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# **Hemswell Cliff Parish Council**

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## **Hemswell Cliff Parish Council Action Plan 2025/26**

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Hemswell Cliff Parish Council strives to work on behalf of parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist.

The Hemswell Cliff Parish Council Action Plan sets out the priorities that councillors and residents have identified as important. The Action Plan contains issues and priorities that the Parish Council will focus on and try to tackle this year.

The action plan will be updated and reviewed by the Parish Council periodically during the year and reviewed once a year at the Annual Meeting of Council. The Council's budget set in January and the views of residents, gained through a number of different media, will inform the content of the plan.

Listed below is our current schedule of activity; this will be reviewed and updated as projects finish and priorities change.

## Action Plan 2025/26

### Section 1 – Projects

| Activity          | Action(s)  | Objective                                  | Completed by (timescale) | Cost(s)     | Progress                    |
|-------------------|--|--|--------------------------|-------------|-----------------------------|
| <b>Play Parks</b> | <p><b>Improvement Plan</b></p> <p>Lottery Funding £20,000 secured for play parks</p> <p>HAG's chosen as the play park equipment provider using a scoring matrix.</p> <p>An additional £10,750.00 sponsor funding required for the application, will apply to WLDC Community Fund in June prior to submitting to FCC</p> <p>FCC bid for £100,000.00 to be able to complete the works, to be submitted. Hoping for result September 2025 for work to commence realistically beginning of 2026.</p> <p>Additions to FCC bid are the scoring matrix, additional letters of support from school, children's centre and HRC. Also looking at logistics of a specific play park survey.</p> <p>Bases for benches are in place, funding for additional benches to be</p> | To improve childrens and adults well being | February 2026            | £120,000.00 | <b>Some funding secured</b> |

|                        |  |   |             |            |                          |
|------------------------|--|---|-------------|------------|--------------------------|
|                        | explored, further canvassing to take place.      |   |             |            |                          |
| <b>Ball Park</b>       | Lighting to be installed                         | To allow additional use of the space              | August 2025 | £30,000.00 | Funding has been secured |
| <b>Footpaths</b>       | Concreting new footpaths                         | Connecting all areas allowing access for all      | August 2025 | £48,257.00 | Funding has been secured |
| <b>Dropped kerbs</b>   | Dropped kerbs to be installed around the village | To allow access for all onto the estate from A631 | August 2025 | £16,875.00 | Funding has been secured |
| <b>A631 Waste Bins</b> | Look at options of funding further waste bins    | Less litter                                       | August 2025 |            |                          |
|                        |  |   |             |            |                          |

## Section 2 – Operations/ Events

| Activity                            | Action(s)   | Objective                | Completed by (timescale) | Cost(s) | Progress           |
|-------------------------------------|---|--------------------------|--------------------------|---------|--------------------|
| <b>Straw on the roads/footpaths</b> | <ul style="list-style-type: none"> <li>Standard item on the Ordinary Council meeting agenda (monthly)</li> <li>Contact to be made with the operations company if issues reported following a meeting with LCC, Parish Council and the company.</li> </ul> | To monitor the situation | Ongoing                  |         | Regular monitoring |

|                         |  |   |                               |   |   |
|-------------------------|--|---|-------------------------------|---|---|
| <b>Grass cutting</b>    |  | Maintenance of green spaces   | Ongoing                       | £4,250.00   | Contract awarded                          |
| <b>Mole Control</b>     |  | Maintenance of green spaces   | Ongoing                       | Dependent on numbers  | Contract awarded                          |
| <b>Ball Park</b>        | <ul style="list-style-type: none"> <li>Continue with the moss removal.</li> <li>Continue with the weekly litter pick and monthly clean up.</li> <li>Annual ROSPA inspection.</li> </ul>                        | To maintain assets  | Ongoing<br><br>September 2025 | Small amount of budget for materials and repairs as needed. |   |
| <b>Grit Bins</b>        | <ul style="list-style-type: none"> <li>Check level and condition of grit bins in October 2025</li> <li>Order additional sand if required</li> </ul>  | Keeping roads safe – most roads aren't adopted so there are eight grit bins | October 2025                  | None  |   |
| <b>RAF Hemswell Day</b> | <ul style="list-style-type: none"> <li>Organise RAF Hemswell Day with the school around the 11th November 2025</li> <li>Order wreaths for both war memorials</li> <li>Clean and check parade ground</li> </ul> | Celebrate the heritage of Hemswell Cliff                                    | November 2025                 | Order wreaths   | RAF Hemswell Day to be held November 2025 |

