

Agreed Actions Arising from Council Meetings

Council Meeting	Ref	Topic	Action by	Status	Comments
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 i response still awaited	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	See Action 421	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. Clerk has written to Stevens Roofing for a quote. Clerk to obtain 2 further quotes.
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 agree what corrective action looked reasonable Council agreed to serve a new Section 56 Notice on SMBC. Cllr Lloyd agreed to supply a completed form (Cllrs Lloyd,	RL/AB RL/RD/AB & Clerk	Completed Pending	A letter has now been sent to Paul Tovey (SMBC) to escalate the issue Await response from letter to P Tovey before considering submitting a S.56 Notice

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		Drake & Burrow will agree what to ask for in the Notice).			
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 to obtain Planning Permission.	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. Planning Officer Ruth Witherspoon confirmed to the Clerk "I have received confirmation from my forestry team and they have no objections to the work on 27 May 2020".
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	On-going	
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	In progress	The Clerk has applied to add RD & AB to the authorisers on Bankline
18/06/20	411	Data Protection renewal - Council agreed to setting up a Direct Debit to make this annual payment.	RD/AB/Clerk	Completed	RD & AB have the DD mandate to complete. Mandate posted to Information Commissioner 02/07/20. DD has not been taken as yet. Clerk emailed IC on

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					10/08/20 to check status attaching a pdf of the DD application.
18/06/20	413	Investigate a new finance system to replace current Excel Spreadsheet per Internal Audit recommendation	RD/Clerk	On-going	
18/06/20	418	Revise and publish the new Standing Orders	Clerk		Redraft completed subject to final review and publishing
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		Deferred to later in 2020
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	Pending	AB suggested Stevens Roofing 01676535290 could be asked for a quote. Awaiting quote from Stevens Roofing who inspected on 30 June 2020. Quote obtained from Stevens Roofing, clerk to obtain 2 more quotes. To be discussed at September meeting
June 2020	427	Council to agree a process for dealing with travellers	All		To be on September 2020 Agenda
June 2020	428	Consider recent grant applications	All		To be on September 2020 Agenda

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