

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
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 accordance with the draft NDP" to be actioned by Cllrs Drake, Howles and Edwards.	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 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

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					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.
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	Clerk to write up and present to December meeting
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	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	DE agreed on 15/11/18 to talk to the headteacher about this.
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	Clerk		Council agreed to defer this action until the next draft Local Plan is issued

BERKSWELL PARISH COUNCIL

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		about building on Barretts Farm based on the conclusions of the LUC report. The Chairman, Councillors Lloyd and Howles and the NDP committee will assist the Clerk as required to focus on the key issues			
18/10/18	204	HS2 Working Group – HS2WG to co-operate with neighbouring parish councils on matters of joint interest	HS2WG	On-going	
18/10/18	207	Grass Mowing Contract - Clerk to retender the 3 year contract for March 2019 to 2022 - Council to agree scope	Clerk BPC	 Completed	ITQ issued on 1/12/18 with quotes due 7/1/19 Agreed on 13/12/18
18/10/18	211	Fine tune the new Website & review for completeness	Clerk		
18/10/18	212	Revise the councillor's expenses policy to allow co-opted councillors to claim expenses	Clerk		
18/10/18	215	Set up a small working group to agree 2019/20 meeting dates	All		
15/11/18	217	A3 Meeting with SMBC – whole Council (min 4) to attend	RD		
15/11/18	219	Find out how much yellow lines would cost on Station Road. Clerk to liaise with Cllr Bell	Clerk		Waiting for Cllr Bell to report
15/11/18	225	Obtain signs for planters in Riddings Hill with Berkswell Gate on them	AB/Clerk		On hold – resident has offered to design, order and pay
13/12/18	228	Council budget 2019/20 – clerk to prepare for 10 January 2019 meeting	Clerk		
13/12/18	229	Complaint - Council agreed unanimously to request the Clerk to inform the	Clerk		

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		complainant of the Council's final decision on the complaint on the basis of minute 16.			
13/12/18	230	Risk Framework - Cllr Cambage would review before seeking approval from Council	AC		
13/12/18	232	Balsall PC's request for funding of Christmas lights – Clerk to put on Budget Planning Meeting agenda	Clerk		
13/12/18	233	Council should write a letter reminding HS2 that there is an obligation to put out environmental information for public consultation and Cllr Lloyd agreed to draft a letter for the Clerk to send	RL/Clerk		
13/12/18	234	Council discussed making a representation to Solihull MBC requesting that information held by Solihull MBC regarding HS2 is published promptly in line with the Local Council Charter, the Open Government UK National Action Plans, the 1998 Aarhus convention, and the Environmental Information Regulations 2004. Cllr Lloyd agreed to draft a letter for the Clerk to send.	RL/Clerk		
13/12/18	235	Airport – Council noted that the consultation on the new Master Plan is open until Jan 31 and to consider how to formulate a response. Council asked Cllr Lloyd to propose a motion for the January Council meeting.	RL		

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13/12/18	236	OSS Consultation - Clerk was asked to respond to the consultation accordingly	Clerk		
13/12/18	237	Grass Cutting Contract - Council agreed to allow SMBC to mow the grass they are responsible for and to descope the grounds maintenance contract accordingly.	Clerk		
13/12/18	238	Spinney Car Park - Exact details to be agreed by the Clerk on the advice of a professional gardener. Cost of up to £600. The clerk is delegated to incur the cost.	Clerk		
13/12/18	239	The Well - Council noted the excellent state of the Well area and passed a motion of thanks to the Well warden Denis Stokes. Clerk to write a letter of thanks	Clerk		
13/12/18	240	Station Road Parking - A formal proposal will be presented to the January Council meeting	RD/AB/RL		
13/12/18	241	Hedgehog Signs - It was agreed that Cllr Burrow would buy the signs from an online supplier.	AB		
13/12/18	242	Changes to Council meetings in January 2019	Clerk		
13/12/18	243				