

Berkswell Parish Council – Agreed Actions by Council 2017/18

Agreed Actions

Council Meeting	Topic	Action by	Status	Comments
15/06/17	<p>10. Local Plan</p> <ol style="list-style-type: none"> 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. 2. To establish a Special Working Group, members to include Kay Howles, Richard Drake, Richard Lloyd and Dinah Edwards 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 Solihull Plan. Additional items can be added for approval by the full PC. 4. The Group develops a rapid consultation with interested groups and residents on community facilities (apart from a school) to be included within the concept plan <ol style="list-style-type: none"> a. Berkswell Society b. BCVRA c. Balsall PC d. Berkswell & Balsall Sports Association e. Community consultation, particularly Berkswell residents 	<p>Clerk</p> <p>KH, RD, RL,DE</p> <p>KH, RD, RL,DE</p> <p>KH, RD, RL,DE</p>	<p>Completed</p> <p>Completed</p>	<p>Still awaiting a response from Gary Palmer (SMBC). Pegasus the site developer of Barrett’s Farm has contacted Richard Drake with a view to having another meeting. It was agreed at February 2018 PC that the Special Working Group would meet Pegasus with a view to explaining the PC’s approach as defined in the developing draft NDP</p> <p>The NDP steering committee have written planning policies in the developing draft NDP which define the approach sought to the building of all housing estates within the parish</p>

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	<p>5. Similarly, the Group will develop rapid consultation on issues of site layout with</p> <ul style="list-style-type: none"> a. Berkswell residents b. BCVRA c. Berkswell Society <p>6. The Group develops a letter to Balsall PC suggesting a joint meeting with Balsall PC concerning the process for handling the development of a Concept Plan for Allocation 3. This letter to also cover process for 4.3 above.</p> <p>7. The Group will coordinate with the NDP Steering Committee but not distract the Steering Committee from its key objective but recognise that the Concept Plan might well feature in the final NDP”.</p> <p>8. Agreed the clerk is authorised to book a hall for community consultations as and when required”</p>	<p>KH, RD, RL,DE</p> <p>KH, RD, RL,DE</p> <p>KH, RD, RL,DE</p> <p>Clerk</p>	<p>Completed</p> <p>On-going</p> <p>On-going</p>	<p>Letter sent to BaPC. Reply received 27 July 2017</p>
14/09/17	35. 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 Registering the land. The Clerk was instructed to proceed with Registration.	Clerk/DE	Pending	Council to consider registering the area as a “Village Green” rather than assume ownership
14/09/17	36. 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	37. Service 89 - Cllr Edwards was asked to brief David Felthouse so he can put an article in the Communicator.	DE		
14/09/17	38. Tree Survey – Council approved the following motion; “The Parish Council agrees to a tree survey to be conducted by volunteers with the objective of	DH	Pending	Photos of trees have been taken and a map of where the trees are located, has been developed. Wording has been included in the draft NDP on the protection of

