

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	Date closed
				Bold indicates change since last meeting	Does decision need to be ratified?
	Jun-22	Contacting UALC re attendance at meetings.	UALC secretary explained that only one meeting a year (the AGM) is open to members to attend. Other meetings are for the UALC executive only. The 2022 AGM was inquorate. She confirmed that clerks could attend instead of councillors.	27 June 2022	no
	May-22	Complaints from two residents about use of field behind School Villas/Goodacres/Portreath in Church End, anti-social behaviour, and smell/contamination from muck heaps.	Raised with Environmental Health team concerns re dogs running loose, getting through fences into gardens, and horse muck heaps close to houses. District Councillors aware. EHOs investigating. A planning enforcement file was opened on 13 June 2022 but no information on parties' responses since. (Chased 29 June 22.) See Planning Tracker in future.	29 June 2022	No
	May-22	Raise Highways issue regarding Church End Lane with county councillor/local highways panel	Discussed with resident who would like width restriction. Provided contact details for county councillor.	16 May 2022	No

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	Apr-22	Road salt stored at Garrolds Farm (from ECC winter salt supply) needs to be moved.	Disposal or redistribution to be arranged. Clerk has asked EALC to ask all other Essex parish/town councils if they would like it. No response yet.	27 June 2022	No
	Apr-22	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.	29 June 2022	A decision of the Council will be needed in order to instruct solicitors.
	Apr-22	Arranging audit of Village Hall annual accounts	The council's auditor also audited the Village Hall Trust accounts and confirmed for the AGAR that the council has carried out its role as trustee properly. Village Hall Trust accounts to be approved at July meeting as June agenda full.	10 May 2022	On agenda 14 July 2022
	Mar-22	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. Quote obtained but considered too high. New quote to be obtained.	10 March 2022	

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	Mar-21	Bus shelters and other items on Highways land	Essex County Council asked parish council to apply for licences for both bus shelters and any other fixtures on the roadside, to be approved by county councillor for district. Not yet applied for - clerk to complete	04 March 2021	
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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. Clerk to arrange this. Delayed by other tasks.		on agenda 14 July 2022
09-Jun-22	22/06-6.4	Village Hall annual accounts to be presented for approval	On agenda for 14 July 2022	07 July 2022	on agenda 14 July 22
09-Jun-22	22/06-7.3	Auditor advice on clerk's use of personal debit card for purchases	A resolution to suspend the relevant regulation for the financial year is on the agenda for 14 July 2022	07 July 2022	on agenda 14 July 22
09-Jun-22	22/06-7.8	Responding to request for donations to help with planning appeals, from Takeley PC.	Decision that this was not possible within 2021-22 budget. Clerk contacted Takeley Parish Council accordingly.	30 June 2022	30 June 2022
09-Jun-22	22/06-7.9	Resident's request for flower troughs considered	Decision that this was not possible within 2021-22 budget. Clerk contacted resident accordingly.	30 June 2022	30 June 2022

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09-Jun-22	22/06-7.10	Funds held on account with Attwaters Solicitors to be refunded after deduction of final bill.	Clerk to request, now that the appeal hearing has taken place.	17 June 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.	The council approved making a grant application, on the basis of the quote from Acorn Workshop, for as much of the cost as possible. An appeal has been made in the Five Parishes magazine for the help of a local artist, to prepare illustrations for the board.	09 June 2022
12-May-22	22/05-7.3	Ploughed-up footpath to be reported	Ploughing of footpath 55 (between Broxted Hall and Moor End Farm) reported 15 May 22 - ref 2777351. Referred for inspection	16 May 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.	03 July 2022
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, report awaited	01 July 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. Issues relating to common to be discussed by council.	10 March 2022

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10-Mar-22	22/03-7.5, 22/05-8.2	Village Hall management structure	Clerk to consider committee structure and amendment to working group terms of reference. Legal advice from NALC received and circulated - a committee is required and must consist only of councillors as the founding document does not allow non-councillors to participate in managing the charity.	20 June 2022	on agenda 14 July 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	Propose a Local Highways Scheme and request approval by county councillor	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. Clerk to chase.	01 February 2022	
29-Jul-21	21/7-8.1	Concern re UDC's response to planning appeal (Land south of Brick End)	PC's solicitors advised the council not to raise complaint prior to the appeal hearing. Hearing took place on 17 June 2022.	17 June 2022	On agenda 14 Jul 2022

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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	Neighbourhood Plan	To complete expression of interest forms for Locality when new tranche of funding is announced. 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.	12 May 2022	On agenda 14 July 22
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. After a delay of year it probably has to be assumed that the hall has not been successful.	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. 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. A full response on maintenance is still awaited.	26 April 2022	

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	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	