

| 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-25 | Prince of Wales pub/car park sale | Checked ACV powers and procedure. Commented on Facebook. | 06 June 2025 | 06 June 2025 |
| | May-25 | Renewing insurance | Obtaining comparative quotes and recommending Clear Ins (now Ecclesiastical). Renewed. See agenda | 29 May 2025 | Agenda 12 June 2025 |
| | May-25 | Email and web hosting | Storage capacity too low. Increasing for rest of year (to 22 August 2025) and from now on. Using filesharing app to circulate documents to council (free Dropbox account in council's name). | 22 May 2025 | Agenda 12 June 2025 |
| | May-25 | Asset Register revision | Reinstatement values added, and provided to insurers. Updated register to be reviewed with AGAR. | 20 May 2025 | Agenda 12 June 2025 |
| | Apr-25 | Contact from residents | Summary May/June 2025: Queries re future of Prince of Wales pub, overhanging trees near The Maltings (reported to Highways) | | continuing |
| | Apr-25 | Website update | Update and adding a software subscription for managing/displaying documents. Documents are not showing in date order. To raise issue with developer/software supplier. | 11 June 2025 | continuing |
| | Apr-25 | Village Hall accounts | To approve accounts in Hall trust meeting. Auditor will examine accounts later in the summer. | 30 May 2025 | For Hall trust agenda |
| | Apr-25 | Flower boxes Brick End | Request for funding for plants/planting. Agreed under delegated powers as within purchasing budget. Now reimbursed to residents requesting. | 19 May 2025 | 19 May 2025 |
| | Mar/Apr 25 | Annual audit and accounts | Docs prepared and supplied. Internal auditor now working on audit - for June meeting. | 09 June 2025 | Agenda 12 June 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. | checked Highways map 11 June 2025 | |
| | Aug-24 | Issues from governance review of Hall Charity | Committee etc terms of reference to be revised as simply as possible. Now drafted. For Hall trust agenda. | 11 June 2025 | For Hall trust agenda |
| | Aug-24 | Bin opposite Old Vicarage | To add signs re suitable contents - decals obtained. Bin needs thorough clean first. Bin emptied in May. UDC would empty a dog waste bin there if the PC paid for the bin itself. To get prices and put on agenda. | 08 May 2025 | |
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| 08-May-25 | 25/05-6 | Transfer of Highways land to PC | To look into transfer of the triangle at the Brick End/Prince of Wales pub junction from ECC to the PC. | 08 May 2025 | |
| | 25/05-8.1 | Refrigerator unit in field at Woodgates End | To check ownership and chase planning enforcement. Land is unregistered so no public record exists. Enforcement team and Environmental Health unable to act. On private land so Streetcleaning team have no role. | 09 June 2025 | |
| | 25/05-8.4 | Broken footbridge | To report after finding location | 08 May 2025 | |
| 10-Apr-25 | 25/04-5 | Draft further letter re formal complaint to UDC | Request to go to Stage 2 of complaints process made 2 June. Acknowledged - CEO will deal and he was on holiday but due back 3 June 2025. No response yet. | 02 June 2025 | |

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| | 25/04-8.4 | To ask Martin Foley to follow up re condition of Pledgdon Gn Road/Brick End Road | Emailed. He has chased Highways. No reply yet. | 11 June 2025 | |
| | 24/04-9.6 | Pay grant to Buffy Bus Assocn | Bank details obtained, payment to be set up and authorised | 22 April 2025 | 19 May 2025 |
| 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). "To be considered for repair as part of the planned maintenance programme." | 11 June 2025 | |
| | 25/03-7.3 | Broxted Directory 25-26 | Distributed with April magazine and uploaded to website. On noticeboards and inside hall. | 01 May 2025 | 01 May 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 | For Hall trust meeting agenda |
| | 25/02-6.3 | Letter of formal complaint | Completed with details added from Takeley, Tilty, Lindsell. Sent to UDC, reply received. See minutes and | 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). | 19 May 2025 | 19 May 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. Group has confirmed they would like the grant paid direct to Great Easton Village Hall to meet hall hire charges. | 29 May 2025 | |

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| 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. Now "closed" on website. | 11 June 2025 | 11 June 2025 |
| 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. Still no Highways update since 22 Jan 24. | checked 11/06/2025 | |
| 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. See 10 April 25/04-5 above. | See minutes | See minutes |
| 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. LHPs now disbanded. Unlikely this scheme will be implemented. | 15 May 2025 | 15 May 2025 |
| 12-May-22 | 22/05-8.6 | Seek grant funds to replace grit bin | To renew request or buy new bin (£120) from PC funds | 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 | |