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	submitting TPO requests for potential areas of housing development”. Cllr Hitchcock will plan this activity			trees (and hedges) as a result of the same resident suggestion.
12/10/17	50. Council agreed to start the Registration process for the Pound.	DE & Clerk	On-going	Received a letter of support from Mr Cooper
12/10/17	51. Council agreed to put something on our website re Ward Action Plans	Clerk		Awaiting instructions
09/11/17	52. Regarding the hardstanding at bus stops near the junction of Hodgetts Land and Waste Lane, Cllr Lloyd reported he was having difficulty contacting the person who promised to arrange for the work to be carried out. Cllr Lloyd agreed to continue to press	RL		
09/11/17	53. Handyperson – Cllr Burrow reported that the specification and advert had been updated and that an advert will be posted soon.	Clerk		Advert posted with a deadline of 24 December
09/11/17	54. Berkswell Tea Rooms - The Clerk was asked to negotiate a rate per hour for future use of the tea rooms with the proprietors.	Clerk		AB & RW to visit J 7 S Ebbans to discuss
09/11/17	55. Review of the Airport Night Flying – Council agreed to consider the following amended motion: a. Council agrees not to object to the current offer from the Airport, subject to ... i. the agreement running for the 3 years of the current review period and not rescinding the obligation of the Airport Company to reduce night Air Traffic Movements to 4% of total ATMs as soon as practicable thereafter, ii. the night noise violation limit being reduced to 81dB or less, and iii. the Airport Company taking note of the Council's concern that the noise Quota Count is not being reviewed, despite the Quota Count system not being operated in a way that provides an incentive to introduce quieter aircraft.			
Risk Register	56. BBQ Risk Assessment – Add the following to standard BBQ risk assessment to ensure action is taken every year: a. Cars driving through cordoned off areas b. No balloons as they are a danger to livestock	AB	Annual	To be actioned each year. Added to the standard risk assessment and action items there from
Risk Register	57. Tree Risk assessment due in Autumn 2019	Clerk		RW to contact contractors in mid 2019
07/12/17	58. Cllr Bell reported that he had discussed with Director of Planning the Parish Council’s concerns regarding planning application compliance at Truggist Farm. It was suggested that Cllr Lloyd has a meeting with the Director of Planning and Cllr Bell agreed to facilitate this. It was also agreed	RL/KH		

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	to include the apparent lack of planning enforcement at commercial premises developed in the Green Belt. KH agreed to attend with RL			
07/12/17	59. Cllr Drake reported that a resident had complained about the rubbish at the back of the Masala Club on Station Road with the suspicion that it is attracting vermin. Cllrs Burrow & Drake agreed to talk to the resident and if needed, the Clerk will write to SMBC requesting action	RD/AB	Completed	Bins emptied and issue not recurred
07/12/17	60. Council approved a grant application from the Hornets for the purchase of a new set of portable goalposts for the 9 by 9 Football Pitch to the value of £2,643	Clerk	Completed	Cheque to be raised at January 2018 meeting of the Council.
07/12/17	61. Council approved a grant application for HoE School: a. To fund an 'Elevate' project at a cost of £1,800. b. To fund a 'Student Savvy' project at a cost of £740	Clerk	Completed	Cheque to be raised at January 2018 meeting of the Council.
07/12/17	62. The Clerk was asked to write to Dame Caroline Spelman MP again about the apparent underfunding of state schools	Clerk	Completed	Email sent on 8 January 2018
07/12/17	63. Cllr Drake advised Council that the Risk Management Framework now included an identified risk of Councillors meeting and visiting with third parties. It was proposed by Cllr Burrow that the matter should be addressed through the Risk Framework. An action was agreed to draw up a short policy around visiting with reference to the SMBC Planning Committee Handbook. Cllr Drake offered to lead the work.	RD		
07/12/17	64. Waste Lane bus stops - Cllr Lloyd agreed to have another go at contacting WM Transport to have new hardstandings installed	RL		
07/12/17	65. The Clerk is asked to investigate the registration of the village Green and well area as "Village Green" under the Commons Act 2006 as opposed to seeking to Register Council's ownership of the land.	Clerk	On-going	The Village green is already registered with SMBC. Work will be undertaken to Register other open spaces including the Well area
07/12/17	66. The Council approved that the Clerk may continue to incur NDP printing and other incidental costs at his discretion to facilitate the work of the committee	Clerk	Ongoing	
07/12/17	67. The Clerk was instructed to agree a mid-January deadline with LUC.	Clerk	Completed	

