

Clerk's Report for Broxton Parish Council meeting on 6 May 2021

Details			Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
Action taken under delegated powers					Decision ratified?
	Apr-21	Create official email addresses for	Now set up. Instructions/passwords to be sent out.	29 April 2021	
	Mar-21	Insurance renewal quote received.	To renew insurance with Zurich. Council has a "long-term agreement" with Zurich insurance, which is now starting its third and final year. A quote has been requested from BHIB which is a popular insurer of smaller councils, for renewal in 2022.	14 April 2021 payment	8 April 21 meeting
	Mar-21	Accounts software to improve efficiency and accuracy of council's accounting system	Clerk is requesting demonstrations, recommendations and quotes. Quotes from Scribe, Rialtas (Alpha system), both recommended by other small councils, and from VT Transaction+ . We are using VT Cashbook now which is free but this does not allow for VAT calculation or help with council annual reporting system (AGAR). Free 3-month trial of Easy PC accounting.	02 April 2021	
	Mar-21	Banking	Transferred £4,000 from deposit account to current to cover payment for fencing.	05 March 2021	8 April 21 meeting

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Action taken under delegated powers					Decision ratified?
	Mar-21	Bus shelters and other items on Highways land	Essex County Council will expect the parish council to apply for licences for both bus shelters and any other fixtures on the roadside.	04 March 2021	
	Feb-21	Complaints from residents that the road at School Villas, Church End was dangerously slippery due to mud on the road. Bus shelter also sprayed with mud. Concern about non-functioning drains.	Summary: Mud on road cleared, shelter pressure-washed to include graffiti removal. By agreement landowner paid £125 towards the £150 cost. Footpath impassable and new exit from field not yet in use. Damage to Highways land and non-functioning drains have been reported to Highways.	25 March 2021 shelter cleaned	
	Feb-21	Annual audit	Mr Davidson (accountant and non-practising solicitor) has kindly agreed to audit the council's and the Village Hall Trust's accounts again this year.	Accounts will be delivered to the auditor in April 21.	Audit completed 21 April 2021
		Liability to Great Easton Parish Council outstanding for £50 contribution to cost of defibrillator training session	New cheque sent by post. Not yet cashed. Cheque has been received.	25 March 2021, cheque unlikely to be paid in before year end.	
		Damage caused by contractors replacing Brick End Villas sewage treatment plant	The post is still damaged and the white road markings are still covered with mud. Uttlesford will repair as contractor refuses. Should be done within 2 weeks of 1 Feb 2021. Damage not repaired. Splintered area now either weathered or has been treated with preservative.	01/04/2021, chased 04/05/21	

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Meeting Date	Minute ref				
	21/3-8	Condition of footpath across the grass opposite Prince of Wales	Has been reported to Highways	30 March 2021	
	21/2-5	Minutes of January 2021 meeting	to be signed by chairman		Now signed
	21/2- 7.3	Broxton Directory	Revise, print and distribute. To be laminated and put on noticeboards	End of February 21 with 5 Parishes March magazine	
	21/2-8.5	Financial regulations/planning committee powers	To amend draft and amend planning committee's terms of reference to be consistent with Financial Regulations	To be presented for approval at June 21 meeting	
	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	
14/01/2021 and 11/02/21	21/1-12.1 21/2-11.2 21/3-9.2	Village Hall fencing and gate	Fencing completed. Grant of £1,000 confirmed from Locality Fund and £1,407.50 now received into Village Hall bank account from Uttlesford DC. Transfer of funds between Village Hall and Parish Council accounts to be calculated.	14 April 2021	
08/10/2020	10	Willow tree at Cherry Green to be inspected, insurance checked and tree expert consulted on felling/tree surgery.	Residents have confirmed they will not make a claim if council reduces then fells tree. Council to choose the tree surgeon and liaise with residents regarding timing and extent of work. I have notified insurer that this is acceptable.	29 April 2021	

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Meeting Date	Minute ref				
11/06/2020	10.1	Request from Takeley residents to sign petition to UDC (as planning authority) to preserve the Countryside Protection Zone from further encroachment, especially at Takeley	Letter sent for attention Cllr John Lodge, copy to Peter Hewett of Takeley Parish Council. Acknowledgment 29 April 2020, chased with Cllr Lodge's office which is following up with Cllr Evans. Response promised but not yet received.	8 February 2021 email received from Cllr Evans secretary. Advised her still no response.	
	15	Annual assembly April	Not compulsory and can be called by an elector if not called by chairman. Postponed. Must take place between 1 March and 31 May. No new regulations so far, so would have to be in person if after 6 May 21. 7 clear days notice required.	31 January 2021	
13/02/2020	7.2	Clerk's CiLCA training	Course started again in October 2020, continuing with one session every fortnight for next 3 months. Time limit for passing extended to 16 October 2021	15/04/2021 (extension)	
13/02/2020	6.2	Worsening litter problem especially on Pledgdon Green Road	Clerk has told UDC. Wasteawarehas confirmed they will "get to Broxted as soon as they can".	29 April 2021	
	13	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		