

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
	Mar-25	Contact from residents	Summary Feb/Mar 25: Concern re anti-social behaviour and waste dumping in pub car park. Report of whitelining needed at Prince of Wales pub crossroads to show "give way" position. UK Power Networks dumped spoil in ditch at Chapel End - reported to county councillor who is pursuing.	10 March 2025	continuing
	Mar-25	Village Hall	Offer to cover cost of weeding July 2024. Cheque due.	06 March 2025	
	Jan-25	Mapping areas in parish for grass-cutting contract	Record of verge areas normally cut by PC's contractor, plus areas at Village Hall - now on file	28 January 2025	28 January 2025
	Jan-25	Planning enforcement	Speaking at intervals to officers for updates re current issues	27 February 2025	
	Jan-25	Animals in pub	Speaking to RSPCA - dogs taken into their care	13 February 2025	13 February 2025
	Jan-25	Councillor vacancy	Notified UDC democratic services. Notice issued with deadline of 21 Jan to request election. Co-option 13 Feb 25. See minutes.	13 February 2025	13 February 2025
	Sep-24	New gate opposite Ivy Cottage	To be inspected by UDC. No comment yet but gate believed to be an old access. Also reported to Highways ref 2942913 for inspection, as at 1 Oct 24. No change.	10 March 2025	
	Aug-24	Issues from governance review of Hall Charity	Committee etc terms of reference to be revised as simply as possible.	19 August 2024	
	Aug-24	Bin opposite Old Vicarage	To add signs re suitable contents - decals obtained.	14 August 2024	

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13-Feb-25	25/02-5	Misuse of hall car park by drivers doing hand-brake turns	To consult hall managers	13 February 2025	
	25/02-6.2	Change bank mandate	To reflect retirement of one of bank signatories.	18 February 2025	
	25/02-6.3	Letter of formal complaint	Completed with details added from Takeley, Tilty, Lindsell. To send to those parishes for endorsement.	09 March 2025	
	25/02-6.4	Contact UDC and landowner	Spoke to landowner re pub, reported to councillors. Contacted UDC, no response, to chase.	20 February 2025	
25/02-	25/02-6.6	Donations and grants	Joined Open Spaces Society. All grants paid except for Essex and Herts Air Ambulance (bank details awaited) and Five parishes Toddler group (see below).	19 February 2025	
	25/02-8	Engage contractor for grass-cutting 2025	New contractor advised. First cut March 25	18 February 2025	18 February 2025
10-Oct-24	24/10-7.4	Baby/toddler group grant request	Clerk has asked for info on Broxted residents' attendance/involvement. Reconsidered 13 Feb 25 and awarded £100. Not yet paid as organiser in hospital and banking details (or agreement to use to pay hall hire) needed.	13 February 2025	
12-Sep-24	24/09-4 and 6.4	Report footpath issues	FP 29 obstruction and deterioration - County FP rep says new tenant of field is fixing this. Damaged tarmac path reported - ref 2943031 due to be inspected as at Nov 24. No change since 2 Oct 24.	10 March 2025	

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11-Jul-24	24/07-6.2.3	Request refund of credit from HMRC	Requested by letter from HMRC. Clerk notes that with the increased NI conts the credit may be used up in 2025-26 but refund requested even so.	Chased 7 March 25
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Metal and wooden benches cleaned by councillors. Bus shelter window frames being replaced .	01 December 2024 See minutes
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways, ref 2894631, 22 Jan 24. To monitor replacement. Still on list for attention - to be inspected. No Highways update since 22 Jan 24.	10 March 2025
12-Oct-23	23/10 -6.3 23/09-7.2 23/07-3 24/10-7.5	Hold UDC to account for planning enforcement; breaches at Brick End on airport parking and other issues not being enforced.	Draft letter sent to all adjoining parishes with request for file numbers of examples. Four replies.Details of problem files received, letter completed, to invite supporting parishes to endorse in writing.	07 March 2025
13-Jul-23	23/07-7.4, 24/11- 6.1	New position for bench	Bench now moved to Broxted Hill Farm for storage and to place at new site. Suggestion that it should be placed at Village Hall next to existing bench. Consulting councillors before approaching neighbouring landowner who may need to move wooden posts on boundary.	03 March 2025

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11-May-23	23/05-8	Invite PCSO to a PC meeting	Mike O'Donnell-Smith is Broxted's PCSO. Clerk met him by chance in February and has contact details. Invitation sent. No response yet, to chase.	22 April 2024	
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement under local councils agreements and to propose set hours as zero-hours contracts not lawful.	15 November 2022	for agenda
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. Scheme LUTT212037 now in "validation" with design team. Not yet recommended for funding- with design team as part of validation process. See LHP minutes on ECC website. No change at Jan 25 LHP meeting.	10 March 2025	
12-May-22	22/05-8.6	Seek grant funds to replace grit bin	To renew request as no progress	15 December 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 has started on prep of contingency/business continuity plan; clerk to update emergency plan as addresses etc have changed.	03 February 2025	
06-May-21	21/5-9.1	Report damage to road sign	ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 3 years). Checked on 10 Mar 25	10 March 2025	