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07/12/17	68. Governance Review - Council discussed the request and agreed the following response to allow the Clerk to respond quickly as requested (by Friday 8 December).	Clerk	Completed	
07/12/17	69. List of Streets - SMBC did not answer the FOI request. Council asked Cllr Lloyd to set out potential next steps for consideration at a future meeting.	RL	Completed	Letter sent to Nick Page
07/12/17	70. Ward Action Plan - Council approved the updated version of the SMBC ward action plan as circulated to Councillors (copy to be available on the Council's web site)	Clerk/AB	Completed	Copy on Council's website
07/12/17	71. Handyperson - Council noted that the advert for handyperson contract services has been posted and the clerk is approved to incur minor costs to advertise it on the one stop notice board. It was also agreed to put a copy of the advert in the Berkswell Village shop.	Clerk	Completed	
07/12/17	72. Winter Planting - Council authorised the clerk to reimburse Caroline Joyner for the cost, using the extraordinary payments procedure, subject to the cost being within the approved amount of £300	Clerk	Complete	
07/12/17	73. Council agreed to delegate to the Clerk the authority to commission our maintenance contractor, Greenline, to clear the Well area of leaves and to remove vegetation debris from the roof of the Meriden Road bus shelter (adjacent to the Spinney).	Clerk	Completed	Clerk has requested a quote for the work from Greenline
07/12/17	74. Council agreed Councillor Cambage will undertake the internal review of the Cashbook to 31 December 2017	AC	Completed	
07/12/17	75. Cllrs Drake and Edwards will perform the quarterly inspection of the council's physical assets.	RD/DE		Replaced by 104
07/12/17	76. Council agreed that the Clerk can negotiate a fee with the web designer up to the approved budget of £500.	Clerk	ongoing	Clerk working with web designer. Berkswell Society developing its own web site on a new domain name
11/01/18	77. BPC had written to Balsall requesting representation on the Balsall Common Centre working party. As no response had been received to this letter it was agreed to send a follow up.	AB/Clerk	Completed	Letter sent 01/02/18
11/01/18	78. Remove Ward Action plans from the Agenda	Clerk	Completed	
11/01/18	79. Council agreed that, in principle, the car park should be closed in severe weather and that 2 Cllrs (Cllr Edwards & Burrow) should visit Tracy Drew (Head Teacher) to discuss a sensible arrangement.	DE/AB		
08/02/18	80. Internal Review of 2017/18 cashbook – Council also agreed that Cllr Cambage will perform the review again for quarter 4.	AC		3 rd quarter review completed, 4 th quarter review due in April 2018
08/02/18	81. Risk Management			

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	<p>a. Council discussed any new finance and risk events and agreed to add ice in the car park as a risk event</p> <p>b. Risk Framework – Cllr Drake reported that he as outstanding items to complete</p>	<p>RD</p> <p>RD</p>		
08/02/18	82. Review of inventory of land and assets – It was reported that the Registration of the Pound was progressing and that the next step was for the Clerk to submit forms to HM Land Registry.	Clerk		Registration forms have been submitted – awaiting a response from HMLR.
08/02/18	83. Cllr Lloyd asked that the evidence base for the NDP be preserve electronically in perpetuity.	Clerk	Completed	The evidence base material is held electronically on the Council's laptop which is backed up to external hard drives and the cloud
08/02/18	84. The Chairman is authorised to write on Berkswell PC headed note paper to express the Council's thanks to the staff and students of the Heart of England School for the valuable input into the Berkswell NDP. Precise wording to be approved by the clerk and the letter to be sent via the Clerk	AB	Completed	Letter sent 13/02/18
08/02/18	85. Cllr Burrow reported that Paul Tovey (SMBC) has asked if Berkswell Village would like to take part in a scheme which would include the periodic use of mobile cameras. It was agreed that the Clerk would write to SMBC accepting this offer	AB/Clerk	Completed	Letter sent to Ashley Prior 13/02/18
08/02/18	86. Green Belt Review - Council agreed that Cllrs Lloyd (Chair), Edwards and Hitchcock, together with Geoff Wheeler and Wendy Wilson will form an ad hoc working group to report back to Council by the middle of May 2018. This will help BPC prepare its representations to SMBC at the appropriate time.	RL/DE/DH		
08/02/18	87. Council agreed to write in response to the SMBC consultation on the brown field site register. It was agreed that Cllrs Burrow and Howles will draft a response and that Cllr Edwards will review. The response is to be submitted by 14 February.	AB/KH/DE	Completed	Letter sent 12/02/18
08/02/18	88. HS2 - Cllr Lloyd agreed to write up the scope of the review of construction alternatives for circulation to Councillors. Council agreed to give the Clerk delegated authority to liaise	RL		

