

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?
	May-22	Grit bin at The Maltings is badly damaged	Bought in 2007 for £100. Insurance excess is £100. To check cost of replacing and availability of a grant.	01 May 2022	Any purchase to be approved.
	Apr-22	Resident has requested installation of flower troughs and bus stop sign at pub.	Resident invited to address council. Unable to attend May meeting but June/July suggested. Issues of cost (but grants probably available) and Highways' consent for the sign.	30 April 2022	Yes as cost will be more than clerk's delegated powers would cover.
	Apr-22	Road salt stored at Garrolds Farm (from ECC winter salt supply) needs to be moved.	Contacted ECC to ask if can be removed. Contacted Village Hall working group to ask about storage in container on VH land.	29 April 2022	No
	Apr-22	PAYE overpaid in 2021-22	Requesting refund from HMRC. They have confirmed that this is being paid via BACS. Note that for accounting purposes this is not income but a reduction in expenditure (payments). As we use "receipts and payments" accounting, not "income and expenditure", this will be included in 2022-23 cash book and will not be allocated to 2021-22.	25 April 2022	N/A

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	Apr-22	Checking procedures for registration of Parish Council as legal owner of Village Hall land	Land Registry search carried out and shows land not registered already (therefore ownership can only be proven from deeds/other documentation). Enquiries have been made with RCCE village hall specialist on procedure. Have asked the Charity Commission for any documents they hold - copies supplied, redacted. Was advised that the legal title is probably still held by the former trustees, that an application for first registration should be made, and the Charity Commission would then have a restriction entered on the title to show that the land belongs to a charity. Solicitors should be instructed to prepare the paperwork which is complex (e.g. a plan is needed). EALC can recommend a suitably-qualified firm (the free legal advice available to the council via EALC would not cover the work which would need to be done).	14 April 2022	To be considered in a meeting of the parish council as trustee.

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	Apr-22	Allowing (paid-for) Zoom account to lapse.	Can still use the free version for meetings up to 45 minutes (often extended on the day). Can renew if remote meetings are permitted.	11 April 2022	No
	Apr-22	As a council which is exempt from an external audit, preparing for annual internal audit and publication of council records, and preparing annual accounts.	The council's internally-appointed auditor now has access to documents and is carrying out the audit. No problems so far. Annual accounts have been prepared and will be presented for approval at June 2022 meeting. (Councillors will be sent the accounts 14 days beforehand in accordance with Financial Regulations.) Annual Governance and Accountability Return has been prepared.	29 April 2022	Annual Governance and Accountability Return (AGAR) will be presented for approval/completion before 30 June 2022 deadline.
	Apr-22	Arranging audit of Village Hall annual accounts	The council's auditor will also audit the Village Hall Trust accounts and indicate (for AGAR) whether the council has carried out its role as trustee properly. Clerk now holds Hall Trust annual accounts and supporting papers for delivery to auditor.	20 April 2022	Auditor conclusion will be included on AGAR.

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	Mar-22	Attended Local Councils' Liaison meeting involving Cllr Lee Scott, ECC cabinet member for highways	Questions raised as to frequency of verge cutting in Broxted. Highways dept has advised that Broxted verges are cut twice a year.	01 April 2022
	Mar-22	Tree opposite Old Vicarage needing trimming, for safety of grass-cutting contractor	UDC confirms council is free to raise crown as recommended by contractor. Quote obtained but considered too high.	10 March 2022
	Feb-22	Quotes for removal of storm-damaged goat-willow tree on Cherry Green common land	Tree now removed from resident's garden. Trunk remains across a ditch on the common but not obstructing drainage or use of common. Invoice paid. See agenda 12 May 22 for decision needed.	10 April 2022 See agenda 12 May 22
	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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13-Apr-22	22/04-7.2	Engage Steve's Gardening Services for parish grass-cutting at £120 per cut every 3 weeks	Confirmed. Second cut completed. Third is being done on 11 May.	29 April 2022
10-Mar-22	22/03-7.1	Internal financial control procedures	Cllr Holt to compare bank statements with cashbook and report any discrepancy. Completed to year end (31 March 2022).	13 April 2022 13 Apr 22 - will be a recurring report to each meeting.

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10-Mar-22	22/03-7.2	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. Two further quotes requested.	29 April 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
10-Mar-22	22/03-7.5	Village Hall management structure	Clerk to consider committee structure and amendment to working group terms of reference for decision at May 22 meeting	30 April 2022 On agenda 12 May 22
10-Mar-22	22/03-7.7	Obtain additional quote for grass-cutting etc	Quote obtained 15 March 2022 and details circulated.	16 March 2022 13 April 2022
10-Feb-22	22/02-7.6	Find sources of help for the Neighbourhood Planning process	Clerk has requested advice from other clerks via EALC. No response except from other very small parishes wanting advice! For further on Neighbourhood Plan see page 7 below.	25 March 2022 13 April 2022
14/10/2021 10 Feb 2022, 13 April 22	21/10-7.8 22/02-7.4 22/04-6.1	Obtain expert report and decide action on weeping willow tree at Cherry Green	MWA report rcvd and considered. Recommends checking for heave after winter 22/23 and then felling if there has been no heave. Decision on schedule towards felling on May PC meeting agenda.	13 April 2022 On agenda 12 May 22
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

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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 who approved it immediately and forwarded it to the Local Highways Panel and Rissa Long of Essex Highways. Will be on LHP agenda in February 2022 if not January 2022. Traffic surveys will be carried out before any decisions taken on speed or weight limits. Emails circulated to councillors as they arise. Henham Parish Council strongly supports plan and has asked their county councillor Ray Gooding to support it. It appears that the Essex Speed Management Strategy (ESMS) suggests speed limits max 40 mph, poss 30 mph. Clerk has contacted Highways and circulated to councillors.	01 February 2022	
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	5 Nov 2021	

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29 Jul 21, 9 Sept 21, 10 March 22, 13 April 22	21/7-8.2, 21/9-6.8, 22/03-6.6, Annual assembly 2022-5	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 awaited from district council (will be an earmarked reserve) - has been chased . Action plan to be decided. Annual Assembly discussed issue but only 2 local residents present. RCCE would attend first meeting of a steering group - advises that the group would need at least 8 members.	13 April 2022	
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. 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	

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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. Land is not registered so evidence of ownership is not publicly available. Essex CC surveyors are checking land is owned by ECC and which ECC department is responsible. Chased 25 April and answer promised after ECC responds to surveyors.	26 April 2022
	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
13/02/2020 , 13 Apr 2022	13, 22/04- 7.3	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. The Hundred Parishes Society is offering grants to fund the project. Clerk contacted 100 Parishes Soc to find out what help is still available - unlikely to be able to go ahead unless Society can provide content and information. They propose meeting to discuss what the Soc can supply. On agenda for 12 May 22.	29 April 2022