

Details		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers (i.e. at Clerk's initiative)			Bold indicates change since last meeting	Does decision need to be ratified?
Sep-21	Arrnge pollarding of willow tree at Cherry Green	Acer Tree Surgery to start work late October (earliest possible), earlier if weather very windy, due to residents' concern about potential damage to Openreach cables/danger from falling branches.	30 September 2021	Yes
Aug-21	Proposed creating Village Hall working group to manage hall	Raised with Roger and Phyllis Clark who have no objection and could use title in grant applications. Reporting to council would be unchanged.	24 August 2021	Yes - on agenda in due course
Jun-21	Tree warden has moved away.	Replacement will be needed especially as potential problems with ash die-back virus which may affect trees on commonland	10 July 2021	yes - on agenda in due course
Apr-21	Create official email addresses for councillors' council business	Now set up. Instructions/passwords have been sent out to councillors. HMRC notified of change. UDC and EALC notified.	22 June 21. Some email addresses set up and being used.	No

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	Mar-21	Proposal to buy accounts software to improve efficiency and accuracy of council's accounting system	VT Cashbook (free) is working well. VAT calculated manually but takes minimal time. No purchase proposed for this year. May need to review if funds received for Neighbourhood Planning.	09 September 2021	Yes if purchase proposed
	Mar-21	Bus shelters and other items on Highways land	Essex County Council will expect the parish council to apply for licences for both bus shelters and any other fixtures on the roadside.	4 March 21. Clerk to complete as required.	No
Meeting date	Minute ref				
09-Sep-21	21/9-6.1	Approve drainage ditch under common land at Cherry Green	Clerk to give formal written consent. Letter sent 10 September 2021.	10 September 2021	10 September 2021
	21/9-6.3	Queen's platinum jubilee	Clerk to pass info to Community Association - forwarded.	05 October 2021	05 October 2021
29-Jul-21	21/7-8.1	Concern re UDC's response to planning appeal (Land south of Brick End)	Clerk to set out chronology so issue could be raised with UDC - not yet done as PC's solicitors advised not to raise complaint at this stage	27 July 2021	
29/07/2021 , 9 Sept 21	21/7-8.2, 21/9-6.8	Neighbourhood Plan	To complete expression of interest forms for UDC and Locality. Form submitted to UDC, designated area (=parish boundary) agreed. Chickney approached to ask if they wish to join in combined NP.	Locality form being worked on. No response yet from Chickney so Broxted appln to UDC paused	

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29-Jul-21	21/7-9.2	Respond to Affinity water consultation on drought etc response lodged. Affinity response published and circulated.	17 September 2021	17 September 2021
24-Jun-21	21/6-3.0	PC's position as custodian of common land Legal query raised with EALC. Response received. Advice also from insurer's solicitors. Advice = can act on usual "private nuisance" grounds i.e. serious interference with use of land. Dumping and fires not "serious".	30 September 2021	
06-May-21	21/5-4 and item 10 on 8 Oct 2020	Contact Cherry Green residents about plan to fell willow tree Letter delivered in May 2021. Plans to fell tree cancelled in view of legal position and need for advice. Clerk to let residents know.	Clerk needs to advise residents of decision to pollard tree to avoid safety risks	
06-May-21	21/5-7.1	Check if Gigaclear would provide free broadband for a year Roger and Phyllis Clark have not heard from Gigaclear in response to their application for "community hub" status for the Hall.	30 May 2021	
06-May-21	21/5-9.1	Report damage to roadsign Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622	21 June 21 Highways are "in the process of scheduling work"	

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11/03/2021 , 9 Sept 21	21/3-8 , 21/9-6.9	Condition of footpath across the grass opposite Prince of Wales and lack of clarity regarding who maintains, Highways (County Council) or parish.	Has been reported to Highways. Clerk asked EALC to put questions to Highways at Highways Panel meeting, via UALC representative. No feedback or answer as yet.	23 June 21: Highways say they have no record of this being Highways land. Map is ambiguous as to whether they maintain it. Clerk has asked Cllr Martin Foley to intervene to clarify - 10 Sept 21. Phone call promised.
	21/2-8.5	Financial regulations/planning committee powers	To amend draft and amend planning committee's terms of reference to be consistent with Financial Regulations	For approval at Oct 21 meeting. Defer until Nov 21 meeting
	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
Nov-20		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session in 2019.	New cheque sent by post. Not yet cashed. Cheque has been received. Have asked Great Easton PC to write off the liability to them. No response, clerk is chasing.	04 September 2021

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08/10/2020 , 6 May 2021, 29 July 2021, 9 Sept 21	10, 21/5-4, 21/7-5, 21/9-6.2	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery. Residents concerned about risks of felling so expert report will be needed to inform council's decision.	No insurance claim will be made. Agreed with residents of Greenside that tree will be felled. Quotations obtained from 3 tree surgeons. Insurance company has closed file as no claim made. Any work on tree is for PC to decide and pay for. Advice sought under legal expenses insurance with Zurich from DAS. See above.	Legal advice received and reported. One estimate received for expert report, second awaited (site visit being made). Cost approx £400 for opinion.
13/02/2020	7.2	Clerk's CiLCA training	To be completed by 16 October 2021	6 Oct passed Units 1 and 3, units 2 and 4 submitted (of 5)
13/02/2020	13	Cllrs approved plan to install an interpretation board.	19.2.20 Ken agreed to come to March PC meeting. R and P informed. 12 March 2020 working group formed	