

### 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	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.
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	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 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	334	It was reported that the War memorial appears to be leaking but requires closer inspection. Cllrs 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/RL to action
12/09/19	339	Berkswell telephone box - Cllr Edwards agreed to look into this in the new year.	DE	On hold	

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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												
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 matter. Cllr Drake agreed to write as chairman to make this request.	RD	Pending	RD to action												
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	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	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> </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			Council agreed unanimously to carry out all the work items and accept Mr Hickin's quote of £1,013.39. The Clerk was asked to add sweeping the leaves from Kelsey Lane bus stop in the work order. The order was emailed to JH on 26/11/19
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21/11/19	371	Attend to issues raised by the q2 cllrs audit	Clerk											
21/11/19	372	Council to consider making a nomination for trustee to the Lant Charity	AB		AB is seeking a volunteer									
21/11/19	376	Hornet's license application - Cllr Cooper agreed to forward a copy of the letter to the Clerk to clarify this point.	SC											
21/11/19	377	Council authorised £1,000 per annum that being about 1/5th to 1/4 of the cost of those on the Station Road shopping centre to the east of the roundabout.	Clerk		Clerk to check how this payment will be made and to whom.									
21/11/19	378	Council agreed to make a one-off contribution of £1,000 to Balsall PC for this financial year (2019/20) from the grants budget for the 2019 display.	Clerk		Clerk to check how this payment will be made and to whom.									

