

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-25	Contact from residents	Summary Mar/Apr 25: Spoil-dumping by Power Networks in ditch at Chapel End resolved by Highways enforcement team and county councillor. Faded whitelines reported at junction near Prince of Wales. Report of dumping of a refrigerator unit (container) in a field has been reported to Uttlesford as flytipping and planning breach	7 April 2025	continuing
	Apr-25	Financial Regulations, scheme of delegation to clerk and standing orders	Amending to reflect changes in legislation on council purchasing.		On agenda 10 April 25
	Apr-25	HMRC PAYE changes	Noting for new municipal year. Employer's national insurance contributions now likely to be payable most months. Qualifying earnings threshold for pension contributions is unchanged and no contributions will usually be payable (as in 2024-25). To be taken into account in salary budget in Oct 2025.	02 April 2025	
	Apr-25	Financial limit under s137 LGA 1972	Increase in amount of spending allowed per elector (where no other power to spend is available) increased to £11.10 for 2025-26 municipal year. Noting for s137 Register of grants.	01 April 2025	01 April 2025
	Mar/Apr 25	Annual audit and accounts	Preparing docs and undertaking end-of-year tasks. Liaising with internal auditor.	07 April 2025	
	Mar-25	VAT refund received	Refund is on spending from Hall bank account. Transfer of refund made 31 March 2025	31 March 2025	31 March 2025
	Mar-25	Co-option of councillor	Notice given to Uttlesford democratic services	21 March 2025	21 March 2025
	Mar-25	Village Hall	Offer to cover cost of weeding July 2024. Cheque due. Now reimbursed.		11 March 2025

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	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. No change.	10 March 2025	
	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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13-Mar-25	25/03-6.4	Highways/public rights of way	To report serious potholes at Broadwater Bridge (B1051) and damaged footbridge further west along stream. To ask county councillor to follow up. Both reported - response from Highways on both, ie "inspecting". Cone and warning sign placed at Broadwater Bridge. References: potholes 3867734/3789246/3789245 (3 previous reports). bridge: 2970331.	31 March 2025	
	25/03-7.3	Broxted Directory 25-26	Distribute after checking and approval - now completed and copies on boards. To be added to website.	20 March 2025	
13-Feb-25	25/02-5	Misuse of hall car park by drivers doing hand-brake turns	To consult hall managers	13 February 2025	
	25/02-6.2	Change bank mandate	To reflect retirement of one of bank signatories.	18 February 2025	
	25/02-6.3	Letter of formal complaint	Completed with details added from Takeley, Tilty, Lindsell. To send to those parishes for endorsement.	09 March 2025	on agenda April 25

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	25/02-6.4	Contact UDC and landowner	Spoke to landowner re pub, reported to councillors. Contacted UDC, no response, to chase.	20 February 2025	
25/02-	25/02-6.6	Donations and grants	All grants paid except for Five parishes Toddler group (see below).	19 February 2025	
	25/02-8	Engage contractor for grass-cutting 2025	New contractor advised. First cut March 25 completed. Two small new areas added and weed control on tarmac path being carried out by agreement (no extra charge).	26-28 March 25	28 March 2025
10-Oct-24	24/10-7.4	Baby/toddler group grant request	Clerk has asked for info on Broxted residents' attendance/involvement. Reconsidered 13 Feb 25 and awarded £100. New bank account open - awaiting agreement to use to pay direct to Great Easton Village Hall to meet hall hire charges.	28 March 2025	
12-Sep-24	24/09-4 and 6.4	Report footpath issues	FP 29 obstruction and deterioration - County FP rep says new tenant of field is fixing this. Damaged tarmac path reported - ref 2943031 due to be inspected as at Nov 24. No change since 2 Oct 24.	10 March 2025	
11-Jul-24	24/07-6.2.3	Request refund of credit from HMRC	Requested by letter from HMRC. Clerk notes that with the increased NI cts the credit may be used up in 2025-26 but refund requested even so.	Chased 7 March 25	
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 to be replaced when weather allows.	03 April 2025	
	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 22 Jan 24.	10 March 2025	

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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.	Letter sent to UDC 17 March, endorsed by 3 other parish councils/parish meeting. Reply received.		on agenda April 25
13-Jul-23	23/07-7.4, 24/11- 6.1, 25/03-7.4	New position for bench	Bench now moved to Broxted Hill Farm for storage and to place at new site. Suggestion that it should be placed at Village Hall next to existing bench. Neighbouring landowner agrees to PC moving posts if necessary.	31 March 2025	on agenda April 25
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 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. No change at Jan 25 LHP meeting.	10 March 2025	
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 has started on prep of contingency/business continuity plan; clerk to update emergency plan as addresses etc have changed.	03 February 2025	
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 10 Mar 25	10 March 2025	