

## Berkswell Parish Council – Agreed Actions by Council 2017/18

### Agreed Actions

<b>Council Meeting</b>	<b>Topic</b>	<b>Action by</b>	<b>Status</b>	<b>Comments</b>
15/06/17	1. Virgin Media - The Clerk was asked to write to SMBC expressing concern about the quality of work.	Clerk	Completed	Letter sent to SMBC on 21/06/17
15/06/17	2. Cllr Bell agreed to contact Ashley Prior to request that SMBC consult the PC on the matter of white line markings on Coventry Road.	DB	Completed	Referred to the TIP group to brief ARUP and ask for recommendations
15/06/17	3. Waste Lane/Hodgetts Lane Bus Stop – a resident suggested that this was unsafe. Andrew Burrow and Richard Lloyd agreed they would review to understand the issue and consider what action the Parish Council could take.	AB/RL		Investigations have commenced. RL has obtained a commitment from Transport for West Midlands to provide a hard standing at the bus stop.
15/06/17	4. Balsall Common bypass – a resident asked the Parish Council to consider writing to our local MP as she appeared to not understand the nature of the proposal. AB agreed to write to Caroline Spelman’s office attaching the Parish Assembly minutes and a covering note on the By-Pass.	AB	Completed	AB has written and received a response from Caroline Spelman MP
15/06/17	5. Local PCSO – a resident asked if the Parish Council would consider contributing to the cost of a PCSO for the local area. This request was linked to the closure of the Police Shop and the consequent reduced visibility of Police Officers locally and concerns about anti-social behaviour. Council agreed to put the matter on a future agenda.	Clerk	Completed	This item has been included on the Agenda for the Ordinary Meeting of the Council on 20 July 2017
15/06/17	6. Cllr Hitchcock gave an update on work to be done in the Spinney, work will be performed by Warwickshire Volunteers in the autumn and there is a option for other work to be done by Young Offenders properly supervised. Council agreed its support in principle and agreed that refreshments would be provided on the occasions young offenders performed work in the Parish. DH agreed to take this forward.	DH	On-going	This work will be organised according to season
15/06/17	7. Planning Applications – Clerk to submit comments on the following planning applications: 2017/01273 2017/01458	Clerk	Completed Completed	

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15/06/17	8. Make agreed payments	Clerk	Completed	
15/06/17	9. Arrange payment of approved grants: <ul style="list-style-type: none"> <li>• Berkswell Society</li> <li>• St Peter's</li> </ul>	Clerk	Completed	Payment approval has been included on Agenda for the Ordinary Meeting of the Council on 20 July 2017
15/06/17	10. Convene a Finance Committee with the following agenda items: <ul style="list-style-type: none"> <li>• Review of Council's Standing Orders</li> <li>• Review of Council's Financial Regulations</li>   <li>• Review of Council's Asset List</li>   <li>• Review the practice of councillors purchasing items on behalf of the Council</li> </ul>	Clerk          Clerk	Completed	The Clerk has decided that he should make recommended changes to the existing documents and prepare proposals for the other items, to be presented to Full Council for approval.
11. 15/06/17	12. Trees overhanging the school playground should be inspected by the SMBC tree office to get his view on what action should be taken and DH offered to organise this.	13. DH	14. Completed	15. Midland Forestry undertook the work on 24 October 2017
15/06/17	16. Add trees overhanging the school playground to the risk register	Clerk	Completed	Need to create a risk register first
15/06/17	17. The Council authorises the Clerk to book such rooms and incur incidental administration costs associated with the NDP as are necessary to the functioning of the NDP Steering Committee including the Jubilee Centre booking on 12th June 2017	Clerk	Ongoing	
15/06/17	18. Local Plan <ol style="list-style-type: none"> <li>1. The Clerk should respond politely to Gary Palmer thanking him for the e mail of 2nd June 2017 saying the PC is ready and able to discuss a Concept Plan for Allocation. The letter will make it clear that BPC oppose the proposals in the Local Plan.</li> <li>2. To establish a Special Working Group, members to include Kay Howles, Richard Drake, Richard Lloyd and Dinah Edwards</li> <li>3. That group will develop a set of concise objectives for the Concept Plan based on the relevant parts of the Council's response to the</li> </ol>	Clerk          KH, RD, RL,DE          KH, RD, RL,DE	Completed	Still awaiting a response from Gary Palmer (SMBC)



