

Action Plan 2020-2021



Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	16/02/2021	04/05/2021	04/05/2021

Hilton Parish Council Action Plan 2020-2021

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
<u>Planning</u> 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	Achieved
<u>Jubilee Playground</u> 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	Achieved Achieved Booked Carry forward
<u>The Green</u> 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	Achieved Achieved Achieved

Objective	Action	Who	Timescale	Review
<u>Ditches and Waterways</u> To maintain free flowing watercourses across parish council owned land	To regularly inspect ditches and watercourses, especially exit and entrance grids.	Maintenance Person	On-going	Achieved
	To remove debris from the sides of the ditches	Maintenance Contractor		Achieved
	To communicate with HDC, CCC, EA as appropriate	Clerk/Council		Achieved
<u>Pavilion</u> To ensure the Pavilion is maintained and investigate options to refurbish	Carry out repairs and minor refurbishments to enable use	Maintenance Person	On-going	Achieved
	Consider long term options for refurbishment	Pavilion Working Group		Ongoing
<u>Highways</u> 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	Council	Feb 2021	Ongoing
	Support the volunteer Speedwatch scheme	Clerk/Council	On-going	Achieved
	Monitor and collate reports from residents regarding Highways matters and refer them to CCC	Clerk	On-going	Achieved
<u>Paths</u> To ensure that the paths in the village are maintained to a high standard	To inspect and maintain the gravel paths across the Green	Maintenance Person	On-going	Achieved
	To consider options for resurfacing the path from Church Lane to the Church	Council		Carry forward
	To consider options for resurfacing the path from the shop to Mill Hill End	Council		Carry forward

Objective	Action	Who	Timescale	Review
<u>Biodiversity</u> To have regard to the purpose of conserving biodiversity	To manage the green open spaces in accordance with the Green Spaces Management Policy	Green Open Spaces Working Group	On-going	Achieved
	To appoint an Open Spaces Officer with terms of reference	Cllr Ian Stott	On-going	Achieved
<u>Crime and Disorder</u> To do what it reasonably can do to prevent crime and disorder	To support the neighbourhood watch groups	Council Clerk	On-going	No response
	To support SpeedWatch		On-going	Achieved
<u>Administration</u> 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	Clerk Councillors	On-going	Achieved
	Maintain legislative compliance through website e.g., accessibility			Achieved
<u>Finance</u> 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	Finance Committee	On-going	Achieved
	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	Clerk Council		Achieved Achieved
<u>Village Maintenance</u> To ensure that the village is tidy, safe and in good order	Liaise closely with Maintenance Person	Clerk	On-going	Achieved
	Monitor grass cutting	Maintenance Person Council		Achieved

Objective	Action	Who	Timescale	Review
<u>Parish Councillors</u> 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	Achieved Achieved Ongoing
<u>Training and Advice</u> 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	Achieved Achieved Achieved
<u>Policy and Legislation</u> 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	Achieved Achieved Achieved
<u>Communications</u> 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	Achieved Achieved

Objective	Action	Who	Timescale	Review
<u>Data Protection</u> To ensure that the Parish Council complies with General Data Protection Regulations (GDPR)	Monitor compliance	Clerk Councillors	On-going	Achieved