

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
	Feb-23	Dealing with request from developer's agent to present planning application at March meeting	Explained facilities, added to agenda in Public Forum item, emails with developer.	06 March 2023	agenda 6 March 23
	Feb-23	Refund from Village Hall Trust of PC expenditure on hall	Grass cutting, hedgetrimming and weed control reimbursed - see accounts	04 February 2023	04 February 2023
	Feb-23	Hedge at Village Hall	Asked contractor to check if cut needed before March - he advised not needed.	25 February 2023	25 February 2023
	Feb-23	Obtaining quotes for replacement of hall extension roof	Circulating estimates, arranging visit by third contractor. Quote awaited. Keeping contractors informed.	22 February 2023	
	Feb-23	Bank mandate change to remove former councillors has been requested by bank	Form signed by Cllr Kesterton. Cllr Isham's signature needed.	01 March 2023	
	Feb-23	Asked planning officer to raise Highways issues re the planning application at The Warehouse with ECC	Planning officer agreed to raise but no report back (none promised). Planning officers have a weekly call with the Highways Officer who deals with UDC planning applications.	13 February 2023	13 February 2023
	Feb-23	VAT claim	Made 10 Feb for preceding 18 months. Refund received.	24 February 2023	24 February 2023
	Jan-23	Footpath near Bexham Barns now very difficult to make out - FP32	See minutes 11 Jan and 9 Feb (therefore closed as a delegated issue).	07 January 2023	09 February 2023

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	Dec 22 to Mar 2023	Council's bankers requiring information ("Know Your Customer" dept)	Numerous calls and emails with bank. Only outstanding issue is removing non-councillor from mandate. Restrictions lifted. Have email address for head of Business Banking but awaiting outcome of mandate change request before pursuing issues at senior level.	<b>06 March 2023</b>	
	Dec-22	Residents requesting road salt	Clerk has distributed 35 bags to residents and salt bags have been moved to Broxted Village Hall (50 bags) and to Great Easton VH (20). Cost of moving them split 50:50.	04 February 2023	<b>09 February 2023</b>
	Dec-22	Common land issue - use of driveway	Resident concerned that tractors using the driveway across the common will damage drains. Clerk provided maps and requested legal advice from EALC/NALC. Has been advised that specific advice and representation is needed, which is not within EALC membership. Quote received from Essex Legal Services (specialist local authority lawyers). <b>District Councillor has passed query to UDC legal dept.</b>	<b>09 February 2023</b>	
	Nov-22	Planning breaches/dogs running loose in Church End	Communication with Uttlesford DC and District Councillors. Keeping residents informed.	24 November 2022	
	Nov-22	Grasscutting for 2023	Quote received from existing contractor. 12.5% increase. <b>For agenda - to ensure approved in line with Financial Regulations</b>	13 January 2023	

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
09-Feb-23	23/02-6.3	Elections May 2023	To circulate timetable	21 February 2023	Agenda 9 March 23
09-Feb-23	23/02-6.7	Broxted Directory 2023 to be distributed.	Directory now updated and distributed with mag at end of Feb.	22 February 2023	22 February 2023
12 Jan 2023	13 on 13 Feb 2020, 22/06-7.11	Council approved plan to install an interpretation board.	Board is ready to install. <b>Owner of neighbouring land happy with the site proposed (inside Hall land boundary).</b>	09 February 2023	09 February 2023
12/01/2023	23/01-6.3	Monitor footpath 32	Land ploughed and planted	12 January 2023	
12/01/2023	23/01-6.6	Obtain legal advice re common land responsibilities generally	District council planning department may advise, with county council input. Details sent to Cllr Bagnall. See Dec 22 above.	09 February 2023	
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.	No information received since March 2022. Clerk to contact new highways officer for Uttlesford (ECC officer). Chased, no information yet. Traffic surveys appear to have been carried out by now, which were needed before a decision could be taken.	12 December 2022	
20/10/2022,	22/10-7.3, 21/2-10	Condition of footpaths	Highways authority is not maintaining hedge/path opposite pub. Multiple missing markers for paths. Concerns re ploughing of footpaths near Bexham Barns and off Browns End Road. To monitor and continue to report. <b>Little progress - Highways acutely shortstaffed and underfunded.</b>	12 Dec 22 checked Highways record of reports. Most issues are still open with no indication of when they would be resolved.	