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15/06/17	<p>15. Public Rights of Way – Cllr Lloyd reported that he is sending evidence of problems to SMBC on a regular basis. Outgrowth and overgrowth is the land owner's responsibility and SMBC are not enforcing this. SMBC appear to be doing the work of the land owners at public expense.</p> <p>Cllr Bell agreed to talk to Dave Keaney on the matter.</p>	<p>RL</p> <p>DB</p>	<p>On-going</p> <p>Completed</p>	<p>DB has spoken to David Kearney confirmed that footpaths are trimmed to the minimum requirement</p>
15/06/17	<p>16. Ward Action Plan – Cllr Burrow summarised some key actions including: the need for more gravel on the path up Coventry Road and that BPC want permission to cut overgrowth on Hall Meadow Road footpaths. It was agreed that BPC want a meeting with SMBC at some point to discuss and agree a list of actions.</p>	AB	Completed	Ward Action Plan meeting has been set up for 13:00 hours on 27 September at SMBC offices.
15/06/17	<p>17. Green Belt Review –</p> <ol style="list-style-type: none"> <li>1. The Council agreed to pursuing negotiations with LUC with a view to negotiating an acceptable contract and terms of reference</li> <li>2. The Council agrees to establish a working party to identify sites/areas across the Borough whose greenbelt value assessment by SMBC appears at odds with the value attributed to Barrett's Farm. The purpose is to highlight concerns to the appointed Consultants. That working party will undertake its work within one week and comprise Richard Drake, Kay Howles, Richard Lloyd. That working party will also finalise the terms of reference agreed by the Council</li> <li>3. The Council agreed to delegate to the Clerk the authority to agree a contract with LUC up to a defined value which will be agreed in private session.</li> <li>4. The Council agreed that the established working party will advise the Clerk on the contract and its members are authorised to meet with LUC for the purposes of discussing the contract scope, obtaining an estimate of the number of consultancy days involved and assessing the contractor's ability to deliver.</li> <li>5. Council agreed in principle to option 9.2 (i.e. do both and engage with someone to look at both as two separate exercises) subject to definitely wanting to do Allocation 1 and negotiating on terms for Allocation 3. On Allocation 3 Council agreed to engage with Balsall Parish Council and share the results.</li> <li>6. The Council wishes Councillor Burrow to participate in the following activities, given his expertise and grant him a dispensation for any pecuniary conflict of interest:               <ol style="list-style-type: none"> <li>6.1. Meeting with the Consultant (LUC) in accordance with motion 8 and</li> <li>6.2. Participating in the working party to identify greenbelt anomalies in accordance with motion 6</li> </ol> </li> </ol>	<p>AB</p> <p>RD, KH, RL</p> <p>Clerk</p> <p>RD, KH, RL</p> <p>RD, KH, RL</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>	<p>Contract brief written and discussed with LUC on 11th July. Quote to be given within 48 hours. Covers both reviewing the greenbelt analysis of allocations 1 &amp; 3 and reviewing the non-selection of four "PDL" sites next to Balsall Common</p> <p>Council have not as yet engaged with BaPC</p>

