

Agreed Actions Arising from Council Meetings

Council Meeting	Ref	Topic	Action by	Status	Comments
16/05/19	289	Policies & Procedures - Council agreed to set up a working group to identify the necessary revisions and make recommendations to the June meeting	Working Party & Clerk	Completed	Revised S/Os have been prepared and will be presented to Council at its June 2020 meeting
12/09/19	330	Council to complain to SMBC about apparent failure to follow due process in respect of planning applications. AB agreed to draft a letter	AB & Clerk	Completed	Letter sent to Head of Development Management 30/09/19 SMBC acknowledged receipt and advised that Kim Allen the Group Manager of Development Management, would respond. Clerk has received correspondence from the Enforcement Manager (David Wigfield) in response to another letter, but from not Group Manager of Development Management. Report on March agenda. A letter has subsequently been sent to the Chairman of the Planning Committee.
12/09/19	334	It was reported that the War memorial appears to be leaking but requires closer inspection. Cllrs Drake & Lloyd agreed to carry this out	Clerk		Action agreed on 17/10/19 to inspect with the help of a resident (Bob Marriott). RD/RL to action. Agreed on 18/06/20 that the Clerk should appoint a contractor to carry out repairs
23/01/20	379	Hodgetts Lane Flooding – check status of SMBC remedial action Contact Diane Howell if action has been delayed	AB AB	Completed	Rectification work completed by SMBC
23/01/20	383	Registration of Kelsey Lane bus shelter – liaise with HMLR following refusal	Clerk	Completed	Application submitted 30/04/20
23/01/20	389	Purchase up to £50 worth of tinsel for use with Xmas trees in 2020	Clerk		Clerk to place an order
23/01/20	393	Flooded footpath by Carstins It was agreed that Cllrs Burrow and Lloyd and residents would make a site visit to	RL/AB	Completed	A letter has now been sent to Paul Tovey (SMBC) to escalate the issue

BERKSWELL PARISH COUNCIL

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		<p>agree what corrective action looked reasonable</p> <p>Council agreed to serve a new Section 56 Notice on SMBC. Cllr Lloyd agreed to supply a completed form (Cllrs Lloyd, Drake & Burrow will agree what to ask for in the Notice).</p>	RL/RD/AB & Clerk	Pending	Await response from letter to P Tovey before considering submitting a S.56 Notice
13/02/20	398	It was agreed that all HS2 related complaints should be logged. Cllr Burrow agreed to ensure the contact details required are circulated and put on the PC website	AB/Clerk	Completed	HS2 complaints details are on the Council's website
13/02/20	399	Visit by New Meriden MP – Council noted that the Chairman will formally invite Saqib Bhatti MP to visit Berkswell after his informal meeting with parish councillors on 6 March 2020	RD		RD has spoken to SB but no details have been agreed as yet. It was agreed on 18/06/20 that RD would invite SB to discuss the Housing Plan in the Autumn of 2020
13/02/20	400	It was agreed to ask the Clerk to contact the Balsall PC Clerk and agree a joint invite to Cllr Courts include the Trees agenda	Clerk AB	Close	<p>Clerk of Balsall PC emailed Cllr Courts on 27/02/20 with an invitation to attend Balsall Parish Council, before RW had chance to contact Balsall PC Clerk.</p> <p>AB to provide an update on the invite</p>
13/02/20	401	Tree survey - Council gave the clerk delegated authority to make the necessary arrangements to enable work to be carried out in respect of the recommendations with a “1 year timescale (including removal of ivy)	Clerk	On-going	Clerk has requested a quotation for the works from Midland Forestry on 31/03/20. The Clerk has also notified SMBC Planning Dept as the work will be within the Berkswell Village Conservation area.
13/02/20	403	<p>Council is now asked to progress repainting of the phone box by seeking a quote from its regular maintenance contractor and seeking quotes from others if required by Financial regulations to obtain best value as well as a quality job.</p> <p>Agreed a grant application to be progressed in conjunction with residents and the Berkswell Society</p>	Clerk		Clerk has requested a quote for this work from James Hickin on 25/03/20. Actions agreed on 18/06/20