### Section 3 – Governance and Compliance

| Activity | Action(s) | Objective | Completed by (timescale) | Cost(s) | Progress |
|----------|-----------|-----------|--------------------------|---------|----------|
|----------|-----------|-----------|--------------------------|---------|----------|

|   |  |  |  |  |   |
|---|--|--|--|--|---|
| <b>Transparency Code 2014/ transparency for smaller Parish Councils</b> | <ul style="list-style-type: none"> <li>• Publish all expenditure over £100 for 2024/25</li> </ul>  | To meet legal requirements to make all relevant information easily accessible to the public. | June 2025  |  |   |
| <b>Policies and procedures</b>  | <ul style="list-style-type: none"> <li>• Annual update of all Council core documents and policies.</li> <li>• Identify any additional policies.</li> </ul>   | To ensure the councillors and the Clerk work to current legislation and best practice.       | Sept 2025  |  | All policies to be reviewed and updated.  |
| <b>Budget Monitoring and precept</b>                                    | <ul style="list-style-type: none"> <li>• Continue with monthly budget monitoring for the current account and quarterly for reserves.</li> <li>• Develop estimate budget for 2025/26 and submit the estimates.</li> <li>• Agree final precept for 2025/26.</li> </ul> | To manage budgets effectively in accordance with best practice.                              | Ongoing<br><br>November 2025<br><br>January 2025 |  |   |
| <b>Risk register</b>  | <ul style="list-style-type: none"> <li>• Review risk register on a regularly basis.</li> </ul>   | To ensure that risks can be managed effectively.   | Quarterly  |  | Risk register monitored and reviewed quarterly – scheduled for the June meeting.                                      |
| <b>AGAR and Year End Accounts</b>                                       | <ul style="list-style-type: none"> <li>• Close down 2024/25 accounts.</li> <li>• Check guidance for any changes</li> <li>• Internal audit report to be completed.</li> <li>• Update asset register.</li> <li>• Complete the AGAR</li> </ul>                          | To ensure compliance with legal obligations.   | April – June 2025                                |  | Accounts closed and documents submitted to Internal Audit.<br><br>AGAR to be considered at the June Ordinary meeting. |

|                                     |  |  |                                      |  |  |
|-------------------------------------|--|--|--------------------------------------|--|--|
|                                     | <ul style="list-style-type: none"> <li>• Submit to the external auditor by 30 June 2025</li> <li>• Exercise public rights.</li> <li>• Publish result of final audit.</li> </ul>  |  |                                      |  | All actions completed.   |
| <b>Staffing</b>                     | <ul style="list-style-type: none"> <li>• Annual appraisal of the new Clerk.</li> <li>• Annual appraisal of the Village Facilities Inspector</li> <li>• Review Clerk's Job Description</li> </ul>   | Effective management of staff                        | April 2025<br>May 2025<br>April 2025 |  | Personnel Committee was held in April 2025<br>Appraisal arranged for May 2025<br><br>Personnel Committee was held in April 2025. |
| <b>New Councillor and co-option</b> | <ul style="list-style-type: none"> <li>• Cllrs to sign all forms before the AGM</li> <li>• Forms to be submitted to WLDC and are available on the website</li> <li>• Co-option policy to be enacted to allow the remaining 1 vacancies to be filled</li> </ul> | To ensure compliance with all statutory requirements | September 2025                       |  |  |

### Section 3: Future Developments for 2026/27

Nothing specific at present.

