

## Agreed Actions Arising from Council Meetings

Council Meeting	Ref	Topic	Action by	Status	Comments
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	completed	Application submitted 19/09/19
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	Closed	The Burton Green Parish Clerk has advised this council that the report was never published
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agreed to buy some bollards and give them to the school so that the car park can be closed if deemed dangerous	DE	Superseded by Item 355	DE agreed on 15/11/18 to talk to the headteacher about this.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. Head Teacher has subsequently agreed to close the car park in the event of poor conditions under foot. <b>Clerk to buy 3 bollards.</b>
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	On-going	S/O still in progress and RD/RW will meet to continue the work. All other P&Ps have been revised and approved. See 312 also.
16/05/19	302	Council delegated authority to the Clerk to spend up to £350 for the planting of the Station Roundabout and the station planters with summer flowers and the subsequent autumn planting	Clerk	Completed	Summer planting completed and paid for on 2 July 2019. Autumn invoice on November meeting agenda for payment. Total cost is £433 (in VAT) against approval for £350
13/06/19	307	Council discussed an approach made by Liz Hopkins who is a new community development worker. Council agreed to make the offer that two parish councillors would meet her if she would suggest some dates and she is welcome to attend any Parish Council meeting (Clerk to provide her with dates) of the next few meetings.	Clerk	Closed	Email sent to Liz Hopkins 01/07/19. No response received.
13/06/19	308	Letter to Lord Lieutenant re Honours submission – After discussion it was agreed to wait a further 6 months before writing,	Clerk	Completed	Wait until December 2019. On the agenda for November 2019 meeting
13/06/19	311	Planning applications - Cllr Burrow proposed that the Council should continue with current practice but that all councillors must come prepared to present a reasoned opinion if they have something they wish to discuss. This approach was agreed, it was also agreed to review the success of this approach after a reasonable period of time.	Clerk	Completed	On the agenda for 17 October 2019 meeting
13/06/19	312	Payments to suppliers who don't accept cheques - Council agreed to consider the implications for future invoice payments when the current Financial Regulations are reviewed.	Clerk	Completed	To be considered along with 289

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13/06/19	314	Payment of contribution to the maintenance of Berkswell graveyard –It was suggested by Cllr Burrow that the Council should seek more advice from NALC and ask Dame Caroline Spelman MP to ask the minister why the government thinks there is no problem. Council agreed there was a need to take further advice. It was also agreed that Council will not stop contract payments at this stage as the NALC guidance is not definitive and that the Human Rights Act and Equality Act are not referenced in their advice note. It was also agreed that the Clerk should inform the External Auditor of the decision the Council has made. It was resolved as follows; the Clerk is asked to seek further advice from WALC/NALC because their legal opinion did not reference the Human Rights Act nor the Equality Act. The Clerk is also asked to seek to understand why the Government believes that there is no legal problem with a parish council helping to maintain Church of England churchyards in the same way as it is permitted (so it seems) to maintain those of other religious organisations.	Clerk  Clerk  Clerk	Completed  Completed  Completed	Clerk wrote to NALC on 30/9/19 asking for a further opinion from NALC. New advice received on 08/10/19.  On 17 October 2019 agenda with motion for Clerk to advise St John Baptist Church that the PC have to cease paying a contribution from March 2020. Meeting arranged with CS on 19/7/10 for RD, AB & DB to attend. Dame Caroline has now agreed to ask the Minister for advice. Clerk to pay all future invoices due up to contract end date (31/03/20)  Notification provided as part of the AGAR submission. In response the external auditors have provided further guidance (not their own) to help the Clerk understand the position better. Auditors have forwarded a copy of advice from the DHCLG to NALC which concludes "Since there is no defined legal ruling against such assistance, the advice that we have received is that we cannot regard such expenditure as definitely unlawful"
13/06/19	317	This Council agrees to express concern to Solihull MBC (and Dame Caroline Spelman MP and District Ward councillors) regarding the recent felling of trees and destruction of habitat during the wildlife breeding season along the A452 close to the junction with Park Lane, given that construction of HS2 is not now expected to start until the New Year	Clerk	Closed	Clerk awaiting a draft letter. No draft received
18/07/19	321	Bank Mandate – arrange to change authorised signatories	Clerk	On-going	This is in hand awaiting a sample signature from SC
12/09/19	328	Verge on Hodgetts Lane - Cllr Burrow agreed to log it on Solihull Connect	AB	Completed	AB is currently engaged with Harry Savage of SMBC on the matter.
12/09/19	329	HS2 Matters - Council noted that the Clerk has not received a response from SMBC regarding two letters requesting clarification of the overdue demolition of buildings now owned by HS2	Clerk	Awaiting reply	The Clerk has resubmitted the request to Anne Brereton on 18/09/19 and has received confirmation that the matter has been referred to Gary Palmer to respond
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	Awaiting reply	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

