

Agreed Actions Arising from Council Meetings

Council Meeting	Ref	Topic	Action by	Status	Comments
Risk Register	57	Tree Risk assessment due in Autumn 2019	Clerk	Pending	RW to contact contractors in mid-2019
07/12/17	64	Waste Lane bus stops - Cllr Lloyd agreed to have another go at contacting WM Transport to have new hard-standings installed	RL	o/s	Cllr Lloyd to report on any progress
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	In hand	Registration forms have been submitted – awaiting a response from HMLR. HMLR have requested additional documentation which the Clerk has supplied
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	o/s	
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/DE	o/s	
15/03/18	102	Cllr Edwards agreed to look at what is needed to register the Well area as a Village Green	DE	o/s	The Village Green is designated with the Local Authority as a Registered Village Green and need not do anything further; still need to proceed with registration of Well Area as a village green.
12/04/18	110	Council agreed that action 10 is deleted and replaced with “Council agreed that discussions on concept plans should be in	RD/KH/DE	On-going	KH & RD met with Pegasus in a useful exchange including briefing them on our draft NDP. We did get a positive response to the Draft NDP from

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		accordance with the draft NDP” to be actioned by Cllrs Drake, Howles and Edwards.			them. We also had an approach for a meeting from the potential developers of Grange Farm which was declined as not in our Parish. No other approaches have been received from developers, landowners or SMBC. A further meeting took place with Pegasus on 23rd July. They shared the outcome of recent meetings with SMBC. They have been asked to coordinate an overall plan for Barratt's Farm with the other landowners although no meetings have yet taken place.
17/05/18	124	Clerk asked to look into the practicalities of having PC emails for all councillors	Clerk	ongoing	Some Cllrs have set up their own dedicated email addresses exclusively for Council business
17/05/18	131	Council noted that Burton Green Parish Council have requested payment of the promised £1,000 contribution to the Expert Report on HS2 compiled by MBPC (Michael Byng). Council agreed to exchange the payment for a copy of the report when it is available	Clerk	Pending	Still awaiting the report. Cheque has been prepared and signed ready to exchange for the report In July the Clerk to Burton Green PC confirmed that the report has not yet been issued.
17/05/18	136	Council noted that the Clerk is actively engaged with the developer of the new council website to complete the development and agree terms for on-going maintenance and support. Council agreed to review the new website and feed back comments on its design and content to the clerk so that final amendments can be made prior to it going live.	All	On-going	Web site reviewed by some councillors – feedback awaited from others

BERKSWELL PARISH COUNCIL

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14/06/18	137	Update S/Os including a statement clarifying that the The Clerk will act as DPO until further notice	Clerk	Completed	Revisions made, just waiting for revised 3 rd Party visit policy
14/06/18	141	“managing when the Clerk is unavailable” - It was agreed that a Councillor would review this with the Clerk and do a dummy run. Cllr Burrow volunteered to do this.	Clerk/AB	o/s	
14/06/18	144	Thanking Volunteers - Cllr Drake proposed the Council ask Cllr Burrow to come forward with proposals of how this might be done.	AB	o/s	Deferred developing a recognition policy until Governance Review is completed
19/07/18	156	Green Belt Policy – Council considered the following motion: “This Council agrees to accept the latest circulated draft as its policy”. Following discussion, the motion was carried with the addition of the following wording: “in the absence of a council meeting the Clerk is authorised to use this policy to respond to Planning Applications”	Clerk	Completed	Kept in the list as an aide memoir
19/07/18	157	“This Council agrees to accept the latest circulated draft as its policy and include it as an appendix to the latest standing orders approved on 14 June 2018.”	Clerk	Completed	Linked to Action 137
19/07/18	158	Council asked Cllr Hitchcock to examine the trees in the Spinney and advise the Clerk of any trees in danger of falling.	DH	o/s	
19/07/18	165	Council discussed re-establishing the Berkswell HS2 working group. Council agreed in principle and requested that Cllrs Lloyd and Burrow bring forward draft ToRs to be presented to the September meeting of the Council.	AB/RL	Completed	ToRs circulated to Cllrs for agreement on 13/09/18
19/07/18	166	Handyperson – Cllr Edwards agreed to speak to a possible candidate who has expressed an interest in the role.	DE	Completed	This is wrapped up with the temporary contract agreed with James Hikin. In the longer term this role will be incorporated in the Grounds Maintenance Contract to be tendered for this Autumn/Winter
19/07/18	167	Mowing the Sunnyside Roundabout – Council considered and agreed the following motion: “This Council agrees to write to SMBC to request that the Sunnyside roundabout is first cut earlier than in previous years. The first cut to be during the period mid to end May each year, the precise date to fit in with the 2 weekly Balsall Common cutting schedule”.	Clerk	Completed	Email sent to Bruce Brant 27/09/18

