

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	Date closed
				Bold indicates change since last meeting	Does decision need to be ratified?
	Aug-22	Village Hall weed control and hedge. Bin needing emptying/flytipping removal. Emptying bin opposite Old Vicarage.	Weed treatment carried out and hedge trimmed. WasteAware (UDC streetcleaning contractor) confirmed they empty fixed bin at hall and collect wheelie bins. Bin opposite Old Vicarage is not a UDC responsibility.	24 August 2022	N/A
	Aug-22	Query from resident regarding encroachment on common land at Cherry Green	Initial advice given and enquiries with Planning at Uttlesford are needed.	10 August 2022	No
	Jul-22	Attended training on Common land	To report to councillors	26 July 2022	N/A
	Jul-22	Parish Online service	Set up with full access (free add-on with BHIB insurance). Clerk has password available for all councillors (all share same account).	16 July 2022	No
	Jul-22	Increased storage capacity for emails and website	Renewed Mythic Beasts Ltd contract at increased level. See invoice to 23 August 2023	27 July 2022	No
	Jul-22	Asset check	In process of inspecting assets and mapping them	01 September 2022	No

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	Jul-22	Requesting online banking	Barclays has supplied authentication to councillors. Payments can be set up but do not appear on second signatory's screen for authorisation. Barclays will correct the technical fault. £50 compensation paid. A "workaround" has been suggested by Barclays - to be tried out.	12 August 2022	No
	Jun-22	Contacting UALC re attendance at meetings.	AGM (Zoom) rearranged for Wednesday 14 September. Clerk unable to attend due to other commitments.	17 August 2022	On agenda 8 Sept 22
	Apr-22	Road salt stored at Garrolds Farm (from ECC winter salt supply) needs to be moved.	Disposal or redistribution to be arranged. No progress with donating it to other councils/organisations or local businesses.	25 August 2022	On agenda 8 Sept 22
	Mar-22	Lower branches on lime tree opposite Old Vicarage needing trimming	UDC confirms there is no tree preservation order so council is free to raise crown as recommended by contractor. Other quotes higher. Work carried out by existing contractor.	05 August 2022	Report to 8 Sept 2022 meeting

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14-Jul-22	22/07-6.5	Checking procedures for registration of Parish Council as legal owner of Village Hall land Clerk has contacted two specialist firms for quotes and is chasing. Quote received Wellers Hedley £750-£950 plus VAT plus Land Registry fees (probably £250 - £300). No quote received from Birketts - to chase (but council free to go ahead with Wellers without a comparable quote.) Neighbouring land is registered and boundaries appear to match those on the ground and confirmed by local landowner.	26 July 2022	On agenda 8 Sept 22 and for Village Hall Committee agenda October 22
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	Completed.	17 July 2022
14-Jul-22	22/07-8	Vacancy on council	Notified to principal authority and notice given. Time for electors to call for election expired 31 August - advice expected from Uttlesford District Council on whether any request received. Advertised in parish magazine. No responses yet.	31 August 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	04 August 2022 report to 8 Sept 2022 meeting

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09-Jun-22	22/06-7.10	Funds held on account with Attwaters Solicitors to be refunded after deduction of final bill.	31 August 2022	
13/02/2020, 13 Apr 2022, 12 May 2022, 9 June 22	13, 22/04-7.3, 22/05-8.9, 22/06-7.11	Council approved plan to install an interpretation board.	01 August 2022	
12-May-22	22/05-7.3, 22/07-6.4	Ploughed-up footpath to be reported	01 September 2022	
	22/05-8.6	Seek grant funds to replace grit bin	01 September 2022	On agenda 8 Sept 22 (progress report)
10/03/2022, 9 June 2022	22/03-7.2, 22/06-7.4	A survey of the parish council's trees and those on the common is needed.	25 July 2022	On agenda 8 Sept 22.
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.	10 March 2022	

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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".	10 March 2022
11-Nov-21	21/11-8.5	Propose a Local Highways Scheme and request approval by county councillor	Submitted to Cllr Foley 5 Dec 21 and forwarded it to the Local Highways Panel and Rissa Long of Essex Highways. Traffic surveys will be carried out before any decisions taken on speed or weight limits. Emails circulated to councillors as they arise. No information received since March 2022. Chased - no response as yet.	01 September 2022
29 Jul 21, 9 Sept 21, 10 March 22, 13 April 22, 12 May 22	21/7-8.2, 21/9-6.8, 22/03-6.6, Annual assembly 2022-5, 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 On agenda 8 Sept 22
06-May-21	21/5-7.1	Check if Gigaclear would provide free broadband for a year	After a delay of year it probably has to be assumed that the hall has not been successful. To add issue of broadband availability to Village Hall Committee agenda for October.	30 May 2021 For Village Hall Committee agenda in October 2022

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06-May-21	21/5-9.1	Report damage to roadsign	Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622. Roadsign on Brick End Road has been repositioned but not by Highways. Problems with this and other damaged signs raised with Martin Foley as County Councillor. According to interactive map, work is being scheduled.	21 June 2021	
11/03/2021 , 9 Sept 21, 13 Apr 22	21/3-8 , 21/9-6.9, 22/04-6.6	Condition of footpath across the grass opposite Prince of Wales and lack of clarity regarding who maintains, Highways (County Council) or parish.	Highways says they are not responsible for maintaining this path or grass/hedge bordering it. Essex CC surveyors say land was acquired under compulsory purchase powers for a road scheme but was no longer wanted. No response on maintenance. Seems the CC do not wish to give a definitive answer. To be taken into account as a potential new responsibility for the parish council when reviewing grounds maintenance contract in Oct/Nov 2022	26 April 2022	For agenda Oct/Nov 2022
	21/2-10 and 21/3-8	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	