

Action Plan 2026-2027



Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	20/04/25	11/05/2026	

Hilton Parish Council Action Plan 2025-2026

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 and the planning guidance, e.g., the NPPF and the Huntingdonshire Local Plan to 2036.	Planning Committee Clerk	Ongoing	
<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.	Maintenance Person, Maintenance Contractor, Clerk	Ongoing	
<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 maintained.	Maintenance tasks in accordance with the Green Spaces Management Policy. Any defects reported to the Clerk and Council and acted upon if appropriate. Tree safety inspection in accordance with the Tree Assessment Policy; address identified issues. Maintenance of the Maze as a scheduled monument.	Maintenance Contractor Clerk/Council Tree Warden Council	On-going	

Objective	Action	Who	Timescale	Review
<u>Ditches and Waterways</u> To maintain free flowing watercourses across parish council owned land, in accordance with the Hilton Green Spaces Management Policy Document	To regularly inspect ditches and watercourses, especially exit and entrance grids.	Maintenance Person	On-going	
	To remove debris from the sides of the ditches.	Maintenance Person	Annually	
	To communicate with HDC, CCC, EA as appropriate.	Clerk/Council		
<u>Pavilion</u> 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 Report to Council every three months	
<u>Highways</u> To be proactive in responding to matters raised about highways issues	Support the volunteer SpeedWatch and HGVWatch schemes. Monitor and collate reports from residents regarding Highways matters and refer them to the relevant authorities, if appropriate. Continue work on additional drainage for the wall to the Ware. To consider options for the LHI bid for 2027/28	Clerk/Council Clerk/Council Clerk Clerk/Council	On-going On-going On-going Nov 2026	
<u>Paths</u> To ensure that the paths in the village are maintained	To inspect and maintain the gravel paths across the Green.	Maintenance Person	On-going	

Objective	Action	Who	Timescale	Review
<u>Car Park</u> To ensure that the car park adjacent to the Village Hall is maintained	To inspect and maintain the gravel car park.	Council / Volunteer Group / Maintenance Person	On-going	
<u>Biodiversity</u> To have regard to the purpose of conserving biodiversity	To appoint an Open Spaces Officer annually with terms of reference and provide an opportunity to them to report to Council at every ordinary Council meeting. To manage the green open spaces in accordance with the Green Spaces Management Policy.	Council Green Open Spaces Working Group	Annually On-going	
<u>Crime and Disorder</u> To do what it reasonably can do to prevent crime and disorder	To support the neighbourhood watch groups, as appropriate. To support SpeedWatch and HGVWatch.	Council Clerk	On-going On-going	
<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. Maintain legislative compliance through website e.g., accessibility.	Clerk Councillors	On-going	
<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. 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.	Finance Committee Clerk Council	On-going	

Objective	Action	Who	Timescale	Review
	Publish on website and notice boards information on payments, annual return, audit documents, budget, precept.			
<u>Village Maintenance</u> To ensure that the village is tidy, safe and in good order	Liaise closely with Maintenance Person. Monitor the implementation of the Maintenance Contract.	Clerk / Open Spaces Officer Open Spaces Officer / Council	On-going Regularly	
<u>Village Garden</u> To ensure that the Village Garden is tidy and in good order	Monitor the implementation of the plan for tidying, replanting and ongoing maintenance.	Open Spaces Officer / Council	Regularly	
<u>Parish Councillors</u> To encourage 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 by co-option. Facilitate induction process for training new councillors. Request all councillors to attend the CAPALC councillor training in accordance with the Training and Development Statement.	Clerk Council Councillors	On-going	
<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	

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<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.	Policy Working Group	On-going	
	Review and update Risk Assessments.	Clerk	On-going	
	Check that all current policies are on the Parish Council website.	Clerk	On-going	
<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; Journal article; website; Facebook; meetings; presentations. Consult with the community on specific matters	Clerk Council	On-going	
<u>Data Protection</u> To ensure that the Parish Council complies with General Data Protection Regulations (GDPR)	Monitor compliance.	Clerk Councillors	On-going	
<u>Village Projects for 26/27</u> Bus shelter roof repair. Fencing round Major Oak. Restoration of Maze Sign.	Complete examination of quotations and instruct work.	Councillors and Clerk	ASAP	
	Conclude discussions at GOSsMWG and Council and implement decisions.	Councillors and Clerk	ASAP	
	Seek quotations and place options before Council for decisions.	Clerk	Summer 2026	

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Reprinting of Village Sign.	Seek quotation and place before Council for decisions.	Clerk	End of 2026	