

*Action Plan 2024-2025*



PARISH  
COUNCIL

Document Configuration Management & Control

Version	Description	Originated	Reviewed	Approved
Version 1	Annual Review	08/05/24	13/05/24	13/05/24

# Hilton Parish Council Action Plan 2024-2025

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 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 broadened.	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 Contractor	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	Continue the application for a 20mph limit in Hilton	Clerk/Council	On-going	
	Continue the application for additional HGV signage at the Papworth roundabout	Clerk/Council	On-going	
	Support 20's Plenty for Cambridgeshire campaign for a 20mph speed limit	Clerk/Council	On-going	
	Support the volunteer Speedwatch scheme	Clerk/Council	On-going	
	Monitor and collate reports from residents regarding Highways matters and refer them to the relevant authorities, if appropriate	Clerk	On-going	
	Continue work on additional drainage for the wall to the Ware	Clerk/Council	On-going	
	To consider options for the LHI bid for 2025/26	Council	Nov 2023	

Objective	Action	Who	Timescale	Review
<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	
<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 manage the green open spaces in accordance with the Green Spaces Management Policy  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	Green Open Spaces Working Group TBA	On-going  Annually	
<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	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	

Objective	Action	Who	Timescale	Review
<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. Publish on website and notice boards information on payments, annual return, audit documents, budget, precept	Finance Committee Clerk Council	On-going	
<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 / 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 Maintenance Contract	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	

Objective	Action	Who	Timescale	Review
<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	
<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 Clerk	On-going  On-going 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	

Objective	Action	Who	Timescale	Review
<u>Cemetery</u> To investigate options for actions regarding the current graveyard reaching capacity for burials	Working group to investigate options and present a recommendation to the Council	Churchyard Working Group / Council	On-going	