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	with the Clerk of Burton Green to include BPC in the review.	Clerk	Completed	Email sent to the Burton Green Parish Clerk 15/2/18
08/02/18	89. Guidance to farmers re Rights of Way - Cllr Lloyd agreed to rewrite the leaflet to make it more understandable to farmers if necessary. Mr Hubbard agreed to help. It was suggested that one other farmer (possibly Stephen Fletcher) should be asked to comment also	RL		
08/02/18	90. Parking on Hall Meadow Road - Council agreed to support a SMBC Neighbourhood Services proposal that yellow lines and double height kerbs are introduced close to the junction of Hallmeadow Road/Station Road to control the most serious element of the problem. It was agreed that the Clerk will write to SMBC accordingly.	Clerk	Completed	Letter sent to Ashley Prior – 15 February 2018
08/02/18	91. Parish BBQ - a budget for the hire of a band for the event of up to £450 and that Cllr Edwards will make the necessary arrangements	DE		
08/02/18	92. Parish BBQ - authorised the Clerk to make the arrangements within the agreed budget limits.	Clerk		
08/02/18	93. Royal Wedding Street Party - The Clerk was asked to check the likely cost of the road closure and, if there is a charge, the Council would appreciate a contribution from the street party organisers.	Clerk		
08/02/18	94. Press and media Policy - Council agreed to add the following wording to the Press and Media Policy	Clerk	Completed	Revised policy put on website 13/02/18

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15/03/18	95. The Clerk was asked to write to the enforcement team at SMBC asking why Council's objections to planning application during 2017/18 had not been formally registered.	Clerk		
15/03/18	96. The Clerk was asked to write to SMBC expressing concern regarding damaged caused by car parking on verges	Clerk		
15/03/18	97. 2018/19 Grants Policy – Clerk to put agreed process on the website	Clerk	Completed	
15/03/18	98. The Clerk is authorised to undertake all the work necessary and incur the legally required registration fees, associated with the General Data Protection Regulations	Clerk		
15/03/18	99. It was agreed that Clerk should buy a cork board for the Masala club notice board to make it easier to post notices.	Clerk		
15/03/18	100. Council agreed to ask Cllr David Bell if funding could be found for posts on the verge on Hallmeadow Road.	Clerk		
15/03/18	101. The Clerk is authorised to organise the registration of the Kelsey Lane bus shelter in the Council's name with HM land Registry and to incur a cost of fees up to £300	Clerk		

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15/03/18	102. Cllr Edwards agreed to look at what is needed to register the Well area as a Village Green	DE		
15/03/18	103. The Clerk to discuss with insurance companies to assess if there is public liability cover for use of assets not owned by the Council (e.g. posts on the Well area)	Clerk		
15/03/18	104. Cllrs Edwards and Drake reported that they are in arrears on the asset inspection but this will be carried out soon	DE/RD		
15/03/18	105. The Council authorises the Clerk to incur the printing, room hire, postage and publicity costs to ensure an effective NDP consultation	Clerk		
15/03/18	106. Cllr Drake reported that he and Cllr Howles will be meeting with Pegasus (lead developer for Barratts Farm) next week,	RD/KH		
15/03/18	107. Cllrs Burrow and Edwards agreed to sound out possible residents who might be interested in carrying out the handiman service	AB/DE		
	108. List of Streets - The Clerk is asked to write a letter to David Keaney (SMBC Highways) in accordance with the draft circulated	Clerk		

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