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		AB AB	Completed On-Going	
15/06/17	18. Cllr Lloyd reported that he had attended the Urban Forest Management Plan Course and suggested that this should be a future agenda item	Clerk	Completed	
15/06/17	19. Maintenance of Council Assets by Berkswell Society volunteers - Council approved the following motions: <ol style="list-style-type: none"> <li>1. The Council notes and authorises the Berkswell Society volunteers to undertake voluntary maintenance work on the village seat surrounding the oak tree on the green and the garden/lawn by the Well and activities to keep the Well free from debris which blocks the water flow</li> <li>2. The Council authorises the Clerk to spend up to £400 (ex VAT) in materials/equipment to support the work of the volunteers (nominally £250 for the bench and £150 for the Well)</li> <li>3. The Council authorises the Clerk to agree an appropriate reimbursement mechanism for the expenditure with the volunteers or via the Berkswell Society as the Clerk thinks fit</li> </ol>	BS  Clerk  Clerk	On-going  On-going  Completed	Clerk to write to Bill Bailey/Graham Davidson (Treasurer) confirming what has been agreed with AB and advise BS to incur costs initially and seek reimbursement from BPC periodically.
20/07/17	20. Put a notice in the village shop advertising that the Clerk is available by appointment to discuss council matters.	Clerk	Completed	Notice has been prepared and will be delivered to the shop by 15 Sept.
20/07/17	21. Communication costs – Council approved the following motion: “The Clerk is authorised to incur reasonable printing and other communication costs on his own discretion to support community engagement and other actions by the working groups on the Solihull Plan, greenbelt review, NDP and concept plans”.	Clerk	On-going	
20/07/17	22. Concern expressed about a bush hindering visibility at the crossroads where Lavender Hall Lane meets Meriden Road/Spencer’s Lane. After discussion. it was agreed that Cllr Burrow would have an informal word with the property owner.	AB	Completed	Cllr Burrow has spoken to the house owner who has refused to trim any of the vegetation allegedly blocking the sightline.
20/07/17	23. Concern expressed about the danger caused by the lack of white lines on Coventry Road in Berkswell following road repairs. It was agreed to refer the matter to ARUP (Traffic Improvement Project) asking for them to include a recommended solution in their report.	TIP	Completed	

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20/07/17	24. Contract with Boothroyd & Co to undertake valuations of The Spinney, The Well, the Pound and The Village Green, as per the quote received	Clerk	Completed	John Boothroyd attended the village to view the land. Valuations are expected w/c 7 August 2017
20/07/17	25. Public Rights of Way – liaise with SMBC	RL	On-going	
20/07/17	26. Chairman to write a statement on BPCs position regarding a possible boundary review	AB	Completed	Statement has been written and submitted for publication in the Autumn edition of the Bugle
20/07/17	27. Council delegated to the Clerk authority to obtain independent risk advice with respect to trees overhanging the school playground.	Clerk	Completed	Midland Forestry has provided advice on tree works to be undertaken
20/07/17	28. Council agreed that Cllr Burrow will undertake the next quarterly internal review of accounts and that Cllrs Burrow and Drake will undertake a review of the council's physical assets which is a periodic physical maintenance inspection as recommended by the Risk Assessment.	AB/RD	Completed	
20/07/17	29. Council discussed the way forward for the development of a new Council website. It was agreed that an ad hoc group involving Cllrs Edwards, Cambage and Burrow and the Clerk would work with other interested parties to agree a specification in October	DE/AC /AB & Clerk		Ad hoc meeting to be arranged for 2 November 2017
20/07/17	30. Council authorised the Clerk to incur room hire and refreshments costs so that Berkswell PC can host the autumn meeting of the WALC Solihull area committee. It was agreed to book the Jubilee Centre for the meeting.	Clerk	Completed	Jubilee Centre has been booked for 19 October for the WALC meeting
14/09/17	31. Pay Jubilee centre grant of £3,500	Clerk	Completed	On agenda for 12 October 2017
14/09/17	32. The Clerk recommended that a formal Finance Committee is not necessary for him to prepare proposed revisions. Council approved the following motion; "the Clerk will bring forward recommendations on the above for approval by full council at the Ordinary meeting on 12 October 2017". <ul style="list-style-type: none"> <li>• Review of Council's Standing Orders</li> <li>• Review of Council's Financial Regulations</li> <li>• Review of Council's Asset List</li> <li>• Review the practice of councillors purchasing items on behalf of the Council</li> </ul>	Clerk	Completed	
14/09/17	33. Council received a report on the inspection of physical assets undertaken by Cllrs Burrow and Drake on 11 September. Council agreed to delegate to the Clerk authority to contract for recommended work at a reasonable cost.	Clerk	On-going	See RDs report dated 11/09/17
14/09/17	34. Kelsey Lane Bus Shelter - Council agreed the following motion: "The Parish Council authorises the Clerk to spend up to £100 for	Clerk	On-going	

