

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	
	Jun-23	Discussion with developers and landowners	PC comments on planning applications discussed. Steps to improve site and community relationships discussed.	01 June 2023	01 June 2023
	Jun-23	Spare keys for noticeboards	Three working spares obtained, held by clerk	02 June 2023	02 June 2023
	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.	01 June 2023	
	May-23	Considering new policy in relation to contact from property developers	Brief research on model policies and extracting paragraph. Forwarding and sending to developer who approached PC in April.	24 May 2023	
	Apr-23	Choice of contractor for decoration of committee room. Payment from Hall funds organised.	Checking legal position on procedure to engage contractor. Quotes to be considered by council as trustee following Charities Act 2011 rules on interests. Meeting held to consider, minutes taken. Preparing official record of decision and reasons for it - sending to Mrs Clark to be placed with VH financial records. Payment arranged by Mr and Mrs Clark.	30 May 2023	30 May 2023
	Apr-23	Approach from developer	Developer of a site in parish requesting meeting with councillors (outside a council meeting). Has withdrawn - not intending to submit planning application in parish currently.	02 June 2023	02 June 2023

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	Apr-23	Annual governance and accounting report needed by 30 June	AGAR completed.	22 May 2023	Agenda 8 June 2023
	Apr-23	Having Village Hall accounts and trustee role reviewed by auditor	PC auditor has inspected accounts. Clerk will pass this to Mrs Clark. Auditor confirms the council has managed the trust properly. AGAR completed.	22 May 2023	Agenda 8 June 2023
13/04/2023	23/04-7.3	New banking arrangements	Clerk to apply for account with Unity Trust Bank	06 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
11/05/2023	23/05-6.1	Ask district council re untidy site	Landowner advised clerk of district council Environmental Health Officer site visit 2 June - outcome not yet known.	02 June 2023	
11/05/2023	23/05-8	Invite PCSO to a PC meeting	Not yet reached due to lack of time	11 May 2023	
11/05/2023	23/05-10.3	To invite landowner to PC meeting	Not yet reached due to lack of time	11 May 2023	
11/05/20223	23/05-10.4	To research alternatives to Neighbourhood Plan	Deferred due to lack of time	11 May 2023	
11/05/2023	23/05-11.1	Co-option notices to be sent to UDC	Sent 2 June 2023	02 June 2023	02 June 2023
11/05/2023	23/05-11.5	Attend Local Councils Liaison Forum with UDC	Attended - to report to meeting	05 June 2023	

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13/04/2023	23/04-7.4, 23/01-6.6	Obtain legal advice re common land responsibilities generally	District council unable to help. Decision on 13 April 2023 to instruct Essex legal Services to advise on powers and responsibilities. Client care letter/terms of engagement awaited.	26 May 2023	
13/04/2023	23/04-7.5	To fell willow tree at Cherry Green unless heave has occurred	Residents say there are no signs of heave. Quotes obtained for complete removal including stump. Residents advised beforehand. Now felled and removed.	16 May 2023	16 May 2023
12/01/2023	23/01-6.3	Monitor footpath 32	Land ploughed and planted	12 January 2023	Agenda 11 May 2023
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement	15 November 2022	
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. Concerns re ploughing of footpaths near Bexham Barns and off Browns End Road. To monitor and continue to report.	15 April 2023	
20-Oct-22	22/10-7.6	Repairs and maintenance of council's physical assets following annual inspection	Missing tiles on bus shelter replaced free of charge by local roofer. Paintwork on other shelter to be renovated by councillor.	22 February 2023	

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20-Oct-22	22/10-8.3	Tree management on Cherry Green common land	Non-urgent work has been recommended. To be discussed, see agenda 8 June 2023. Work would involve removing overhanging branches and possible removal of elm tree on boundary with Greenside.		agenda 8 June 23
20-Oct-22	22/07-6.5 22/10-7.4	Checking procedures for registration of Parish Council as legal owner of Village Hall land	Wellers Hedleys have agreed to apply for first registration. Client care letter/terms of engagement received. Original documents requested. Clerk is dealing.	06 June 2023	
12-May-22	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-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. Amend assessment to say council is responsible for insuring.	22 May 2023 (audit)	
11-Jan-22	22/01-5.1	Report broken footbridge next to "Happy Days" in Chapel End to Highways	Reported under reference 2760654. FP 45. update 11 April 23 - scheduling work.	08 May 2023	
06-May-21	21/5-7.1 and Village Hall minutes	Broadband for Village Hall	To discuss with hall managers and check costs with Gigaclear. Costs £17-£20 per month, installation free. (But future cost not known.) Hall managers not in favour - no need, costs likely to rise.	26 May 2023	

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06-May-21	21/5-9.1	Report damage to roadsign	Reported to Essex Highways - ref 2718888, photos sent. Also ref 2717622. Both now closed on website but not fixed. New ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change.	18 May 2023	