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
20-Oct-22	22/10-7.6	Repairs and maintenance of council's physical assets following annual inspection	<b>Missing tiles on bus shelter replaced free of charge by local roofer. Paintwork on other shelter to be renovated by councillor.</b>	22 February 2023	
20-Oct-22	22/10-8.3	Tree management on Cherry Green common land	Non-urgent work has been recommended. To be discussed, see agenda		agenda April 23
20-Oct-22	22/07-6.5 22/10-7.4	Checking procedures for registration of Parish Council as legal owner of Village Hall land	Clerk has obtained three quotes. Due to lack of documents, it is unclear what steps the lawyers would need to take so quotes are uncertain and likely to change. Names of former trustees needed but Charity Commission will only disclose information to a councillor. Request for info resubmitted. <b>To chase Charity Commission.</b>	26 January 2023	<b>On agenda when quotes received.</b>
14-Jul-22	22/07-7.3, - 7.5, -7.7	<b>Procedure changes to financial regulations, Village Hall committee and working group terms of reference, and scheme of delegation</b>	New advice from RCCE training course is that a subcommittee of the charity should be created to manage the hall. <b>Subcommittee now set up. Clerk has prepared paperwork for approval by council as trustee.</b>	16 February 2023	<b>for PC and Village Hall trust meeting 13 April 2023</b>

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09-Jun-22	22/06-6.2.2	<b>Internal financial controls</b>	Cashbook and bank statements to be compared and reported on by Cllr Holt every quarter. Completed up to 31 December 2022. Next quarter to end 31 March 23.	01 January 2023	<b>report to 13 April 2023 meeting</b>
12-May-22	22/05-8.6	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. <b>For winter 2023-24.</b>	15 December 2022	
01-Oct-22	22/03-7.2 22/10-8.3	A survey of the parish council's trees and those on the common is needed.	Report provided. 3 trees should be felled, work on two others. See 20 Oct 22 22/10-8.3 above. To consider recommendations for management of trees on common.	01 November 2022	<b>For agenda April 23</b>
10-Mar-22	22/03-7.3	<b>Risk assessment shows that revised documents are needed in a number of areas, as specified in the assessment.</b>	Clerk to prepare contingency plan for business continuity in her absence; clerk to update emergency plan as addresses etc have changed.	10 March 2022	
11-Jan-22	22/01-5.1	Report broken footbridge next to "Happy Days" in Chapel End to Highways	Reported under reference 2760654. Response recvd 9 March "complex...as not on definitive right of way...further investigations needed". Still showing as unresolved.	06 January 2023	

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12 May 22	21/7-8.2 22/05-8.10	Neighbourhood Plan	UDC has designated area (=parish boundary). Funding of £2,500 from district council (will be an earmarked reserve) is available to reimburse council spending on eligible items e.g. expert's fees. Cllr Hume and Cllr Isham to meet to consider an action plan. New funding now available via Locality website. Up to £10,000 grants for expert advice and separate technical support.	01 August 2022	
06-May-21	21/5-7.1	Check if Gigaclear would provide free broadband for a year - or at all at non-business rates.	To add issue of broadband availability to Village Hall Committee agenda. <b>Gigaclear would provide "household" broadband to the hall if it were in the name of a councillor. An indemnity could be provided.</b>	01 March 2023	<b>For Village Hall Committee agenda in April 23</b>
06-May-21	21/5-9.1	Report damage to roadsign	Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622. Both now closed on website but not fixed. New ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website	12 December 2022	