

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
	Mar-24	Broxted Directory	Revising and updating	08 March 2024	On agenda 14 March 2024
	Mar-24	Risk assessment from 2023 reviewed and amended	Revised risk assessment document to be considered by council	07 March 2024	On agenda 14 March 2024
	Mar-24	New auditor needed	Offer from audit firm in Norfolk to carry out remote audit (as in the last two years by the previous auditor). To be approved by council.	05 March 2024	On agenda 14 March 2024
	Feb-24	Parish Online use	Cllr Hume set up as a user. Other councillors can also have access through their own user account.	27 February 2024	27 February 2024
	Feb-24	Nominating projects for Community Payback	Asking for road signs to be cleaned and for litterpicking. Scheme organiser wishes to discuss by phone - dates offered, waiting for response.	06 March 2024	
	Jan-24	Quarrying applications in parish - Essex County Council minerals policies	Elsenham Quarry willing to expand depending on ECC policy - identified as area A76 in the plan now out for public consultation. (No planning application made yet.) Deadline for comments 18 March 2024. See 24/02-5.3.3 below - to draft objection to expansion.	05 March 2024	
	Jan-24	Occupied caravan and groundworks on land formerly part of Garrolds Farm	Possible breach of planning consents notified to Uttlesford Enforcement team. File opened. Visit made, further visit planned. See planning tracker INV24/0018/C for updates.	08 March 2024	
	Jan-24	Bank fees (Unity)	Querying fees which are higher than anticipated	31 January 2024	

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	<b>Dec-23</b>	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	10 January 2024	
	<b>May-23</b>	Planning breaches/dogs running loose in Church End	longstanding problem, also noted on planning tracker. EHO/UDC aware, police informed. <b>Tenants confirmed to have left.</b> Planning enforcement file still open ("untidy site" INV 23/0080/C). <b>Recent complaint of dogs running loose, postman bitten.</b>	31 January 2024	On agenda 14 March 2024
	<b>May-23</b>	Considering new policy in relation to contact from property developers	Finding model policies and extracting paragraph. Forwarding and sending to developer who approached PC in April.	24 May 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
08-Feb-24	24/02-5.2.1	Take bank statements and cashbooks to Cllr T Adams for internal financial checks	Not yet progressed	08 February 2024	
	24/02-5.3.1	Ask if Henham PC will help with conservation area study by Place Services	Henham PC has confirmed it will meet half the cost. Clerk to ask Place Services if they can issue two invoices each for half the cost.	07 March 2024	
	24/02-5.3.3	Respond to Essex quarry consultation	To support neighbouring parish council objections. Henham PC's comments circulated. Clerk to draft response to ECC	08 March 2024	
	24/02-5.3.4	Planning objection	Completed and lodged - see planning tracker	19 February 2024	

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	24/02-5.4	Follow up reports of potholes etc, especially in Pledgdon Green Land/Brick End Road, with highways and county councillor	Liaised with County Councillor. Cabinet member for Highways responded to Henham councillor saying no resurfacing is planned in the area identified, and drainage is the responsibility of landowners.	04 March 2024 On agenda 14 March 2024
	24/02-6.2	To pay out grants	All now paid, thanks received and circulated	07 March 2024 07 March 2024
	24/02-6.1	Transfer funds from current to deposit account	See cash book/report of payments, now completed.	27 February 2024 27 February 2024
11/01/2024	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Contacted councillors concerning arrangements to clean/renovate benches	19 January 2024
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways. To monitor replacement.	22 January 2024
12/10/2023	23/10-6.4	Footpath issue	Obstruction of footpath 29 by vehicle parked on footpath reported - ref 2878186 . No action noted. <b>Landlord confirms tenants have left.</b>	31 January 2024 31 January 2024
14/09/2023	23/10 -6.3 and 23/09-7.2	Hold UDC to account for planning enforcement	To invite CEO to a PC meeting. Contacted planning team re lack of acknowledgement of emails/info sent - no response. Update requested on open files.	08 March 2024
14/09/2023	23/09-7.6	To check use of new property at Dunwell	Asked district councillor and planning officer for details. No response but Planning Enforcement is investigating breach of consent/use as HMO without consent.	15 January 2024

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13/07/2023	23/07-3	To request urgent enforcement of planning consents re airport parking	In touch with UDC re unlawful airport parking development at two sites in Brick End. Phoned to request update - no response. One site now quiet. <b>No update on other.</b>	08 March 2024
13/07/2023, 8 February 2024	23/07-7.3 and 24/02-5.3.1	To investigate conservation area	<b>Place Services now instructed and will conduct study in April and report in May. Henham PC has offered to pay half the fee. Clerk to arrange for Place Services to invoice appropriately.</b>	07 March 2024
13/07/2023	23/07-7.4	New position for bench	Bench currently stored in barn at Garrolds Farm. New position on Broxted Hill farm land suggested. Query raised re positioning in churchyard - EALC contacted about legalities. Mr Knowles will speak to Broxted Hill owners.	10 October 2023
11/05/2023	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. <b>To email him.</b>	25 February 2024
13/04/2023	23/04-7.4, 23/01-6.6	Obtain legal advice re common land responsibilities generally	Legal adviser finalising advice and will provide in writing. The parish council is unlikely to have become the owner.	08 January 2024
10/11/2022	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement	15 November 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
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. <b>Scheme LUTT212037 now in "validation" with design team. Not yet recommended for funding. See LHP minutes on ECC website.</b>	08 March 2024	
12/05/2022	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. For winter 2023-24.	15 December 2022	
10/03/2022	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.	20 October 2023	
11/01/2022	22/01-5.1	Report broken footbridge next to "Happy Days" in Chapel End to Highways	Reference 2760654 footbridge - now closed. FP 45, ref 3671072 fingerpost defect - part of planned maintenance programme. <b>Matter has been closed on website.</b>	08 March 2024	08 March 2024
06/05/2021	21/5-9.1	Report damage to road sign	ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. <b>No change.</b>	08 March 2024	