

		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
<b>Action taken under delegated powers (i.e. at Clerk's initiative)</b>				Bold indicates change since last meeting	Does decision need to be ratified?
	Sep-22	Planning Appeal for The Rise (public inquiry).	Hearing date 11 Oct set at short notice. Met planning officer and Henham PC rep to discuss approach and case.		No - hearing is on 11 Oct 22, before next meeting
	Sep-22	EALC clerks' meeting - general update on EALC services and issues.	Attended on Zoom. Training on Village Halls is available through EALC by RCCE. Legal advice for PCs being offered by Essex CC Legal Services (fees due).	15 September 2022	No - agreement to training costs would be needed and will be on agenda.
	Sep-22	Enquiry from residents over grass cutting in parish..	Clarifying contracted areas with contractor.	To note for next year	
	Sep-22	Obtaining quotes from tree surgeons for work at Cherry Green.	One quote obtained. Difficulties with other 3 contractors (unable to take on work, not supplying promised quote, delay etc)		Decision on agenda 13 Oct 23
	Sep-22	Archiving old documents including precept demands, bank books, minutes.	Taken to Essex Records Office - on loan, no charge. Receipt obtained 14 Sept 22.		No
	Sep-22	Work following announcement of Queen's death	Changing website, cancelling meeting, attending proclamation and liaising with local church warden re book of condolence. Changing noticeboards content.		19 September 2022

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	Aug-22	Village Hall weed control and hedge. Bin needing emptying/flytipping removal. Emptying bin opposite Old Vicarage.	Weed treatment carried out twice 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.	23 September 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 - on agenda 13 October 22	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 - on agenda 13 October 22	27 July 2022	No
	Jul-22	Asset check	In process of inspecting assets and mapping them	07 October 2022	No

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	<b>Jul-22</b>	Requesting online banking	Barclays has supplied authentication to councillors. Payments can be set up but initially could not be found by second signatory to enable authorisation. Barclays will correct the technical fault. Barclays paid the council £50 compensation. A "workaround" has been suggested - <b>now operational but set up so that clerk is alerted to authorise payments set up by councillors (should be the other way round).</b>	01 September 2022	No
	<b>Jun-22</b>	Contacting UALC re attendance at meetings.	<b>AGM (Zoom) rearranged for Wednesday 14 September was again inquorate.</b> Clerk unable to attend due to other commitments. AGM is again being rescheduled.	<b>14 September 2022</b>	
	<b>Apr-22</b>	Road salt stored at Garrolds Farm (from ECC winter salt supply) needs to be moved.	Disposal or redistribution to be arranged. <b>No progress with donating it to other councils/organisations or local businesses. Suggestion to buy storage bins for Village Hall</b>	<b>25 August 2022</b>	On agenda 13 Oct 22
	<b>Mar-22</b>	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. <b>Other quotes higher. Work carried out by existing contractor.</b>	<b>05 August 2022</b>	<b>Report to 8 Sept 2022 meeting</b>

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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. <b>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.)</b> Neighbouring land is registered and boundaries appear to match those on the ground and confirmed by local landowner (so we are unlikely to need a survey). Essex CC Legal Services have been asked for a comparative quote.	04 October 2022	On agenda 13 Oct 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	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. Response from an interested resident. Form confirming qualification being completed.	04 October 2022	Co-option on agenda 13 Oct 22

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09-Jun-22	22/06-6.2.2	Internal financial controls	Cashbook and bank statements to be compared and reported on by Cllr Holt. <b>Completed for first quarter of 2022-23, due for second quarter (to 30 Sept).</b>	04 August 2022	report to 13 Oct 2022 meeting
09-Jun-22	22/06-7.10	Funds held on account with Attwaters Solicitors to be refunded after deduction of final bill.	Final bill requested, with anticipated refund of balance of funds on account. <b>Now refunded. Final bill (showing breakdown) not yet received.</b>	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.	Cllr Kesterton compiling content and heading project. Reporting to council as appropriate. <b>Grant confirmed and will cover cost.</b>	01 August 2022	
12-May-22	22/05-7.3, 22/07-6.4	Ploughed-up footpath to be reported	Footpath 55 (between Broxted Hall and Moor End Farm) reported 15 May 22 - ref 2777351. Referred for inspection. <b>Unable to check due to problems accessing Highways Interactive Map (most recent attempt 1 Sept 22). Will be checked as soon as possible.</b>	01 September 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. <b>Chased 1 Sept 22.</b>	01 September 2022	On agenda 13 Oct 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.	Clerk to obtain quotes in addition to the one of £550 already received. Decision to engage Ecotree Care. Survey carried out on 1 July 2022, <b>report provided. 3 trees should be felled, work on two others. Clerk is obtaining quotations.</b> See Sept 22 above.	25 July 2022	On agenda 13 Oct 22.

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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. Issues relating to common to be discussed by council.	10 March 2022	
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	<b>Propose a Local Highways Scheme and request approval by county councillor</b>	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. <b>Chased - no response as yet.</b>	<b>01 September 2022</b>	
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	<b>Neighbourhood Plan</b>	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. <b>New funding now available via Locality website. Up to £10,000 grants for expert advice and separate technical support.</b>	<b>01 August 2022</b>	<b>On agenda 8 Sept 22</b>

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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. <b>To add issue of broadband availability to Village Hall Committee agenda for October.</b>	30 May 2021	<b>For Village Hall Committee agenda in October 2022</b>
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. <b>To be taken into account as a potential new responsibility for the parish council when reviewing grounds maintenance contract in Oct/Nov 2022</b>	26 April 2022	<b>agenda Nov 2022</b>
	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	