

### 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
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	The Clerk has contacted Adrian Stringer of SMBC who had requested a copy of the conveyance in January 2018. A further copy of the conveyance was sent on 21 January 2019 to Mr Stringer
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 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. A subsequent meeting with Pegasus by Councillors Howles and Drake confirmed that they had not had any

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					meaningful engagement with the other landowners and that SMBC had been made aware of this.
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.
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	DH reported that he had surveyed the tree in the Spinney and that no work was required at this time. DH has still to complete the form requested by SMBC as part of the application to prune the oak tree on the village green.
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	DE	Outstanding	DE agreed on 15/11/18 to talk to the headteacher about this. DE agreed on 17/01/19 to write to the headteacher on this matter.
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 Chairman, Councillors Lloyd and Howles and the NDP committee will assist the Clerk as required to focus on the key issues	Clerk	pending	Council agreed to defer this action until the next draft Local Plan is issued
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	211	Fine tune the new Website & review for completeness	Clerk	On-going	

BERKSWELL PARISH COUNCIL

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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	Deferred	It was agreed on 17/01/19 to defer this to the new council in May 2019
15/11/18	217	A3 Meeting with SMBC – whole Council (min 4) to attend	RD		RD agreed on 17/01/19 to draft a proposal and circulate to cllrs
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. AB agreed on 17/01/19 to raise this with Ashley Prior and ask for a costing, when they meet soon.
15/11/18	225	Obtain signs for planters in Riddings Hill with Berkswell Gate on them	AB/Clerk	On-hold	On hold – resident has offered to design, order and pay
13/12/18	230	Risk Framework - Cllr Cambage would review before seeking approval from Council	AC		Councillor Drake to provide copy to Councillor Cambage.
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		Clerk has approached a local supplier for a quote. Still awaiting a response from Caroline Joyner (21/1/19)
17/01/19	250	Local Plan – <ul style="list-style-type: none"> <li>Organise a suitable public drop in consultation event(s) to inform parish residents and seek feedback at a suitably early stage in the SMBC consultation process.</li> <li>Hold an extraordinary PC meeting after the parish council consultation sessions, to consider the Council's response to the SMBC housing consultation. Such meeting to be suitably timed to</li> </ul>	Clerk  Clerk	Completed	Meeting arranged for 2 March 2019  Meeting arranged for 7 March 2019

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		<p>allow the Council to submit a response to SMBC within the allowed time period.</p> <ul style="list-style-type: none"> <li>• “The Clerk is authorised to spend appropriate monies on room hire, materials etc to provide the public consultation”. It was also agreed to set up a working party to manage the public consultation and work on a draft response to SMBC. Cllr Burrow, Howles, Lloyd &amp; Drake all volunteered to take part.</li> </ul>	<p>Clerk</p> <p>AB/KH/RD &amp;RL</p>		
17/01/19	252	TPOs on Barratt’s farm - Cllr Burrow agreed to take the matter up with Cllr Bell.	AB		
17/01/19	255	Meeting with HS2 – Offer dates for a meeting	AB		
17/01/19	258	Parking on Station Road - It was agreed that the issue would be raised by Councillor Burrow with the Head of Highways to work out ways forward and to potentially ensure that it was considered as part of any HS2 planning application for a haul route/station car park extension	AB		
17/01/19	260	Council agreed that Cllr Edwards would carry out an internal audit on the financial accounts and bank reconciliation for the period to the end of December 2018.	DE		
14/02/19	262	Send letter to Balsall PC re setting up a joint committee for consultation on issues of mutual interest	Clerk		
14/02/19	264	Vexatious complaints procedure – defer to next Council	Clerk		Defer to after the elections

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14/02/19	265	Local Plan <ul style="list-style-type: none"> <li>• Hold Public consultation</li> <li>• Incur necessary costs of consultation</li> <li>• Hold EM to discuss consultation</li> </ul>	All Clerk All		Set for 2 March 2019  Set for 7 March 2019
14/02/19	267	Write to Gary Palmer re response to BPC TPO request	RL/Clerk		
14/02/19	268	Write to SMBC requesting that parking on Station Road to be included in Ward Action Plan.	Clerk		
14/02/19	269	Finalise Grass mowing contract	Clerk		Exchange of contracts scheduled for 1 March 2019
14/02/19	270	Evaluate proposal for Spinney car Park from local gardener	DH & AB		
14/02/19	271	Speak to resident about 'Freedom of the Parish' award	KH		
14/02/19	272	Publish the process for 'Managing in the absence of the Clerk'	Clerk		
14/02/19	273	Make preparations for the consultation on 2 March 2019 at a cost up to £750	RD/AB		
14/02/19	274	Clerk to nominate his wife to assist in his absence	Clerk		

