

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
	Nov-24	Remembrance Day wreath	collecting and placing at Broxted War Memorial	10 November 2024	10 November 2024
	Nov-24	Highways survey for PCs	Circulated by EALC to PCs asking about PCs' priorities for Highways. 3-week period to respond. Completed to include numerous problems and recent experiences.	11 November 2024	11 November 2024
	Oct-24	UDC liaison meeting with PCs/TCs	Attended 7 October 24 re UDC's environment (zero net carbon plans) and waste management. Report given to council.	08 October 2024	10 October 2024
	Oct-24	Contact from residents	Summary for Sept/Oct: dog at Brick End (noise), new gate at Brick End, planning breaches. Verge-cutting before 5 a.m. by Highways contractor.	30 October 2024	continuing
	Sep-24	Attending meeting with UDC about parish councils working with voluntary sector groups.	Offer of help with establishing a pub as a community asset from UDC's contractor on cultural/community assets. Response from council sent.	07 October 2024	14 October 2024
	Sep-24	New gate opposite Ivy Cottage	To be inspected by UDC. No comment yet but gate believed to be an old access.	01 October 2024	
	Sep-24	Legal requirement to deposit copies of publications with British Library	Request made to BL to deposit electronic version of Directory of Services. Further information to be provided by clerk to BL.	17 September 2024	
	Aug and Sept 24	Hall decorating	Kitchen and bar decorated. Remainder from 20 Nov. Hall Fund has paid invoice for exterior and Stage 1 invoice for interior. Donation to Fund to cover cost is on agenda.		agenda 14 November
	Aug-24	Issues from governance review of Hall Charity	Committee etc terms of reference to be revised as simply as possible.	19 August 2024	

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	Aug-24	Bin opposite Old Vicarage	To add signs re suitable contents - decals obtained.	14 August 2024	
	Jul-Sept 24	Liaison with district councillors and UDC re planning enforcement	Updated Cllr Sutton on request. Spoke to residents.	07 October 2024	continuing
	01/04/2024 and later	Condition of Church End Lane - verge damage and flooding	Multiple reports to Highways from clerk and residents. County Councillor aware and chasing. Spoke to residents. They have reported again. Emailed cabinet member for Highways. No response yet. Henham PC are aiming to hold meeting with county councillors.	17 October 2024	
	01/12/2023 and August 2024	Road salt still stored at Moor End Farm needs to be moved	Availability of salt advertised in parish magazine, and storage space at hall to be checked - to be moved there if possible. Farm has offered transport. Cllr Foley has been asked if salt can be returned to ECC. No response as yet. To chase and liaise with Great Easton and Tilty PC.	05 November 2024	
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-Oct-24	24/10-7.4	Baby/toddler group grant request	Clerk has asked for info on Broxted residents' attendance/involvement. Awaited.	14 October 2024	
12-Sep-24	24/09-4 and 6.4	Report footpath issues	FP 29 deterioration and damaged tarmac path to be reported (Highways and Cllrs Barker and Foley). Reported - ref 2942917 (FP29) and 2943031 (tarmac path)	01 October 2024	

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12-Sep-24	24/09-7.6	Liaise with Henham PC over planning app at Tudor Hall Discussed objections, noted conservation officer's view. Obtained extension for comments to 18 Oct. Objection submitted, confirmed the application will be called in. Awaiting planning committee date.	see planning tracker	See planning tracker
11-Jul-24	24/07.3	Liaison with owner of land in Church End	Email and call with owner. Clerk to invite him and business partner to a council meeting, if he wishes to discuss his plans in detail.	09 September 2024
11-Jul-24	24/07-6.2.3	Request refund of credit from HMRC	Noted that credit is unlikely to be used up within current year if set against PAYE therefore will be requested	18 July 2024
11-Apr-24	24/04-3	Registration of pub as Asset of Community Value	Nomination now made. UDC has requested extra time for decision. Decision awaited. Chased twice	11 November 2024
14-Mar-24	24/03-7.5	Broxted Directory 2024	Circulated with Five Parishes Mag April edition. To be added to noticeboards when there is space. See also contact with British Library above.	20 March 2024
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Metal bench cleaned, wooden bench still to do. Bus shelter window frames being repaired.	12 September 2024
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways. To monitor replacement. Still on list for attention	22 January 2024

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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. To invite CEO to a PC meeting. Meeting with head of development 8 May 2024. Again chased re progress. Prepared draft email to adjoining parishes plus Lindsell as all have same issues. Draft sent to councillors to review/discuss.	08 November 2024		
13-Jul-23	23/07-7.4	New position for bench	Bench now moved to Broxted Hill Farm. Requested siting on footpath off Water Lane, Broxted Hill Farm. Awaiting decision from farm (which has the bench in storage)	18 July 2024	
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 and copy from Cllr Foley July 24	01 July 2024	
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 to prepare contingency plan for business continuity in her absence; clerk to update emergency plan as addresses etc have changed. List of keyholders being compiled.	04 October 2024	
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).	08 July 2024	