

Document History:

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Hemswell Cliff Parish Council

Hemswell Cliff Parish Council Action Plan 2022/23

Hemswell Cliff Parish Council Action Plan

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 2022/23

Section 1 – Projects

Activity	Action(s)	Objective	Completed by (timescale)	Cost(s)	Progress
Allotments	<ul style="list-style-type: none"> • Specification for Contaminated Land Consultants • Contaminated Land Assessment completed • Secure funding for the fence • Installation of the fence • Identify and fix water supply • Develop allotment charter and rules • Mark each allotment • Final approval by the Parish Council and report on fence funding. 	Provision of allotments in the village, following a request from six parishioners.	March 2023	Fence £4K Consultants £2,500 Water supply £1,500	<p>Contaminated Land Assessment completed.</p> <p>Convene an allotments committee in May/June.</p> <p>Project plan and risk register to be produced.</p> <p>Secure funding for fence</p> <p>Secure funding for water supply</p> <p>Agree charter and rules for allotment</p> <p>Agree a live date and offer allotments to those on the waiting list.</p>

Neighbourhood Plan	<ul style="list-style-type: none"> • Finalise Regulation 16 NP following consultation. • Complete Consultation Statement. • Complete Basic Condition Statement • Complete Habitat Area Assessment. • Consider responses from HSE, Explosives Agency, Cadent and WLDC Environmental Protection. • Submit Regulation 16 NP and accompanying documents to WLDC. • Produce final version of the Plan to WLDC for the referendum (WLDC select date of referendum). 	To have an adopted Neighbourhood Plan for the village.	June 2022	No budget required for 2022/23.	<p>Accompanying documents to be provided by Open Plan on 6 May 2022.</p> <p>NP is finalised.</p> <p>Proof read and submit all documents.</p>
Street light	<ul style="list-style-type: none"> • Grant funding submitted to WLDC • Parish Council to consider 20% funding • Procure installation of street light working with WLDC. • WLDC to consider adoption of street light. • Permissions sought from LCC as highway authority. 	To install a street light next to a bus shelter to increase safety	October 2022	Grant funding received for 80% £2,347.02 Parish Council funding 20% £500	<p>Grant funding awarded by WLDC and check it has been carried forward.</p> <p>Parish Council resolution to fund the 20%.</p> <p>Chase up WLDC sourcing supplier.</p>

Village Signs	<ul style="list-style-type: none"> • Speak to other parishes about their suppliers. • Seek three quotes for design and fitting. Specification to be drafted following consultation with the Parish Council. • Report to Parish Council on prices. • Procure work. 	To replace two old wooden village signs with the same design (includes the Lancaster Bomber) in respect of the history of the village.	October 2022	Reserves to be used and three quotes obtained.	<ul style="list-style-type: none"> • Subject to formal approval three quotes sought and one supplier selected. • Village Design being produced by a graphic designer – almost completed. •
Play Parks	<ul style="list-style-type: none"> • Adoption of Play parks from HRC • Action plan • Revised date to be agreed 		June 2022		<ul style="list-style-type: none"> • Action Plan monitored at every Parish Council

Section 2 – Operations/ Events

Activity	Action(s)	Objective	Completed by (timescale)	Cost(s)	Progress
Straw on the roads/footpaths	<ul style="list-style-type: none"> • Standard item on the Ordinary Council meeting agenda (monthly) • Contact to be made with the operations company if issues reported following a meeting with LCC, Parish Council and the company. 	To monitor the situation	Ongoing		Regular monitoring
Grass cutting	<ul style="list-style-type: none"> • Seek quotes for 2022/23 contract in January 	Maintenance of green spaces	March 2023	To be determined	Check specification

	<ul style="list-style-type: none"> Parish Council to approve Award contract 				Seek quotes. Award contract
Ball Park	<ul style="list-style-type: none"> Continue with the moss removal. Refresh playground inspection training. Continue with the weekly litter pick and monthly clean up. Annual ROSPA inspection. 	To maintain assets	March 2023	Small amount of budget for materials and repairs as needed.	ROSPA is undertaken every August. Training arranged for June.
Grit Bins	<ul style="list-style-type: none"> Check level and condition of grit bins in October 2022 Order additional sand if required 	Keeping roads safe – most roads aren't adopted so there are five grit bins	October 2022	None	Grit bins checked and no additional sand needed for this year. Regular checks.
RAF Hemswell Day	<ul style="list-style-type: none"> Organise RAF Hemswell Day with the school on 11 November 2022 Order wreaths for both war memorials Clean and check parade ground 	Celebrate the heritage of Hemswell Cliff	November 2022	£60 for two wreaths	To consider this year's event at the June meeting.

Section 3 – Governance and Compliance

Activity	Action(s)	Objective	Completed by (timescale)	Cost(s)	Progress
Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	<ul style="list-style-type: none"> • Carry out an audit • Publish an accessibility statement • Action plan to identify improvements • Change agenda and minutes to comply with the regulations post 2018. 	Compliance with statutory obligations and improvements for those with certain disabilities	September 2020 initial compliance Website updated.		Audit completed. Accessibility statement published. Action plan agreed and to start implementation.
Transparency Code 2014/ transparency for smaller Parish Councils	<ul style="list-style-type: none"> • Publish all expenditure over £100. 	To meet legal requirements to make all relevant information easily accessible to the public.	June 2022		Published in accordance with the guidelines.
Policies and procedures	<ul style="list-style-type: none"> • Annual update of all Council core documents and policies. • Identify any additional policies. 	To ensure the councillors and the Clerk work to current legislation and best practice.	May 2022		All policies to be reviewed and updated.
Budget Monitoring and precept	<ul style="list-style-type: none"> • Continue with monthly budget monitoring for the current account and quarterly for reserves. 	To manage budgets effectively in accordance with best practice.	Ongoing		All actions completed.

	<ul style="list-style-type: none"> • Develop estimate budget for 2022/23 and submit the estimates. • Agree final precept for 2022/23. 		November 2022 January 2023		
Risk register	<ul style="list-style-type: none"> • Review risk register on a regularly basis. 	To ensure that risks can be managed effectively.	Quarterly		Risk register monitored and reviewed quarterly.
AGAR and Year End Accounts	<ul style="list-style-type: none"> • Close down 2021/22 accounts. • Check guidance for any changes • Internal audit report to be completed. • Update asset register. • Complete the AGAR • Submit to the external auditor by 30 June 2022. • Exercise public rights. • Publish result of final audit. 	To ensure compliance with legal obligations.	April – June 2022		AGAR to be considered at the May Annual Parish Council meeting.
Staffing	<ul style="list-style-type: none"> • Draft job description and person specification for Handyman. • Recruit for post. • Annual appraisal of the Clerk. 	To recruit a new post to carry out visual inspections.	June 2021		New applicant for the Village Facilities Inspector. Personnel Committee to be held in June 2022.
Internal audit	<ul style="list-style-type: none"> • Draft action plan following the completion of the first internal audit. 		October 2022		Action plan agreed by the Parish Council.

	<ul style="list-style-type: none"> Internal audit to be undertaken by LALC annually. 				
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Section 3: Future Developments for 2022/23

Nothing specific at present.

