

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/Feb 24	Untidy site reported by resident	Notified to Uttlesford Planning Enforcement and Environmental Health (animal waste). Responded to resident. Complaint passed to enforcement officer who still has open file on neighbouring land. See planning tracker for updates.	02 February 2024	02 February 2024
Jan-24	Quarrying applications in parish - Essex County Council minerals policies	Query raised on whether expansion of Elsenham Quarry, Hall Road, Elsenham CM22 2DJ (Elsenham waste) is for consultation in Broxted. Essex CC confirmed it is in Henham Parish but Broxted PC is noted as affected as site is within 250 metres of boundary. Site is A76 on list of quarrying development proposals now being considered.	31 January 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 for updates.	31 January 2024	
Jan-24	Bank fees (Unity)	Querying fees which are higher than anticipated	31 January 2024	
Jan-24	Updating website	Updating list of meeting dates including Annual Assembly and Annual Parish Council meeting	31 January 2024	31 January 2024
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	11 January 2024
Dec-23	Draft Local Plan response	Endorsed Takeley PC's letter requesting no change to CPZ	14 December 2023	18 December 2023 (closing date)

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	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	10 January 2024	
	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	2 Feb 2024 - see July 2023 below
	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. Tenants reported to have left . Planning enforcement file still open ("untidy site").	31 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	
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
11/01/2024	24/01-7.6	Grass-cutting contractor	Arrangements with successful contractor. First cut likely early March. To cut around daffodils.	21 January 2024	21 January 2024
	24/01-7.2	Precept	Signed precept demand delivered	16 January 2024	16 January 2024
	24/01-7.4	Bank account (deposit)	Opened instant Access Unity Trust Bank account, transferred £2,000 to it.	16 January 2024	16 January 2024

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	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	
09/11/2023	23/11-8.5	Thaxted area parish council/UDC liaison	Attended meeting 20 November. Topic was draft Local Plan. Clarification no plans to build in Broxted parish area	20 November 2023	20 November 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. Tenants have left - vehicle gone.	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.	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. Call received from chair of STACC - will report our query at next meeting and is happy to respond if problems arise. Our rep on STACC is Jacquie Cheetham (Takeley parish councillor).	20 January 2024	20 January 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	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.	02 October 2023	
13/07/2023, 9/11/2023 and 23/11-8.4	23/07-7.3	To investigate conservation area	Henham PC meeting to decide whether to join with Broxted. Local residents mostly support.		
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	Waiting to hear who is allocated to Broxted as PCSO.	26 January 2024	
11/05/2023	23/05-10.3	To invite landowner to PC meeting	Informal meeting 30 December. Agreed to keep in touch and contact him if need to.	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 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	

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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. Footpaths discussed with new local landowner Dec 2023. To monitor and continue to report. Some improvement reported.	30 December 2023	30 December 2023
20/10/2022, 11/01/2024	22/07-6.5, 24/01-7.2 and Village Hall minutes April 2023	Completing first registration of hall with council as owners	Application has been submitted to Land Registry. Bill met by council as donation to hall charity. Hall working group advised. Solicitors will advise when application has been processed (12-18 month waiting time).	08 December 2023	16 January 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	

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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.	08 January 2024	
06/05/2021	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	