Agreed Actions Arising from Council Meetings

Council Meeting	Ref	Topic	Minute Ref	Action by	Status	Comments
06/03/25	896	Open Forum – re the **Call for Open Sites** – BPC to consider if any special considerations/ additional planning policies required. Focus was on Playing Fields ratio. Still scope to add sites although formally closed. Timeframe 2 months to develop.		CS	Pending	SMBC have advised that they should have a filtered/consolidated list by autumn 2025. BPC will look at the list when it is produced and comment accordingly
+04/09/25	931	Carry out an inspection of the war memorial roof every 3 years in line with tree surveys. **Clerk to update inspection documents to accommodate the above.**		Clerk	In hand	This will be managed through the 5 yearly inspections of the memorial. This will be carried out in 2026 by Quinquennial.
13/11/25	946	Cannon – write to Berkswell Charities requesting confirmation of public's right of access	11.b.	Clerk	Completed	Clerk emailed the Charities with a proposed solution on 25/11/25, Awaiting a response. Follow up email sent 20/07/2026. Response now received from Berkswell Charities on 27/07/26 agreeing the Nov 2025 proposal.
13/11/25	950	New Greenway link to station road – AL volunteered to be involved.	13.b.ii.	AL	On-going	Now covered by Ongoing References on Parish Meeting Agendas.
13/11/25	953	BC Programme Manager – liaise with Cllr Slatter	13.e.	CS	No Progress	Agreed to remove from future agendas to be picked up by the new, merged, Parish Council.
15/01/26	964	Arrange minor works arising from Asset Inspection	14.a.	Clerk	In-Hand	Agreed works to be carried out w/c 01/06/2026. Awaiting invoice from JH.
15/01/26	966	Change Xmas tree order for 2026	18.c.	Clerk	Pending	Action in November 2026

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05/03/26	970	Footpath M186 - Council **authorised** Cllrs Shadbolt & Drake to work with all parties involved in resolving this matter.	15.a.	CS/RD	Ongoing	On agenda for meeting on 16/07/2026
05/03/26	972	Fly tipping - Council **agreed** to facilitate the purchase of 20 - 40 bespoke signs, warning of fly tipping, up to a value of £500.	16.g.	DE/Clerk	No Progress	
14/05/26	976	Changes agreed to on-line banking authorisers: Add: Cllr Sawyer Remove: Cllr Edwards	12.	Clerk	In-Hand	Contacted Co-Op Bank on 01/06/26 who will make the requested changes. GS having difficulty activating his App DE has been removed from on-line banking
14/05/26	981	Grant Applications – pay the following: • Berkswell Poppy Displays – up to £500 • St Peters Church Hall - £1,000 • Jubilee Centre - £140	28.d.	Clerk	In-Hand Completed Completed	Applicant has been advised
14/05/26	982	Physical Assets Inspection – to be carried out by Cllrs Shadbolt and Lloyd to report back to BPC at September meeting	29.b.	CS/RL	Completed	Completed 07/07/2026
14/05/26	983	War Memorial • Finalise claim with HS2Funds • Appoint Quinquennial for 5 year inspection	32.a.	Clerk	In Progress	HS2F want final claim + completion report Order sent to Quinquennial
14/05/26	984	HS2 – Working group with interested parties to meet with BVV to discuss legacy art installations	32.b.	CS/AL/RD /Clerk		

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26/06/26	988	Submit a 2025/26 VAT reclaim		Clerk	Completed	Claim submitted on 17/07/2026 Ref: **FNH7-6CX6-AI8F.** Refund received 23/07/2026
16/07/26	989	Write to SMBC re 91 MHL	8.b.	Clerk	Completed	Letter sent to Mark Andrews on 23/07/2026
16/07/26	990	Diversion of M184 – support proposal	8.c.	Clerk	Completed	Email sent to R Wyatt at SMBC on 23/07/2026
16/07/26	991	Land at Station Road – prepare a detailed note of SMBC meeting	8.d.	CS		
16/07/26	992	Pay grant to "Picnic in the Park"	9.d.	Clerk		
16/07/26	993	Arrange for asset repairs	10.a.	Clerk		Requested a quote from Fairways.
16/07/26	994	WALC Merger proposal – accept proposal	12.a.	Clerk	Completed	Letter sent to WALC 20/07/2026
16/07/26	995	Arrange Teams meeting with WALC CEO	12.a.	CS	Completed	TEAMS meeting arranged for 27/07/2026
16/07/26	996	Consider ways of reducing BAU time	12.a.	CS/Clerk		
16/07/26	997	Complete HS2Fund Grant claim	12.b.	Clerk	In Progress	Can't be finalised until Quinquennial advise the contractor that his retainer can be paid. He will then invoice the PC, PC will pay and send evidence of payment to HS2FUNDS
16/07/26	998	HS2 Timings – circulate slides	12.c.	RD		
16/07/26	999	Chase SMBC response re NDP Letter	12.d.	CS		
16/07/26	1000	Remove Prog Man from agenda	12.f.	Clerk	Completed	Ensure September agenda has it removed
16/07/26	1001	Increase grounds maintenance budget by £395	14.a.ii.	Clerk	Completed	This is a memo item
16/07/26	1002	Arrange Berkswell BBQ	14.b.	DE	Completed	There will be no BBQ in 2026
27/07/26	1003	Crimean Cannon			In Hand	

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		• Charity agreed to provide unfettered access to members of the Community to view the cannon in close quarters – how will this be "advertised" • Request contractor to carry out necessary maintenance on the plinth.		Clerk Clerk	In Hand In Hand	Charities have been advised that plinth will be restored subject to final ratification by Council on 10/09/2026 Quote obtained from Fairways 06/08/26
28/07/26	1004	Start application for Unity Bank Account		Clerk	In Hand	*To be completed following meeting on 10/09/2026*
27/07/26	1005	Respond to WALC's request for more information: 1. The budget link given in the questionnaire is not working, it comes up with a comes up with a code of 404 error? Could you send a copy via email. 2. Can you send me the detailed income/expenditure reports for the last financial year and for this year to date please. 3. A copy of the minutes from the 16th July. 4. A copy of the training log for you and Cllrs.		Clerk	Completed	Info sent by email to Ja'Neen Day on 29/07/26
06/08/26	1006	Post External Audit Report		Clerk	Completed	
07/08/26	1007	The authority publishes **(Before 01/10/26)**: a) notice of the conclusion of the audit;		Clerk	Completed	

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		b) the Annual Governance Statement (including any amendments as a result of the limited assurance review); c) the Accounting Statements (including any amendments as a result of the limited assurance review); and d) the External Auditor Report and Certificate				