

*Action Plan 2021-2022*

Document Configuration Management & Control

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Hilton Parish Council Action Plan 2021-2022

The Action Plan sets out our current schedule of priorities and activities. It will be regularly reviewed and updated as projects finish and priorities change. Priorities may change for a number of reasons, including for example: unexpected events; matters identified by residents; budgetary constraints; and central and local government initiatives. Hilton Parish Council constantly strives to work on behalf of its community on the issues that matter to the parish. The Parish Council is always keen to receive ideas and suggestions on particular areas of interest or concern and where it is felt the Parish Council may be able to assist.

| Objective  | Action | Who  | Timescale  | Review  |
| --- | --- | --- | --- | --- |
| Planning To ensure that all planning applications are reviewed | Review planning applications and respond to consultations, including consideration of design and site layout to encourage a rich biodiversity of plant and wildlife  | Planning CommitteeClerk  | Ongoing   |  |
| Jubilee PlaygroundTo ensure that play equipment is kept in safe working order | Regular tidying tasks, such as grass cutting, leaf removal and bin emptyingMonthly safety inspection carried out and any observations requiring remedial work reported to Clerk and Council.Annual RoSPA inspectionsAny necessary remedial work carried out promptlyInstall sign in accordance with The Occupiers Liability Act 1957 | Maintenance PersonClerkCllr K. Dunk  |  OngoingASAP  |   |
| The GreenTo ensure that the open space is suitable for leisure, social and sporting activities remains accessible to the public and that the diversity of wildlife, plants and trees is broadened. | Maintenance tasks in accordance with the Green Spaces Management PolicyAny defects reported to the Clerk and CouncilTree safety inspection; address identified issues Maintenance of the Maze as a scheduled monument | Maintenance ContractorClerk/CouncilTree WardenCouncil | On-going |  |
| Ditches and WaterwaysTo maintain free flowing watercourses across parish council owned land | To regularly inspect ditches and watercourses, especially exit and entrance grids.To remove debris from the sides of the ditchesTo communicate with HDC, CCC, EA as appropriate  | Maintenance PersonMaintenance ContractorClerk/Council | On-going |  |
| PavilionTo ensure the Pavilion is maintained and investigate options to refurbish | Carry out repairs and minor refurbishments to enable useConsider long term options for refurbishment | Maintenance PersonPavilion Working Group | On-going |  |
| HighwaysTo be proactive in responding to matters raised about highways issues | Apply for a 24hr 7.5t TRO for the B1040 via the CCC LHI schemeSupport the volunteer Speedwatch schemeMonitor and collate reports from residents regarding Highways matters and refer them to CCCTo follow up the A14 Legacy Fund project | CouncilClerk/CouncilClerkClerk/Council | May 2021On-goingOn-goingOn-going |  |
| PathsTo ensure that the paths in the village are maintained to a high standard | To inspect and maintain the gravel paths across the GreenTo consider options for resurfacing the path from Church Lane to the ChurchTo consider options for resurfacing the path from the shop to Mill Hill End | Maintenance PersonCouncilCouncil | On-going |  |
| BiodiversityTo have regard to the purpose of conserving biodiversity | To manage the green open spaces in accordance with the Green Spaces Management PolicyTo appoint an Open Spaces Officer with terms of reference | Green Open Spaces Working GroupCllr Ian Stott | On-goingOn-going |  |
| Crime and DisorderTo do what it reasonably can do to prevent crime and disorder | To support the neighbourhood watch groupsTo support SpeedWatch | CouncilClerk | On-goingOn-going |  |
| Administration To ensure that Parish Council administration is efficient, effective, open and transparent  | Agendas, minutes and dates of meetings published within legislative timescales on website and notice boardsMaintain legislative compliance through website e.g., accessibility  | ClerkCouncillors | On-going |  |
| FinanceTo ensure that public money is used wisely and is accounted for  | Determine the annual expenditure, reserves and contingency budgets and set an annual acceptable precept Monitor expenditure and income on a monthly basis Investigate and take advice on insurance policies and payments. Review annually and update the Asset Management Plan. Publish on website and notice boards information on payments, annual return, audit documents, budget, precept | Finance CommitteeClerkCouncil | On-going |  |
| Village MaintenanceTo ensure that the village is tidy, safe and in good order  | Liaise closely with Maintenance Person Monitor grass cutting  | ClerkMaintenance PersonCouncil | On-going |  |
| Parish CouncillorsTo ensure a range of views representing the community and that Cllrs understand their role in order to make informed decisions  | Endeavour to fill any councillor vacancies Facilitate induction process for training new councillors Ensure all councillors have attended CAPALC councillor training in accordance with the Training and Development Statement | ClerkCouncilCouncillors | On-going |  |
| Training and AdviceTo enable councillors & clerk to be more effective in their roles and to allow the PC to be better informed in its decision-making processes  | Subscribe to organisations providing information and advice (SLCC, CAPALC, NALC) Encourage attendance at relevant courses and conferences Councillors new to the role: Induction process carried out by Clerk in accordance with the Training and Development Statement; encouraged to attend CAPALC Course; provided with a copy of Good Councillor Guide | CouncilClerk/Council | On-going |   |
| Policy and LegislationTo provide consistency and clarity to stakeholders when dealing with accountability or activities of critical importance  | Review current policies when required and, where a need is identified, create new policies Review and update Risk Assessments. Check that all current policies are on the Parish Council website  | Policy Working GroupClerk | On-going |  |
| CommunicationsTo ensure that information is shared consistently , efficiently & openly between all stakeholders  | Residents to be kept up to date with the work of the council through: information shared on notice boards; Spectrum article; website; Facebook; meetings; presentations Consult with the community on specific matters  | Clerk Council | On-going |  |
| Data Protection To ensure that the Parish Council complies with General Data Protection Regulations (GDPR)  | Monitor compliance | ClerkCouncillors | On-going |  |
| CemeteryTo investigate options for actions regarding the current graveyard reaching capacity for burials | Investigate options available | Clerk/Council | On-going |  |