

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
	Apr-23	Preparing for audit	Calculations of expenditure and income, variances and figures for Annual Governance and Accounting Report.	06 April 2023
	Apr-23	Consultation on rerouting footpath 43 (Woodgates End)	Obtaining councillors' comments and responding to County Council	31 March 2023
	Apr-23	New banking arrangements	obtaining recommendations and checking requirements. For decision in council meeting	Agenda 13 April 2023
	Mar-23	Enquiry from residents re planning application	Responding on behalf of council with options	15 March 2023
	Feb and March 2023	Obtaining quotes for replacement of hall extension roof	Circulating estimates, arranging visit by third contractor. Quotes now supplied for metal or alternatively a felt roof.	31 March 2023
	Feb to April 2023	Bank mandate change to remove former councillors has been requested by bank	Form signed, submitted and actioned. Barclays has confirmed we have completed all actions.	03 April 2023
	Dec 22 to Mar 2023	Council's bankers requiring information ("Know Your Customer" dept)	Numerous calls and emails with bank. Apology received and process completed.	03 April 2023

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	Dec-22	<b>Common land issue - use of driveway</b>	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). <b>Further enquiry from resident on progress. No comments from District Council.</b>	11 April 2023	Agenda 13 April 2023
	Nov-22	<b>Planning breaches/dogs running loose in Church End</b>	<b>Communication with Uttlesford DC and District Councillors. Keeping residents informed.</b>	24 November 2022	
	Nov-22	<b>Grasscutting for 2023</b>	Quote received from existing contractor. 12.5% increase. <b>For agenda - to approve</b>	13 January 2023	On agenda 13 April 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
09/03/2023	23/03-3.1	Circulate draft comments and response to developer	Approved comments submitted and copied to developer and district councillors	22 March 2023	22 March 2023
09/03/2023	23/03-3.3	Circulate draft comments	Approved comments submitted	22 March 2023	22 March 2023
09/03/2023	23/03-6.2	Attend planning forum	Attended 28 March 2023 UDC planning to offer training on planning matters to parish councillors. Nil else of note.	28 March 2023	28 March 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 generally	District council planning department may advise, with county council input. Details sent to Cllr Bagnall. See Dec 22 above.	09 February 2023	On agenda 13 April 2023

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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. <b>To chase.</b>	05 April 2023
20/10/2022,	22/10-7.3, 21/2-10	Condition of footpaths <b>and roads</b>	Highways authority is not maintaining hedge/path opposite pub. Multiple missing markers for paths. Concerns re ploughing of footpaths near Bexham Barns and off Browns End Road. To monitor and continue to report. <b>Cllr Foley chasing and has had report from Highways (30 March 23). Clerk to check references of defects which Highways say are resolved - are they in fact now fixed.</b>	30 March 2023
20-Oct-22	22/10-7.6	Repairs and maintenance of council's physical assets following annual inspection	Missing tiles on bus shelter replaced free of charge by local roofer. Paintwork on other shelter to be renovated by councillor.	22 February 2023

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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 May 23
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 obtained three 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. Request for info resubmitted. <b>Charity Commission will not supply names of pre-2007 trustees but says it has them on file. CC believes its letter in 2007 transferred the legal title.</b>	10 March 2023	Village Hall trust meeting agenda
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 New advice from RCCE training course is that a subcommittee of the charity should be created to manage the hall. <b>Subcommittee now set up.</b> Clerk has prepared paperwork for approval by council as trustee.	16 February 2023	for PC and Village Hall trust meeting 13 April 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 every quarter. Completed up to 31 December 2022. Next quarter to end 31 March 23.	01 January 2023	report to 13 April 2023 meeting

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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. <b>For winter 2023-24.</b>	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 20 Oct 22 22/10-8.3 above. To consider recommendations for management of trees on common.	01 November 2022	<b>For agenda April 23</b>
10-Mar-22	22/03-7.3	<b>Risk assessment shows that revised documents are needed in a number of areas, as specified in the assessment.</b>  Clerk to prepare contingency plan for business continuity in her absence; clerk to update emergency plan as addresses etc have changed.	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". Still showing as unresolved.	06 January 2023	

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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 - or at all at non-business rates.	To add issue of broadband availability to Village Hall Committee agenda. <b>Gigaclear would provide "household" broadband to the hall if it were in the name of a councillor. An indemnity could be provided.</b>	01 March 2023  <b>For Village Hall Committee agenda in April 23</b>
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	*