

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
	Apr-25	Contact from residents	Summary Apr/May 25: Faded whitelines reported at junction near Prince of Wales - will be dealt with as non-urgent. Report of dumping of a refrigerator unit (container) in a field has been reported to Uttlesford as flytipping and planning breach - Env Health say nothing they can do but passing it to streetcleaning. Planning investigating - nothing further heard.	7 April 2025	continuing
	Apr-25	Website update	Adding link to UDC website for Register of Interests. Updating pages, adding procedural docs. Drafting accessibility statement and privacy statement for site to comply with legal requirements. Major update of underlying software. Purchase and installation of new software to replace a component which does not meet Cabinet Digital Office requirements.	04 May 2025	continuing
	Apr-25	Village Hall accounts	Circulating and considering accounts and making arrangements with auditor for inspection.	28 April 2025	
	Apr-25	Flower boxes Brick End	Request for funding for plants/planting. Agreed under delegated powers as within purchasing budget	01 May 2025	
	Apr-25	Payroll	P60 and end of year for HMRC reporting.	06 April 2025	06 April 2025
	Apr-25	Weeds treated at Hall and on tarmac path Brick End	Done by Thornwoods. Bill for hall for consideration for payment by council.	30 April 2025	Agenda 8 May 25
	Mar/Apr 25	Annual audit and accounts	Docs prepared and supplied. Internal auditor now working on audit.	04 May 2025	
	Mar-25	Broxted Directory 25-26	Supplied for delivery with parish magazine	20 March 2025	20 March 2025

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	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. Now drafted. To go on agenda June or July 25.		agenda June or July 25
	Aug-24	Bin opposite Old Vicarage	To add signs re suitable contents - decals obtained. Bin needs thorough clean first. Bin emptied and have asked UDC if another dog waste bin could be placed in Church End opposite the Old Vicarage	03 May 2025	
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
10-Apr-25	25/04-5	Draft further letter re formal complaint to UDC	Drafted		
	25/04-8.4	To ask Martin Foley to follow up re condition of Pledgdon Gn Road/Brick End Road	Emailed	04 May 2025	
	25/04-9.4	Add revised standing orders, financial regulations and scheme of delegation to clerk on website	Completed	01 May 2025	
	24/04-9.6	Pay grant to Buffy Bus Assocn	Bank details obtained, payment to be set up and authorised	22 April 2025	

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13-Mar-25	25/03-6.4	Highways/public rights of way	Serious potholes at Broadwater Bridge reported - response from Highways is "inspecting". Cone and warning sign placed at Broadwater Bridge after County Councillor chased. References: potholes 3867734/3789246/3789245 (3 previous reports).	29 April 2025	
	25/03-7.3	Broxted Directory 25-26	Distributed with April magazine and uploaded to website.	20 April 2025	
13-Feb-25	25/02-5	Misuse of hall car park by drivers doing hand-brake turns	To consult hall managers. They recommend better surface for car park.	13 February 2025	
	25/02-6.2	Change bank mandate	To reflect retirement of one of bank signatories.	09 April 2025	10 April 2025
	25/02-6.3	Letter of formal complaint	Completed with details added from Takeley, Tilty, Lindsell. Sent to UDC, reply received. See minutes	09 March 2025	on agenda April 25
25/02-	25/02-6.6	Donations and grants	All grants paid except for Five parishes Toddler group (see below) and Buffy Bus association.	31 March 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. New bank account open but group would like the grant paid direct to Great Easton Village Hall to meet hall hire charges.	02 May 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 bench cleaned by councillors. Bus shelter window frames to be replaced when weather allows. Wooden bench at Church End and bin need cleaning.	29 April 2025	
	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.	checked 10/03/2025	
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.	Letter sent to UDC 17 March, endorsed by 3 other parish councils/parish meeting. Reply received. Further comment to be sent.	10 April 25 meeting	
13-Jul-23	23/07-7.4, 24/11- 6.1, 25/03-7.4	New position for bench	Bench now moved to Village Hall	12 April 2025	
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	

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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 roadsign	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	