

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	
	Jan-24	Approach from Great Chesterford PC regarding effect of Neighbourhood Plan on UDC decisions	Request to contact district councillors to ask how NHPs are dealt with in planning decisions. Circulated to councillors for consultation.	08 January 2024	
	Jan-24	Approach from UCAN volunteer service re visit from van/bus	Provided information and suggested site to park van. Awaiting further details from UCAN.	08 January 2024	08 January 2024
	Jan-24	Preparing for decision on precept for 2024-25	Running ready-reckoner to calculate effect of precept levels on council tax and circulating to councillors, taking into account reserves needed.	05 January 2024	On agenda 11 Jan 2024
	Dec-23	Draft Local Plan response	Endorsed Takeley PC's letter requesting no change to CPZ	14 December 2023	
	Dec-23	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	13 December 2023	
	Dec-23	Transfer to new bank account	Closure of Barclays deposit account completed and funds transferred	12 December 2023	12 December 2023
	Dec-23	Processing national pay agreement	Calculating backpay (contractual) and new rate	04 December 2023	On agenda 11 Jan 2024
	Nov-23	Co-option of councillor	Notice of co-option and register of interests prepared/obtained and forwarded to Uttlesford District Council	27 November 2023	27 November 2023
	Jul-23	Move Dick Knowles bench	Location on Asset register amended. Query raised re positioning in churchyard - if so, PC would retain ownership and responsibility for maintenance. Gifts for maintenance of church fabric are now allowed (change in law). See 13/07/23 below.	02 December 2023	

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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
	May-23	Planning breaches/dogs running loose in Church End	longstanding problem, also noted on planning tracker. EHO/UDC aware, police informed. EHO now inspecting with landowner. Landowner is contacting neighbours. No recent reports.	08 January 2024	
	May-23	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	
12/10/2023	23/10-6.4	Footpath issue	Obstruction of footpath 29 by vehicle parked on footpath reported - ref 2878186 . No action noted.	08 January 2024	
12/10/2023	23/10-7.4	Wreath for Remembrance Sunday	To be laid by councillor if attending, otherwise to be arranged.	12 October 2023	12 November 2023
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.	12 October 2023	
14/09/2023	23/09-7.4	MAG noise compensation scheme	To check process and criteria. Response from official in charge received and forwarded to councillors.	09 November 2023	09 November 2023
14/09/2023	23/09-7.6	To check use of new property at Dunwell	Asked district councillor and planning officer for details	05 October 2023	
13/07/2023	23/07-3	To request urgent enforcement of planning consents	In touch with UDC re unlawful airport parking development at two sites in Brick End. Phoned to request update - no response.	02 October 2023	

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13/07/2023, 9/11/2023	23/07-7.3 and 23/11-8.4	To investigate conservation area	Decided to ask Henham PC to join with Broxted. Henham PC meeting 7 Dec decided to ask local residents. Waiting for local residents to report back via Henham councillor.	11 December 2023	
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	Not yet reached due to lack of time	11 May 2023	
11/05/2023	23/05-10.3	To invite landowner to PC meeting	Informal meeting 30 December.	30 December 2023	30 December 2023
13/04/2023	23/04-7.4, 23/01-6.6	Obtain legal advice re common land responsibilities generally	Legal adviser suggests the parish council may have automatically become the owner when the common land was registered but Highways legal team advises otherwise. Awaiting final advice.	08 January 2024	
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement	15 November 2022	

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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. They need to confirm it is feasible. Highways officer is chasing. If confirmed as feasible it will go to the next stage.	13 April 2023	
20/10/2022, 13/04/23	21/2-10, 23/04-04	Condition of footpaths and roads	Multiple missing markers for paths. Concerns re ploughing of footpaths near Bexham Barns and off Browns End Road. To monitor and continue to report. Some reported to have been replaced.	13 September 2023	
20-Oct-22	22/10-7.6	Repairs and maintenance of council's physical assets following annual inspection	Paintwork on other shelter to be renovated by councillor. Noticeboards - condition to be reviewed as part of asset check.	22 February 2023	Agenda 11 Jan 2024
20-Oct-22	22/07-6.5 and Village Hall minutes April 2023	Completing first registration of hall with council as owners	Statutory declaration now supplied by Wellers Hedleys, made by clerk and returned to solicitors. Application has been submitted to Land Registry and bill received. Village Hall working group requests PC meet the bill.	08 December 2023	On agenda 11 January 2024
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. For winter 2023-24.	15 December 2022	
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.	20 October 2023	

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11-Jan-22	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.	08 January 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.	08 January 2024	