

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	Clerk has sent a request for a proposal to carry out the tree risk assessment on 26/07/19
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. Valuation of the land now obtained from Boothroyd & Co. Clerk has prepared the submission to HMLR and is awaiting a cheque for the registration fee
15/03/18	102	Cllr Edwards agreed to look at what is needed to register the Well area as a Village Green	DE now AB	On-going	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. A pro forma has been designed to facilitate residents comments which DE has volunteered to collect. AB to provide an update on 18 July 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	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. The Clerk has cancelled the cheque and awaits further developments
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. Head Teacher has subsequently agreed to close the car park in the event of poor conditions under foot. Clerk to buy 3 bollards.

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18/10/18	211	Fine tune the new Website & review for completeness	Clerk	On-going	
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		Clerk has produced a work plan. All Policies/procedures other than SOs & FRs have been reviewed/revised and sent to working group for comment. Clerk and RD to meet on 3 September to go through SOs and FRs. A status report/ request for approval will be on the September meeting agenda. See 312 also.
16/05/19	293	Asset inspection - Cllrs Lloyd and Drake agreed to carry out the inspection.	RL & RD		Carried out on 24 July 2019
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	On-going	Summer planting completed and paid for on 2 July 2019
13/06/19	304	West Midlands Mayor visit 23 July – it was agreed to set up a working group to sort out the finer details of the visit.	Council	Completed	Final arrangements confirmed to Andy Street's office 11/07/19. RW/RD/AB working on final arrangements
13/06/19	305	VE Day 2020 - Council agreed to write to Balsall Parish Council with a view to setting up a joint effort on this	Clerk	Completed	Council agreed on 18 July 2019 to holding an event.
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		Email sent to Liz Hopkins 01/07/19
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	Pending	Wait until December 2019

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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	On-going	Review in October 2019
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		To be considered along with 289
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	Clerk Clerk Clerk	On-going Completed Completed	Clerk to write to NALC. On hold pending outcome of Dame Caroline's input. Clerk has discussed with PKF Littlejohn who have provided some guidance on the matter. 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

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		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.			further guidance (not their own) to help the Clerk understand the position better.
13/06/19	315	Risk Framework – Cllrs Cooper & Drake agreed to meet to review the current risk framework and advise of any necessary amendments	SC & RD	Completed	
13/06/19	316	Council to agree to write to SMBC, in conjunction with Balsall Parish Council, asking for a working party on the Village Centre to start as soon as possible to fix short term issues". Both the motion and amendment were agreed.	Clerk	Completed	No action to date. AB to advise
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		Clerk awaiting a draft letter
18/07/19	318	Balsall NDP Regulation 16 consultation - Council agreed the response and asked the Clerk to send to the Balsall PC Clerk.	Clerk	Completed	Letter emailed 24/07/19
18/07/19	319	Employment policy – Clerk to implement the policy with immediate effect and put on the Council website	Clerk	Completed	
18/07/19	320	2019/01449 – clerk to submit the Council's objection by 31/07/19	Clerk	Completed	
18/07/19	321	Bank Mandate – arrange to change authorised signatories	Clerk		This is in hand

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18/07/19	322	HS2 – Council noted that the objection to the Park Lane roundabout - Cllr Burrow & Lloyd agreed to prepare a draft for the Clerk to send.	AB/RL/Clerk	Completed	
18/07/19	323	Council to write to the Balsall Common Festival organisers to thank them for the great “Party in the Park” event that they ran on 6 July 2019.	Clerk	Completed	Letter sent 26/07/19
18/07/19	324	Telephone box - It was agreed to seek a proper quote for the work.	Clerk		This item has been put on hold
18/07/19	325	Unauthorised Encampments –Cllr Drake agreed that Council should think about the matter and agreed to put on the risk framework.	RD		Item is on the September meeting agenda
18/07/19	326	Berkswell Gate Complaint – Council noted the recent reply received from SMBC and agreed a response which Cllr Drake had drafted read out. 26/07/19	Clerk	Completed	

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18/07/19	327	Climate change - Cllr Hitchcock volunteered to work with Cllr Drake & Graham Lock on a working group. Cllr Howell (SMBC) offered to contribute.	RD/DH		This item is on the agenda of the September meeting
18/07/19	328				