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	materials, brushes etc to paint the Kelsey Lane bus shelter with OSMO natural oil wood stain with ebony (black) pigment using volunteer labour”.			
14/09/17	32. The Pound (Sale conveyance held by the PC). Council noted that The Pound is currently registered as part of land owned by Mr R Cooper. Council agreed to assume ownership of the Pound if possible. The Clerk reported that he had written to Mr Cooper on two occasions asking for help to resolve the situation but no help had been offered/received. Cllr Burrow agreed to speak to Mr Cooper to find a way forward.	AB		
14/09/17	33. The Kelsey Lane Bus stop (sale conveyance held by the PC). Council agreed to assume ownership of the bus stop if possible. Council agreed to talk to SMBC who are deemed to be the current ‘owners’ by virtue of being the Highway Authority, to agree a way forward.	Clerk		
14/09/17	34. The Berkswell village green (unregistered land). Council agreed it should assume ownership and take on responsibility for the Village Green. It was noted that residents and Berkswell Charity had been canvassed and that they take no exception to Parish Council	Clerk/ DE		

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	Registering the land. The Clerk was instructed to proceed with Registration.			
14/09/17	35. NDP - Council agreed to delegate to the Clerk to spend up to £1,000 on communications (including printing).	Clerk	On-going	
14/09/17	36. Traffic Calming - “The Council agrees that the Clerk should organise an informal briefing of Councillors for 26 October regarding the ARUP proposals for traffic calming in Berkswell village. Jane Edwards to arrange.	Clerk/ JE	Completed	Meeting arranged for 26 October in the Jordan Room from 7pm
14/09/17	37. The Well - The Council approves that : <ul style="list-style-type: none"> <li>the Clerk notifies Oliver Monk (SMBC Highway Services) of the environmental risk to the public and takes no further action”.</li> <li>Council agreed to put a notice in the shop using the wording agreed above.</li> </ul>	Clerk  Clerk	Completed  Outstanding	Oliver Monk has acknowledged receipt of my letter and informed me he has passed it on to Environmental Services to monitor.
14/09/17	38. Public Rights of Way - Council agreed the following motion; “Council instructs the Clerk to write to SMBC requesting a response to issues raised”.	Clerk		
14/09/17	39. M229 - meeting with the quarry operators and the Parish Council and that Cllrs Lloyd and Hitchcock plan to attend	RL/DH		
14/09/17	40. Cllr Lloyd agreed to ask Cllr Bell for a list of service requests. Cllr Lloyd will also submit his concerns via Solihull Connect.	RL		
14/09/17	41. Ward Action Plan – Council noted that a meeting has been organised with SMBC at 13.00 on 27th September.		Completed	
14/09/17	42. Handy Person – A specification of work would need to be devised. It was agreed that the Clerk would place an advert seeking a self-employed person to do this litter picking every 2 weeks	ALL		

