

### 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	Completed	Cllr Lloyd has agreed at January 2019 meeting to chase recent emails
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

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					Drake confirmed that they had not had any 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.
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	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	Clerk	pending	Council agreed to defer this action until the next draft Local Plan is issued

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		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	On-going  Completed	ITQ issued on 1/12/18 with quotes due 7/1/19. Shortlist is currently being evaluated  Agreed on 13/12/18
18/10/18	211	Fine tune the new Website & review for completeness	Clerk	On-going	
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	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	Completed	Cllr Lloyd has now drafted a letter for the Clerk to send if no comments received by 21/01/19. Letter emailed to N Page (CEO) on 22/01/19

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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		Replaced by action 253
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	Completed	Clerk to write to SMBC asking them to confirm what grass they will be cutting going forward. Clerk to make it clear what SMBC grass we will continue to cut i.e. Hodgetts/Waste Lane & Lavender Hall Lane
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	243	Berkswell Estates - potential development at village farm. Council agreed to offer a special Parish Council meeting at which Berkswell Estates would be welcome to come and present. It was agreed that the Clerk should write to Berkswell Estates proposing this approach and asking them to suggest a timescale for such a meeting	Clerk	Completed	Email sent to Nick Parry 22/01/19
17/01/19	244	Council agreed to put the Marsh Lane Newsletter on the website	Clerk	Completed	Document too big to create a pdf version to go on the website
17/01/19	245	<b>Proposed residential park home estate</b> – Clerk to write to planning agents (Daniel Hyde) offering the following: If the “planning agent” holds a suitable public consultation session in the local area, then the council will hold, as appropriate, an extraordinary parish council meeting or allow a longer slot at the regular PC meeting planned for 14th March (perhaps an extended meeting) after the public consultation meeting”.	Clerk	Completed	Email sent to Daniel Hyde on 24/01/19
17/01/19	246	Grant application from Age Concern Solihull who were requesting £500 as a contribution to the Winter Warmth Campaign. The Clerk was asked to respond to Age Concern Solihull advising them that any future grant application should demonstrate the anticipated benefits to the Berkswell Parish community from the use of grant monies.	Clerk	Completed	
17/01/19	248	Council agreed to obtain a replacement at a cost of £22.05 plus VAT. The strap will need to be installed, possibly at additional cost.	Clerk		
17/01/19	249	The chairman suggested that, as the latest draft Solihull Local Plan has now been published, a working party should be set up to update the Council’s draft response to the Balsall NDP consultation in the light of update of the draft Local Plan in order that the Clerk can submit a final version by the 25th January	AB/KH & RD	Completed	Comments on the Balsall draft NDP were submitted to BaPC on 22/01/19

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		2019. Cllr Burrow proposed himself, Cllr Howles and Cllr Drake to consider this			
17/01/19	250	<p>Local Plan –</p> <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 allow the Council to submit a response to SMBC within the allowed time period.</li> <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>Clerk</p> <p>Clerk</p> <p>AB/KH/RD &amp;RL</p>		
17/01/19	251	Write to Caroline Spelman MP asking her to take steps to prevent further damage to the area until a full review has been carried out of the HS2 project in view of reported rising costs and construction difficulties	Clerk	Completed	Emailed letter sent on 24/01/19
17/01/19	252	TPOs on Barratt’s farm - Cllr Burrow agreed to take the matter up with Cllr Bell.	AB		

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17/01/19	253	Airport - write welcoming the opportunity to comment on the Airport Master Plan, but expressing concern at the predicted increase of noise impacts and traffic	Clerk/RL	Completed	Email sent to BHX CEO on 24/01/19. Response using the BHX Master Plan feedback web page.
17/01/19	254	Airport - write with regard to the draft Surface Access Strategy, stating it would like to see increased recognition of the inconvenience imposed on local communities by inconsiderate street parking	Clerk/RL	Completed	Email sent to the airport on 24/01/19
17/01/19	255	Meeting with HS2 – Offer dates for a meeting	AB		
17/01/19	256	Grass mowing contract- produce a recommendation for February meeting	Clerk		
17/01/19	257	Balsall PC NDP - The chairman suggested that, as the latest draft Solihull Local Plan has now been published, a working party should be set up to update the Council's draft response to the Balsall NDP consultation in the light of update of the draft Local Plan in order that the Clerk can submit a final version by the 25th January 2019	Clerk	Completed	
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	259	Hedgehog Preservation – Council noted that Councillor Burrow has ordered and received the signs as per the instruction from the December 2018 meeting and sought a volunteer to assist in erection. Cllrs Burrow and Cabbage volunteered.	AB/AC		
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		

