spoke to organiser. Scheme cannot be used as the tasks need to be in a defined space to allow proper supervision.	01 April 2024	01 April 2024
	Jan-24	Quarrying applications in parish - Essex County Council minerals policies	Elsenham Quarry willing to expand depending on ECC policy - identified as area A76 in the plan now out for public consultation. <b>Deadline for comments extended to 9 April. See 24/02-5.3.3 below - draft being prepared for approval by cllrs.</b>	05 April 2024	
	Jan-24	Occupied caravan and groundworks on land formerly part of Garrolds Farm	Breach of planning consents - UDC enforcement team file opened. <b>Planning application now made and commented on. See planning tracker INV24/0018/C and UTT/24/o558/FUL for updates.</b>	04 April 2024	see planning tracker
	Jan-24	Bank fees (Unity)	Bank confirmed fees are £18 per quarter as agreed when account opened (standard fee). Reported to councillors.	18 March 2024	20 March 2024

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	<b>Dec-23</b>	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	10 January 2024	
	<b>May-23</b>	Considering new policy in relation to contact from property developers	Finding model policies and extracting paragraph. Forwarding and sending to developer who approached PC in April.	24 May 2023	<b>24 May 2023</b>
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
14/03/2024	24/03-7.5	Broxted Directory 2024	Circulated with Five Parishes Mag April edition. To be added to website and noticeboards.	<b>20 March 2024</b>	
08/02/2024	24/02-5.2.1	Take bank statements and cashbooks to Cllr T Adams for internal financial checks	Not yet progressed	<b>08 February 2024</b>	
08/02/2024	23/07-7.3 and 24/02-5.3.1	To investigate conservation area, seek support from Henham PC.	Place Services now instructed and will conduct study in April and report in May. <b>Place Services will invoice 50% to Henham PC and 50% Broxted.</b>	<b>26 March 2024</b>	<b>26 March 2024</b>
	24/02-5.3.3	Respond to Essex quarry consultation	To support neighbouring parish council objections. Henham PC's comments circulated. Clerk drafting response to ECC	<b>05 April 2024</b>	
	24/02-5.3.4	Planning objection	Completed and lodged - see planning tracker	<b>19 February 2024</b>	See planning tracker for progress

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
11/01/2024	24/01-7.8	<b>Repairs and maintenance of council's physical assets following annual inspection</b>	Contacted councillors concerning arrangements to clean/renovate benches	19 January 2024
	24/01-8	<b>Faded 30mph signs</b>	Brick End signs reported to Highways. To monitor replacement. <b>No progress.</b>	22 January 2024
12/10/2023 14/09/2023 13/07/2023	23/10 -6.3 23/09-7.2 23/07-3	<b>Hold UDC to account for planning enforcement; breaches at Brick End on airport parking not being enforced.</b>	To invite CEO to a PC meeting. Contacted planning team re lack of acknowledgement of emails/info sent - no response. Update requested on open files. <b>Updated - reported to council 14 March 2024</b>	14 March 2024
14/09/2023	23/09-7.6	To check use of new property at Dunwell	<b>File still open. Planning application awaiting decision. See planning tracker for updates.</b>	05 April 2024 See planning tracker
13/07/2023	23/07-7.4	New position for bench	Bench currently stored in barn at Garrolds Farm. Mr Knowles will speak to Broxted Hill owners.	10 October 2023
11/05/2023	23/05-8	<b>Invite PCSO to a PC meeting</b>	Mike O'Donnell-Smith is Broxted's PCSO. Clerk met him by chance in February and has contact details. <b>To email him.</b>	25 February 2024
13/04/2023	23/04-7.4, 23/01-6.6	Obtain legal advice re common land responsibilities generally	Legal adviser finalising advice and will provide in writing. The parish council is unlikely to have become the owner. <b>Chased twice March/April 24.</b>	05 April 2024
10/11/2022	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement	15 November 2022

Meeting date (most recent)	Oldest and most recent minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
<b>10 Nov 22, 11/11/2021</b>	<b>22/11-6.3, 21/11-8.5</b>	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	
<b>12/05/2022</b>	<b>22/05-8.6</b>	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	
<b>10/03/2022</b>	<b>22/03-7.3</b>	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	
<b>06/05/2021</b>	<b>21/5-9.1</b>	Report damage to roadsign	ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change.	08 March 2024	