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					correspondence from the Enforcement Manager (David Wigfield) in response to another letter, but from not Group Manager of Development Management.
12/09/19	331	May 2019 Election costs - Council agreed to authorise the Clerk to make this payment on receipt of the official invoice	Clerk	Pending	Awaiting formal invoice
12/09/19	332	Councillor audit - Cllr Howles agreed to carry out the audit for the quarter ended 30 September 2019.	KH	Completed	Date to be arranged once September bank statements have been received and the bank rec has been completed. It was agreed that AB would conduct this audit to test out the Councillors Audit Checklist
12/09/19	333	Council noted the outcome of the inspection of the physical state of council assets carried out by Cllrs Drake and Lloyd on 24 July 2019 (copy available on the Council website). The Clerk was asked to arrange for the necessary work to be undertaken.  The Clerk was asked to find out who owns the fence between the spinney & the church as it is also in need of repair.	Clerk  Clerk	Completed  Completed	Chairman asked for this to be on the October meeting agenda to agree actions  Clerk to check the conveyance for any clue to this matter. Clerk has identified there is no further information in the conveyance and related documentation in his possession.
12/09/19	334	It was reported that the War memorial appears to be leaking but requires closer inspection. Cllrs Burrow, Drake & Lloyd agreed to carry this out	AB/RD/RL	Pending	Action agreed on 17/10/19 to inspect with the help of a resident (Bob Marriott). RD/AB/RL to action
12/09/19	335	Council agreed the proposal received from Midland Forestry to conduct a tree inspection, previously scheduled by Council for Autumn 2019, at a cost of £1,356 (inc VAT)	Clerk	Completed	Order has been issued to Midland Forestry 13/09/19
12/09/19	336	Complaint to Balsall PC - Council agreed that the matter is now closed and asked the Clerk to write to Balsall PC thanking the Balsall PC Clerk for the reply and expressing Berkswell Council's desire to work together for the future.	Clerk	Completed	Reply emailed to Balsall PC on 24/09/19
12/09/19	337 & 311	It was agreed that Council should ensure all planning applications are reviewed in the context of the NPPF, Local Plan and the NDP.	All	On-going	See also item 311
12/09/19	338	Council agreed instruct our contractor to stop mowing immediately and advised the Clerk to review areas we mow before the next contract is let.	Clerk	Completed	J Hickin was advised in writing on 13/09/19

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12/09/19	339	Berkswell telephone box - Cllr Edwards agreed to look into this in the new year.	DE	On hold	
12/09/19	340	Unauthorised encampments - Council agreed that a small working party would be set up to look at options for The Spinney and obtain rough costings.	RD	Pending	RD to action
12/09/19	341	SMBC Consultation on the Draft Statement of Community Involvement and Draft Local Validation Criteria – Cllr Burrow proposed that Cllr Lloyd drafts a letter for the Clerk to submit. This was agreed	RL & Clerk	Completed	Letter sent 27/09/19
12/09/19	342	Climate change – Council noted that Councillors Drake and Hitchcock will seek to arrange an initial meeting of interested residents in the next 2 weeks.	RD/DH	Completed	On the agenda for 17 October meeting.
12/09/19	345	Primary schooling - Cllr Burrow agreed to draft a letter for the Clerk to send.	AB & Clerk	Completed	Letter sent to Gary Palmer
12/09/19	346	Council agreed to write in support of Balsall PC to SMBC requesting that the project involving SMBC, Balsall PC and Berkswell PC to improve Balsall Common Centre as part of the local Plan	Clerk	Completed	Letter sent to Anne Brereton on 18/09/19
12/09/19	347	The Council to write to Balsall PC to propose the establishment of a local working group, initially focused on SMBC proposals for increasing parking within the Library car park and maintenance issues in Balsall Common village centre	Clerk	Completed	Letter sent to Balsall PC on 16/09/19
12/09/19	348	Council approved the purchase of Christmas trees for Balsall Common. Total cost not to exceed the budget of £450.	Clerk	In hand	AB has written to Alastair Dymond asking if he would order the trees as in previous years and to obtain a quote.
12/09/19	349	Write to SMBC re the addition of lights to the wall on Meeting House Lane	Clerk	Completed	Email sent to Jasmine Preston-Wood copied to David Wigfield on 11 Oct 2019
17/10/19	350	Councillor's Audit Checklist - draft procedure will be trialled with Cllr Burrow (who drafted the checklist) before finalising and that a final version would be brought back to a future meeting for approval	AB & Clerk	Completed	Audit took place on 6 November and report is on agenda for November meeting
17/10/19	351	Hornets License application - Cllr Burrow & Drake agreed to draft the objection based on the 4 grounds of objections.	AB & RD	Completed	Email sent to the Licencing Manager at SMBC on 24 October 2019
17/10/19	352	Demolition of HS2 buildings on the Truggist Hill Farm site. The Clerk confirmed that nothing had been received from SMBC. Council agreed to ask Cllr Diane Howell (SMBC) to intercede on this	RD	Pending	RD to action