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19/07/18	168	Spinney Car Park Ice Concerns – Council agreed to buy some bollards and give them to the school so that the car park can be closed if deemed dangerous	Clerk	Outstanding	
19/07/18	169	Spinney car park - The clerk has still not received a quote despite chasing Greenline on several occasions.	Clerk	Pending	A temporary contract with James Hickin has been agree. A quote for this work is awaited.
19/07/18	170	The Council authorises the Clerk to make application for TPOs for the trees shown in the survey conducted by Councillors Lloyd, Hitchcock and Burrow”.	Clerk	On-going	Discussed by Council under item 17a 13/09/18
19/07/18	171	The Council authorises the Clerk to offer to the Tree Officer that the PC will meet the cost of a tree expert to draw up the data necessary for the TPOs subject to that significantly reducing the time to make the TPO and the cost being reasonable such as up to 5 days work		See 170	Linked to Action 170
19/07/18	172	This council agrees to write to SMBC and truck owners about overnight parking on Hallmeadow Road by HGVs and complaints of litter left (McDonalds cartons).”	Clerk	Completed	See Minutes 23 e 13/09/18
19/07/18	173	Chairman’s allowance - It was agreed that Cllrs Howles, Burrow & the Clerk would work up a proposal to present to Council for approval.	Clerk/AB/KH		
19/07/18	174	Councillor Travel and Subsistence Allowances – Council discussed and agreed the Clerk’s recommendations. It was agreed that Cllrs Howles, Burrow & the Clerk would work up a proposal to present to Council for approval.	Clerk/AB/KH		

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13/09/18	175	Truggist Hill Farm - The chairman agreed to check again with SMBC and ask if they would inspect the site. Cllr Burrow agreed to take photos and investigate the storage issue.	Clerk/AB		
13/09/18	176	SMBC HER - It was agreed that the Clerk should write to the planning officer concerned asking if their HER is now updated and how this impacts on the assessment of the application.	Clerk	Completed	Email sent to Jasmine Preston-Wood 27/9/18
13/09/18	177	Planning Applications – Clerk to submit comments to SMBC on 2018/02393; 2018/01783; & 2018/02524	Clerk	Completed	Comments registered via Planning Portal
13/09/18	178	Dead tree on Village Green - The Clerk to email the tree officer informing of the plan to remove the dead Hawthorn on the village green and to check we did not need planning permission to remove a dead tree. Cllr Hitchcock agreed to arrange the removal	Clerk DH	Completed o/s	SMBC Tree Office and Planning Officer have given the go ahead to remove the tree.
13/09/18	179	Write to J Foudy re his offer to raise money for Xmas lights in Berkswell Village	Clerk	See 180	
13/09/18	180	Xmas Lights - The Clerk was asked to write to Mr Foudy thanking him for his very generous offer but explaining that the Council and residents (present at the meeting) were not in favour of his proposal.	Clerk	Completed	Email sent 24 /09/18
13/09/18	181	Governance Review – put ‘Lessons Learned’ paper on web site	Clerk	Completed	
13/09/18	182	Berkswell Society to discuss their name	AB		
13/09/18	183	LUC Greenbelt report - agreed to delegate to the Clerk the task of writing to SMBC detailing the Parish Council's concerns about building on Barretts Farm based on the conclusions of the LUC report. The	Clerk		

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		Chairman, Councillors Lloyd and Howles and the NDP committee will assist the Clerk as required to focus on the key issues			
C	184	SMBC seem to misunderstand the building on brownfield site rules - Council agreed to give the Clerk authority to approach LUC and Kirkwells to request their advice and delegated the Clerk to negotiate a reasonable fee for this.	Clerk/AB	Completed	Request for advice sent to Kirkwells and LUC on 24/09/18
13/09/18	185	Council approved the proposed Terms of Reference for a re-established Berkswell HS2 Working Party, as circulated and available on the council website.	Clerk	Completed	
13/09/18	186	Cllr Drake proposed that the HS2 Working Party should decide how to communicate with HS2 and bring a proposal back,	HS2 WP		
13/09/18	187	Recognition Scheme – deferred to a future meeting	Clerk/All		AB circulated a draft Recognition Scheme for consideration on 18 Oct.
13/09/18	188	A46 Link Road i. The Clerk to write to Dr Thornton, thanking him for his persistence in getting this information into the public domain. ii. To ask for a meeting with SMBC. The clerk to ask for dates and Cllr Burrow will help with organising the meeting. Cllr Ken Allsop asked to be involved. iii. To ask for copies of all relevant documents (full disclosure of information) and strongly express residents' concerns. Cllr Burrow to assist iv. To agree to defer any formal position on options for routes for an A45/46 link until after the meeting with Walter Bailey the Highways Officer responsible	Clerk Clerk Clerk All	o/s Completed	Meeting arranged for 24/09/18 at 3:30pm See Item ii above

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		v. Agree to communicate to residents a full history of the "bypass" options, either through a dedicated leaflet or through an article in the Bugle. See above. After the meeting with Walter Bailey BPC need to communicate with residents (leaflet and The Bugle). To be discussed further	All		
13/09/18	189	The Council approves the expenditure of £500 to provide 2 planters	Clerk		
13/09/18	190	Private: Grounds Maintenance Contract	Clerk		
13/09/18	191	The Clerk is authorised to purchase/order decorations and Christmas trees in line with the budget of £450 and incur the necessary expenditure	Clerk		
13/09/18	192	The Clerk was asked to circulate the address of the new website again asking for specific comments/recommendations.	Clerk	o/s	