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14/09/17	43. The Council approves the expenditure of up to £300 plus VAT for the winter planting programme for Balsall Common	AB	On-going	
14/09/17	44. Night flying – Cllr Lloyd will bring the definitive draft agreement to Council in due course.	RL	On-going	
14/09/17	45. Service 89 - Cllr Edwards was asked to brief David Felthouse so he can put an article in the Communicator.	DE		
14/09/17	46. NALC consultation on broadband access – Council approved the following motion; “This Council supports the proposed NALC consultation on broadband access and authorises and asks the Clerk to send this view to NALC”.	Clerk	Completed	
14/09/17	47. Council agreed that Cllr Drake will undertake the next quarterly internal review of accounts and that Cllr Drake and Cllr Edwards would undertake the physical inspection of assets.	RD/DE		
14/09/17	48. Tree Survey – Council approved the following motion; “The Parish Council agrees to a tree survey to be conducted by volunteers with the objective of submitting TPO requests for potential areas of housing development”. Cllr Hitchcock will plan this activity	DH		
12/10/17	49. Council agreed to write to the group who had manned the shop, thanking for their work.	Clerk		
12/10/17	50. Cllr Burrow agreed to contact SMBC about a recent accident at the Nailcote junction reiterating local concern.	AB		
12/10/17	51. Submit comment regarding 2017/02473 to SMBC	Clerk	Completed	
12/10/17	52. Submit objection to SMBC regarding 2017/02316	Clerk	Completed	
12/10/17	53. Home Farm - It is agreed to write to SMBC (Kim Allen) planning department to understand the planning issues and the position of SMBC in relation to this matter	Clerk	Completed	

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12/10/17	54. NDP Printing - The Council authorises the reimbursement of Councillor Burrow based on the receipts and expense claim received	Clerk	Completed	
12/10/17	55. Council agrees to accept the Clerk's recommended changes to its Standing Orders and Financial Regulations following a review and comparison with the latest NALC models, and to adopt the revised versions with immediate effect	Clerk	Completed	Finalise the documents and put on website
12/10/17	56. Council agrees to accept the Clerk's recommended Asset Register	Clerk	Completed	Finalise the document and put on website
12/10/17	57. Risk 1.2.2 - Council agreed to raise an order for this work with Greenline at a cost of £280 but have instructed the Clerk to raise the issue of the possible risk of damaging the spinney by fire and to watch for the hedgehogs (i.e. don't burn in situ) in accordance with SMBC guidelines on bonfires. 58. Risks 2.2.3, 2.4.2, 2.6.1 & 2.7.5 - Council agreed to raise an order for this work with Greenline at a cost of £280	Clerk  Clerk	Completed	
12/10/17	59. Council agreed to start the Registration process for the Pound.	DE & Clerk	On-going	
12/10/17	60. "Council authorises the NDP Committee to raise the lack of an approach on concept plans with Gary Palmer when they meet him concerning the NDP".	NDP		
12/10/17	61. The Clerk was asked to write to HS2 (Jonathan Lord) to flag the request to take part in the Greenway rerouting discussions.	Clerk		
12/10/17	62. Regarding Unrecorded Rights of Way, it was to write again to SMBC, in the form of an FOI request, giving examples of rights of way not on the definitive map.	RL & Clerk		
12/10/17	63. Council agreed to put something on our website re Ward Action Plans	Clerk		

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12/10/17	64. Cllr Burrow proposed that Council should think about whether to appoint a planning consultant to work on the concerns Wendy Wilson has raised. It was agreed to consider this at the next meeting.	Clerk	On-gong	On the agenda for 9 November 2017
12/10/17	65. Council approved the following motion: “Council approves the contract specification for litter picking/handyman work and the draft advert for the same”.	Clerk		
12/10/17	66. The Clerk is authorised to coordinate Christmas tree purchase with the PCC's supplier and obtain lights/decorations from shops/internet as most appropriate.	Clerk	Completed	Order has been raised with Alasdair Dymond
12/10/17	67. Council also asked the Clerk to agree a suitable basis for charging going forward with the owners of the village shop and to report back.	Clerk		
12/10/17	68. The Clerk is authorised to agree a budget with Caroline Joyner who will purchase and pick up suitable plants and with Councillor Burrow for the replacement fruit tree and crocus bulbs from Craddocks". Caroline Joyner and Councillor Burrow will be reimbursed in accordance with the Council’s Financial Regulations”.	Clerk		
12/10/17	69. AB to discuss the issue of a plaque with the Jubilee Committee	AB		