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		matter. Cllr Drake agreed to write as chairman to make this request.			
17/10/19	353	Planning Application 2019/01449 – agreed that Cllrs Burrow & Lloyd, together with the resident who made the FOI request, will draft a letter for the resident to send to SMBC	AB/RL		Waiting for confirmation that the letter has been sent by Geoff Wheeler
17/10/19	354	Berkswell churchyard – Council agreed: “This Council agrees to give notice to the PCC that at the end of the current mowing contract we will be unable to continue making a general contribution to the maintenance of the Berkswell graveyard”.	Clerk	Completed	Letter emailed to Berkswell PCC on 24/10/19
17/10/19	355	Spinney car park - Council agreed to purchase bollards for up to £100 to facilitate closing the car park in adverse conditions.	Clerk		
17/10/19	356	New tree for village green - agreed that Councillors Drake and Burrow will work with the Clerk to make the arrangements	AB/RD/Clerk	Pending	Planting is scheduled for Sunday 24 November 2019
17/10/19	357	<b>NALC Election Survey</b> – Council agreed to authorise the Clerk to complete a response on the Council's behalf.	Clerk	Completed	Response to survey submitted 24/10/19
17/10/19	358	Meriden NDP - “This Council agrees to ask the Clerk to write to Meriden PC supporting their draft NDP”.	Clerk	Completed	Response sent 24/10/19
17/10/19	359	HS2 - This Council agrees to authorise the Clerk to make minor adjustments as appropriate after the meeting to either a sole or joint letter with Balsall PC	Clerk	Completed	Letter sent 17/10/19
17/10/19	360	Grass Mowing & General Maintenance Contract - Council agreed to requesting its contractor to cut back the vegetation from around the council owned telephone box on Spencer’s Lane which is a listed monument.	Clerk		Clerk has included this in the list of jobs to ask James Hickin to carry out (list sent to AB for a sense check). Request for quote sent to J Hickin on 30/10/19
17/10/19	361	Climate change - Residents have asked for a councillor to act as a conduit for their views. Cllr Hitchcock volunteered to do this	DH	Pending	Report and proposal on November meeting agenda

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17/10/19	362	Balsall Common Festival – Council agreed the following motion: “Council to write to the Balsall Common Festival Committee to congratulate them on the successful Fete held in Lavender Hall Park on 21st September and thank them for their work on behalf of our community”.	Clerk	Completed	Letter sent 24/10/19															
17/10/19	363	Station planters - Council agreed to write to Graham Gardner thanking him for replanting the Planters (Cllr Burrow agreed to provide contact details).	Clerk	Completed	Email sent on 30/10/19															
17/10/19	364	“this Council agrees that Councillor Edwards will report back to the next PC meeting in November on whether an application for a local ATM in Berkswell Village has support and, if so, what location(s) are proposed.	DE		Item will be on the agenda for November meeting. The Clerk has advised DE to speak to the trustees of Berkswell Charities before sounding out residents on their views.															
17/10/19	365	Council agreed to fund a wreath for the Remembrance Service on 10 November. Cllr Hitchcock agreed to obtain the wreath	DH & Clerk	Completed	DH has agreed to obtain a wreath as in previous years.															
17/10/19	366	Grant to Berkswell pre-school – clerk to write asking for evidence that the grant was spent per the grant approval	Clerk	Awaiting reply	Clerk emailed the treasurer on 21/10/19															
17/10/19	367	Report to James Hickin any areas that the councillors and council feel have not been up to standard so that i can adhere to these next season	Clerk	Completed	Email response sent 24/10/19															
17/10/19	368	<table border="1"> <thead> <tr> <th>Item No</th> <th>Agreed Action</th> <th>Who</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Instruct our contractor to carry out the work on Bench 1</td> <td>Clerk</td> </tr> <tr> <td>9a</td> <td>Instruct our contractor to carry out the work on car park fences</td> <td>Clerk</td> </tr> <tr> <td>10</td> <td>Instruct Midland Forestry to carry this out as part of their survey (oak tree on the village green)</td> <td>Clerk</td> </tr> <tr> <td>16</td> <td>Two Cllrs and Bob Marriott agreed to carry out the inspection of the war memorial</td> <td>AB</td> </tr> </tbody> </table>	Item No	Agreed Action	Who	2	Instruct our contractor to carry out the work on Bench 1	Clerk	9a	Instruct our contractor to carry out the work on car park fences	Clerk	10	Instruct Midland Forestry to carry this out as part of their survey (oak tree on the village green)	Clerk	16	Two Cllrs and Bob Marriott agreed to carry out the inspection of the war memorial	AB			
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		22	Agreed not to move the canon but advise Berkswell Charities of future inspections	RD			
		23 & 24	Ask volunteers to clean the benches and notice boards	DE			