

Details		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update Bold indicates change since last meeting	Date closed Does decision need to be ratified?
Action taken under delegated powers (i.e. at Clerk's initiative)				
	Nov-21	Received report of airport-related parking at The Warehouse, from Henham Parish Council	Reported to UDC Planning Enforcement and responded to Henham PC and district councillors. Suggested joint action by district councillors for Broxton and Henham.	03 November 2021
	Nov-21	Have arranged to attend Essex CC transport meeting (transport rep not able to attend)	Meeting by Zoom on 15 November.	04 November 2021
	Nov-21	Bus no. 5/6 timetable reduced due to lack of drivers. New timetable supplied by ECC Transport	Timetable put on noticeboards and in bus shelters at Brick End and Church End. It is due for review in Jan 2022.	06 November 2021
	Nov-21	Resident offering to plant flowers in existing planter at Cranham Road. Also commenting about overgrown trees opposite Old Vicarage.	Advised resident that planter did not belong to parish council, that land belonged to county council highways. Advised also that the parish council does not know who owns the planter but they were unlikely to object to flowers being added.	01 November 2021
	Oct-21	Resident reporting flooding (Church End next to wood yard)	Advised resident to contact Essex County Council - visit from Highways and Floods departments has taken place.	28 October 2021
	Oct-21	Hedge-cutting at Village Hall	Arranged for SEP Garden Services to cut hedge urgently as obstructing footpath. Cheque £160 delivered (payment by parish council).	20 October 2021 Yes - on agenda for 11 Nov

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	Oct-21	Fires at The Warehouse	Reported to Uttlesford Planning Enforcement.	08/11/2021 Acknowledged; Environmental Health not intending to take any action.	
	Aug-21	Bin opposite Old Vicarage	Emptied	31 August 2021	
	Aug-21	Proposed creating Village Hall working group to manage hall	Raised with Roger and Phyllis Clark who have no objection and could use title in grant applications. Reporting to council would be unchanged. Clerk has researched legal position and is drafting terms of reference for Group.	05 November 2021	Yes - on agenda for 11 Nov
	Jun-21	Tree warden has moved away.	Replacement will be needed especially as potential problems with ash die-back virus which may affect trees on commonland.	30/10/2021 Papers have been returned to clerk and reviewed. Maps of trees with preservation orders are available.	yes - on agenda in due course
	Apr-21	Create official email addresses for councillors' council business	Now set up. Instructions/passwords have been sent out to councillors. HMRC notified of change. UDC and EALC notified.	22 June 21. Some email addresses set up and being used.	No
	Mar-21	Bus shelters and other items on Highways land	Essex County Council will expect the parish council to apply for licences for both bus shelters and any other fixtures on the roadside.	4 March 21. Clerk to complete as required.	No

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14-Oct-21	21/10-6.6	Clearing weeds etc around bench position	Liaison with SEP to have area cleared of weeds and help with transport	2 Nov 21. SEP charging £80 for work.	Payment to be approved - on agenda for 11 Nov 21
14-Oct-21	21/10-7.2	Buy poppy wreath	s 137 LGA 1972 power used. Held by clerk for delivery to church.	8 Nov 21 waiting to hear from church warden at Broxted	
14-Oct-21	21/10-7.4	Amend publication scheme charges to reflect actual cost	Freedom of Information Act 2000 allows only copying and postage charges to be levied. Scheme will be revised to show these.	02 November 2021	
14-Oct-21	21/10-7.8	Obtain quotes for expert report on tree at Cherry Green	MWA Arboriculture £400 +VAT; Martin Hugi Ecotreecare approx £400 +VAT	6 Nov 21 2nd quote obtained.	On agenda for Jan 22.
29-Jul-21	21/7-8.1	Concern re UDC's response to planning appeal (Land south of Brick End)	Clerk to set out chronology so issue could be raised with UDC - not yet done as PC's solicitors advised not to raise complaint at this stage	5 Nov 2021	
29 Jul 21 and 9 Sept 21	21/7-8.2, 21/9-6.8	Neighbourhood Plan	To complete expression of interest forms for UDC and Locality. Form submitted to UDC, designated area (=parish boundary) agreed. Chickney approached to ask if they wish to join in combined NP.	14 Oct 21 Locality form being worked on. No response yet from Chickney so Broxted appln to UDC paused	

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06-May-21	21/5-4 and item 10 on 8 Oct 2020	Contact Cherry Green residents about plan to fell willow tree	Letter delivered in May 2021. Plans to fell tree cancelled in view of legal position and need for advice. Clerk to let residents know. Residents concerned re effect of felling so decision taken to reduce instead and obtain expert advice on the risks of felling (see delegated decision noted in clerk's report Oct 21).	27 Oct 21 Clerk has put a letter on CGn noticeboard saying tree is being reduced.
06-May-21	21/5-7.1	Check if Gigaclear would provide free broadband for a year	Roger and Phyllis Clark have not heard from Gigaclear in response to their application for "community hub" status for the Hall.	30 May 2021
06-May-21	21/5-9.1	Report damage to road sign	Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622. Road sign on Brick End Road has been repositioned but not by Highways. <b>Problems with this and other damaged signs raised with Martin Foley as County Councillor.</b>	21 June 21 Highways are "in the process of scheduling work". <b>Conversation with Martin Foley 8 Oct 21. Response awaited (he is dealing with family illness).</b>
11/03/2021 , 9 Sept 21	21/3-8 , 21/9-6.9	Condition of footpath across the grass opposite Prince of Wales and lack of clarity regarding who maintains, Highways (County Council) or parish.	Has been reported to Highways. Clerk asked EALC to put questions to Highways at Highways Panel meeting, via UALC representative. No feedback or answer from Highways Panel but Martin Foley has raised this with Highways directly. They asked for more information about the exact area the Parish Council thinks should be maintained by Highways.	21 October 21 Map supplied in email to Martin Foley for forwarding to Highways. Have given What3words and latitude/longitude.

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	<b>21/2-10 and 21/3-8</b>	Footpath markers	To check District Cllr Eke's records for condition of markers in parish and report any others which are missing/damaged.	20 March 2021
Nov-20		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session in 2019.	New cheque sent by post. Not yet cashed. Cheque has been received. Have asked Great Easton PC to write off the liability to them. No response, clerk is chasing.	<b>1 Nov 21 No response from clerk so, as cheque has expired, £50 entered in cash book as a credit and liability will no longer be shown in accounts.</b>
<b>08/10/2020, 6 May 2021, 29 July 2021, 9 Sept 21</b>	<b>10, 21/5-4, 21/7-5, 21/9-6.2</b>	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	No insurance claim will be made. Agreed with residents of Greenside that tree will be felled. Quotations obtained from 3 tree surgeons. Insurance company has closed file as no claim made. Any work on tree is for PC to decide and pay for. Advice sought under legal expenses insurance with Zurich from DAS. See above. Residents concerned about risks of felling so expert report will be needed to inform council's decision. <b>See also 14 Oct 21 - 21/10-7.8 above. Both experts advise, (although neither has inspected the tree) that it is very unlikely there would be any heave from removing the tree.</b>	<b>04 November 2021</b>
<b>13/02/2020</b>	7.2	Clerk's CiLCA training	To be completed by 16 October 2021. <b>Passed 12 Oct 2021. Certificate and bursary towards fees are awaited.</b>	<b>12 October 2021</b>

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13/02/2020	13	Cllrs approved plan to install an interpretation board.	19.2.20 Ken agreed to come to March PC meeting. R and P informed. 12 March 2020 working group formed		