

*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 Committee  Clerk | Ongoing |  |
| Jubilee Playground  To ensure that play equipment is kept in safe working order | Regular tidying tasks, such as grass cutting, leaf removal and bin emptying  Monthly safety inspection carried out and any observations requiring remedial work reported to Clerk and Council.  Annual RoSPA inspections  Any necessary remedial work carried out promptly  Install sign in accordance with The Occupiers Liability Act 1957 | Maintenance Person  Clerk  Cllr K. Dunk | Ongoing  ASAP |  |
| The Green  To 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 Policy  Any defects reported to the Clerk and Council  Tree safety inspection; address identified issues  Maintenance of the Maze as a scheduled monument | Maintenance Contractor  Clerk/Council  Tree Warden  Council | On-going |  |
| Ditches and Waterways  To 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 ditches  To communicate with HDC, CCC, EA as appropriate | Maintenance Person  Maintenance Contractor  Clerk/Council | On-going |  |
| Pavilion  To ensure the Pavilion is maintained and investigate options to refurbish | Carry out repairs and minor refurbishments to enable use  Consider long term options for refurbishment | Maintenance Person  Pavilion Working Group | On-going |  |
| Highways  To be proactive in responding to matters raised about highways issues | Apply for a 24hr 7.5t TRO for the B1040 via the CCC LHI scheme  Support the volunteer Speedwatch scheme  Monitor and collate reports from residents regarding Highways matters and refer them to CCC  To follow up the A14 Legacy Fund project | Council  Clerk/Council  Clerk  Clerk/Council | May 2021  On-going  On-going  On-going |  |
| Paths  To ensure that the paths in the village are maintained to a high standard | To inspect and maintain the gravel paths across the Green  To consider options for resurfacing the path from Church Lane to the Church  To consider options for resurfacing the path from the shop to Mill Hill End | Maintenance Person  Council  Council | On-going |  |
| Biodiversity  To have regard to the purpose of conserving biodiversity | To manage the green open spaces in accordance with the Green Spaces Management Policy  To appoint an Open Spaces Officer with terms of reference | Green Open Spaces Working Group  Cllr Ian Stott | On-going  On-going |  |
| Crime and Disorder  To do what it reasonably can do to prevent crime and disorder | To support the neighbourhood watch groups  To support SpeedWatch | Council  Clerk | On-going  On-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 boards  Maintain legislative compliance through website e.g., accessibility | Clerk  Councillors | On-going |  |
| Finance  To 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 Committee  Clerk  Council | On-going |  |
| Village Maintenance  To ensure that the village is tidy, safe and in good order | Liaise closely with Maintenance Person  Monitor grass cutting | Clerk  Maintenance Person  Council | On-going |  |
| Parish Councillors  To 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 | Clerk  Council  Councillors | On-going |  |
| Training and Advice  To 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 | Council  Clerk/Council | On-going |  |
| Policy and Legislation  To 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 Group  Clerk | On-going |  |
| Communications  To 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 | Clerk  Councillors | On-going |  |
| Cemetery  To investigate options for actions regarding the current graveyard reaching capacity for burials | Investigate options available | Clerk/Council | On-going |  |