

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-23	Footpath near Bexham Barns now very difficult to make out	One of the two sets of the definitive footpath map lent out so the route and path number can be identified.	07 January 2023	
	Dec-22	Council's bankers requiring information ("Know Your Customer" dept)	Phone call and email to Barclays. Awaiting confirmation that they have the information they need.	30 December 2022	
	Dec 22/Jan 23	Leak in roof of Village Hall extension	Signs of leaking into committee room noticed and advised to council in November. Inspected by councillor Dec 22 and no obvious breach in roof. Part of a ceiling panel collapsed over New Year weekend - found on a visit to check interior on 3 Jan. Roof insulation wet. Photos taken. Insurance company BHIB (Aviva) has opened a claim file and has instructed a photographer. Loss adjusters Prism Network have contacted Clerk. Advice is to do what is needed to make property safe and take photos.	06 January 2023	On Village Hall committee agenda 12 Jan 23
	Dec-22	Residents requesting road salt	Clerk handed out the last bags she holds.	11 December 2022	on agenda 12 Jan 23
	Dec-22	Plan to withdraw Highway Ranger service	Advising UDC Broxted would contribute. UDC says not enough parishes will do so. District Councillors have asked for the decision to cancel the service to be delayed to allow parish councils more time to consider.	15 December 2022	

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	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)	05 January 2023	on agenda 12 Jan 23
	Nov-22	Village Hall Table tennis tables need to be disposed of	Bulky waste collection organised.	23 November 2022	
	Nov-22	Complaint re planning breach in Pledgdon Green Road	Contacting UDC Enforcement and checking planning applications. Emails with resident.	24 November 2022	
	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.	15 November 2022	for agenda
	Nov-22	Change of land ownership	Contacted by new landowner re footpaths and problems with trespassers/vehicles driving onto land. Footpaths will be preserved but field edges narrowed. Adding gates and fencing to control vehicle access.	10 November 2022	
	Oct-22	Providing poppy wreath for Remembrance Day	Ordered from local Royal British Legion representative		Payment approved in October 2022 meeting

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	Oct-22	Defibrillator pads out of date	Replaced	06 October 2022	Payment approved 10 November 2022 meeting
	Sept/Oct/Nov 2022	Obtained quotes from tree surgeons for work at Cherry Green as recommended by specialist adviser.	Three quotes obtained. Local residents kept informed.	Acer tree surgeons engaged. Work done Nov 22 and paid.	Payment approved 10 November 2022 meeting
	Aug-22	Village Hall weed control and hedge. Bin needing emptying/flytipping removal. Emptying bin opposite Old Vicarage.	UDC does not empty fixed bin by bench outside hall or bin opposite Old Vicarage. Flytipping is a periodic problem and reported to UDC or dealt with by Hall working group.	23 September 2022	10 November 2022
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
10-Nov-22	22/11-7.2	Budget for 2023-24	To be amended for approval in Jan 23	06 January 2023	agenda 12 Jan 23
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement		
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	

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
20/10/2022 ,	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.	12 Dec 22 checked Highways record of reports. Most issues are still open with no indication of when they would be resolved.	
20-Oct-22	22/10-7.5	Planning applications for discharge of conditions and work on trees	Clerk to alert councillors to these from weekly planning application/decision list. System now in place.	04 January 2023	12 January 2023
20-Oct-22	22/10-7.6	Repairs and maintenance of council's physical assets following annual inspection	Clerk to obtain quotes. Most significant work is to repair tiles on the Church End bus shelter roof.	15 December 2022	On agenda when quotes received.
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 Feb 23
20-Oct-22	22/10-8.7	Storage of road salt	Agreed only option was at Village Hall, and possibly some in pub car park. Practical arrangements to be made, including grant applications for storage such as grit bins and shelter. Form and support for application requested from County Councillor. Great Easton & Tilty PC and a Tilty resident are willing to store some for BPC. Clerk to arrange.	04 January 2023	

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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 contacted three specialist firms for 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. Details of trustees pre-2007 have been requested from Charity Commn as no info or docs held by council or trust.	28 December 2022	On agenda when quotes received.
14-Jul-22	22/07-7.3, -7.5, -7.7	Procedure changes to financial regulations, Village Hall committee and working group terms of reference, and scheme of delegation	Financial regulation 6.20 suspended for the year to enable clerk to purchase using her own debit card (online). New advice from RCCE training course is that a subcommittee of the charity should be created to manage the hall. Subcommittee to be set up.	10 November 2022	
09-Jun-22	22/06-6.2.2	Internal financial controls	Cashbook and bank statements to be compared and reported on by Cllr Holt. Completed for first quarter of 2022-23, due for second and third quarters (to 31 Dec).	10 November 2022	report to 12 Jan 2023 meeting
09-Jun-22	22/06-7.10	Funds held on account with Attwaters Solicitors to be refunded after deduction of final bill.	Final bill requested, with anticipated refund of balance of funds on account. Now refunded and invoices received. Statement of transactions to be prepared by clerk.	06 January 2023	report to 12 Jan 2023 meeting
9 June 22	13 on 13 Feb 2020, 22/06-7.11	Council approved plan to install an interpretation board.	Cllr Kesterton heading project. Board is ready to install. Clerk to contact neighbouring landowner for assistance in installing.	29 December 2022	

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14-Jul-22	22/05-7.3 22/07-6.4	Ploughed-up footpath to be reported	Footpath 55 (between Broxted Hall and Moor End Farm) reported 15 May 22 - ref 2777351. Referred for inspection. Now closed on website.	12 December 2022	12 December 2022
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.	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 Sept 22 above. To consider recommendations for management of trees on common.	01 November 2022	For agenda Feb 23
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. Issues relating to common to be discussed by council.	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	To add issue of broadband availability to Village Hall Committee agenda.	30 May 2021	For Village Hall Committee agenda
06-May-21	21/5-9.1	Report damage to road sign	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	