BERKSWELL PARISH COUNCIL

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			AB/Clerk		Berkswell Society have decided to withdraw the application as a protest in respect of HS2 behaviours in the local area.
13/02/20	404	Council authorised the Clerk to purchase a tonne (standard delivery bag) of chippings for the pound and shady space grass seed for the telephone box area.	Clerk		Clerk has requested a quote from J Hickin to arrange delivery and apply the new chippings. Awaiting a quote
13/02/20	405	The Well - It was agreed to accept the HS2 offer for one of their contractors to do an initial inspection to inform further action.	Clerk	Completed	The clerk presented Councillors with a paper setting out possible options. Council to decided next steps.
18/06/20	406	Put a Notice on the Board advertising the two vacancies for co-option.	Clerk		
18/06/20	407	Land behind Professor Zumby - inform SMBC & the Environment Agency. Cllr Burrow agreed to draft a letter for the Clerk to send.	AB/Clerk		
18/06/20	408	This Council delegates authority to the Clerk to respond to any planning notification to highlight those policies of the NDP that apply to the planning application if the Clerk considers the policy significant in relation to the particular application and there is educational value for SMBC planning department in making such a submission	Clerk		
18/06/20	409	2020/01905 – Clerk to advise the Planning Officer of the Council's view	Clerk	Completed	Comments sent on 25/06/20
18/06/20	410	On-line Banking - set up a small working party to consider how to move forward in the longer-term use of this facility when face to face meetings are re-introduced. Members of the working party to be Cllr Drake, Cllr Edwards & the Clerk	RD/DE/Clerk		

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18/06/20	411	Data Protection renewal - Council agreed to setting up a Direct Debit to make this annual payment.	RD/AB/Clerk		RD & AB have the DD mandate to complete
18/06/20	412	Put Internal Audit Report on the website	Clerk		
18/06/20	413	Investigate a new finance system to replace current Excel Spreadsheet	RD/Clerk		
18/06/20	414	sign the Annual Governance Statement remotely	RD/Clerk		
18/06/20	415	sign the Accounting Statements Statement remotely.	RD/Clerk		
18/06/20	416	Annual Return (AGAR) must be submitted to the external Auditors by 31 July 2020	Clerk		
18/06/20	417	responsible financial officer for a relevant authority must publish (which must include publication on the authority's website): the Accounting Statements; and the Annual Governance & Accountability Return (AGAR)), and a statement that sets out the period for the exercise of public rights;	Clerk		
18/06/20	418	Revise and publish the new Standing Orders	Clerk		
18/06/20	419	Council agreed to review the existing risk framework in light of Covid-19 and new guidance from NALC and BHIB Councils Insurance. Cllr Drake will carry out the review at the appropriate time (towards the end of 2020)	RD		

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18/06/20	420	Council agreed that 2 councillors could carry out the next asset inspection if they observed social distancing.	AB/KH		
18/06/20	421	Cllr Lloyd should look at the roof of the War Memorial to determine what work was needed and to instruct the Clerk to get a suitable contractor in to make necessary repairs	RL/Clerk		
18/06/20	422	Council agreed to write to Bruce Brant thanking him for the significant contribution that he has made to the lives of the residents of Berkswell Parish Cllr Burrow agreed to provide the text for the Clerk to send.	AB/Clerk		AB has supplied a draft for Clerk to send
18/06/20	423	Council agreed to write to Severn Trent on behalf of residents thanking them for their actions which have contributed to ongoing attraction of the historic well area for visitors and residents alike. Cllr Burrow agreed to draft the letter.	AB/Clerk		
18/06/20	424	Complaint – finalise documentation of the investigation and write to complainant with the outcome	DE		
18/06/20	425	Village telephone box – arrange for work to be carried out and materials obtained	Clerk		
18/06/20	426	Airport CC - prepare a report on the virtual meeting held on 5 June 2020	RL		

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