

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
	Feb-23	Broxted Directory 2023 to be distributed.	Last year, residents confirmed they still wanted a printed copy. Directory now updated and plan to distribute with mag at end of Feb.	05 February 2023	on agenda 9 Feb 23
	Jan-23	New defib pads ordered, paediatric and adult.	Invoice received and paid. For approval - see agenda.	13 January 2023	Agenda 9 Feb 23
	Jan-23	Footpath near Bexham Barns now very difficult to make out - FP32	One of the two sets of the definitive footpath map lent out so the route and path number can be identified. See minutes.	07 January 2023	12 January 2023
	Dec 22 to Feb 2023	Council's bankers requiring information ("Know Your Customer" dept)	Phone call and email to Barclays. Awaiting confirmation that they have the information they need. Further letters and emails received and answered. Have email address for head of Business Banking but awaiting response to latest chasing email to caseworker (sent 3 Feb).	03 February 2023	
	Dec 22 to Feb 23	Leak in roof of Village Hall extension	Insurance will not cover. See minutes of trustee meeting. Two roofers have inspected, one quote received.	02 February 2023	On Village Hall committee agenda 12 Jan 23
	Dec-22	Residents requesting road salt	Clerk has distributed 35 bags to residents and salt bags have been moved to Broxted Village Hall (50 bags) and to Great Easton VH (20). Cost split 50:50.	04 February 2023	
	Dec-22	Plan to withdraw Highway Ranger service	UDC says not enough parishes will contribute to cover costs. See DC report in minutes.	12 January 2023	12 January 2023

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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). Info has been requested via District Councillor.	18 January 2023	
	Nov-22	Village Hall Table tennis tables need to be disposed of	Bulky waste collection organised. Collected. Reported to VH subcommittee.	23 November 2022	12 January 2023
	Nov-22	Complaint re planning breach in Pledgdon Green Road	Contacting UDC Enforcement and checking planning applications. Emails with resident. New planning app rcvd - see planning tracker.	13 January 2023	13 January 2023
	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. For agenda.	13 January 2023	

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
12 Jan 2023	13 on 13 Feb 2020, 22/06-7.11	Council approved plan to install an interpretation board.	Board is ready to install. Clerk has identified site to neighbouring landowner. No comments received. Parish Online map of Village Hall plot obtained, showing boundaries of neighbouring registered land. Site for the board appears to be inside Village Hall land.	02 February 2023	
12/01/2023	23/01-6.3	Monitor footpath 32	Land ploughed and planted	12 January 2023	
12/01/2023	23/01-6.6	Obtain legal advice re common land responsibilities	District council planning department may advise, with county council input. Details sent to Cllr Bagnall.	12 January 2023	
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement	15 November 2022	
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	
20/10/2022, 20-Oct-22	22/10-7.3, 22/10-7.6	Condition of footpaths	Highways authority is not maintaining	12 Dec 22 checked	
		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.

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-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 March 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 is arranging, cost to be split with Great Easton & Tilty PC. Now moved.	24 January 2023	24 January 2023
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. Names of former trustees needed but Charity Commission will only disclose information to a councillor. Request for info resubmitted.	26 January 2023	On agenda when quotes received.

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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 now set up. Clerk to prepare paperwork.	12 January 2023	
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 up to 31 December 2022.	01 January 2023	report to 9 Feb 2023 meeting
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 Mar 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.	10 March 2022	Agenda 9 Feb 23 review of risk assessment.

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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". Still showing as unresolved.	06 January 2023	
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 roadsign	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	