

Swaffham Bulbeck Parish Council Action Plan 2018-2019

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. Swaffham Bulbeck 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	*Budget	Review
Cemetery To ensure that the cemetery is maintained to a safe and tidy standard	a) Following inspection report April 2107, carry out remedial work including: levelling old graves; clearing brambles and weeds; building retainer for spare soil; creating wild flower area; repairing funeral arch; removing dead trees/branches causing safety issues b) Identify and consider other possible improvements to the cemetery e.g. bench for visitors c) Weekly tidying tasks, safety checks and occasional routine maintenance jobs as required d) Explore options for extending the cemetery e) Monitor income and expenditure	Working Group Contractors Handyman Volunteers Clerk Councillors	Summer 18 On-going	3 500	
CLT & Housing Work in close partnership with CLT/Developers on new (housing) developments within the village	a) Review planning applications and respond to consultations b) Work in close partnership with the CLT to exchange views on housing developments c) Liaise closely with CLT/Housing Association on any affordable housing and criteria for renting d) Produce a Welcome Pack for those new to the village	Working Group CLT trustees/memb Clerk Councillors	On-going Spring 18	100 (Training) 60	
Denny & Denny Wood To ensure that play equipment is kept in safe working order and open space is suitable for leisure, social and sporting activities	a) Monthly safety checks of the Denny carried out and any observations requiring remedial work reported to the Parish Council and Clerk. Carry out necessary remedial work following annual inspection by qualified external contractor. b) Weekly tidying tasks, safety checks and occasional routine maintenance jobs as required c) Monitor grass cutting d) Restore and replace, as required, seats on the Denny	Working Group Handyman Clerk Councillors Tree surgeon	On-going	4 000	

	<ul style="list-style-type: none"> e) Identify further improvements to the Denny and its facilities f) Tree safety inspection; address identified issues 			1 500	
<p>Gutter Bridge Wood To ensure that the wood remains accessible to the public and that the diversity of wildlife, plants and trees is broadened.</p>	<ul style="list-style-type: none"> a) Update the Management Plan as and when necessary and agree its content with the National Trust at an annual meeting. b) Plan or seize opportunities which promote the wood for learning and pleasure. c) Organise working parties to meet the requirements of the Management Plan and to ensure paths and glades are clear d) Organise occasional events which promote the wood and its wildlife as place for learning and enjoyment e) Take appropriate action, if required, following the annual tree inspection. f) Promote the wood through occasional articles in the Beacon 	<p>Working Group NT Forest School Volunteers Clerk Councillors</p>	On-going	200 (Reserves)	
<p>Pavilion Development To make significant steps towards the development of a new pavilion with community room</p>	<ul style="list-style-type: none"> a) Next stages of development informed by Pre-application Planning discussion with ECDC (carried out Sept 2017). b) Appoint architect to draw up several outline plans for consideration by ECDC and the community. Carry out second Pre-application Planning discussion with ECDC to ascertain which design/s are likely to be acceptable. c) Formulate a draft Business Plan for the project d) Investigate sources of project funding, including matched funding, and begin process of application 	<p>Working Group Volunteers Architect Clerk Councillors</p>	Dec 18	8000 (Reserves)	
<p>Transport & Highways To be proactive in responding to matters raised about highway issues</p>	<ul style="list-style-type: none"> a) Request repair and/or resurfacing of footpath from shop to pub and any other pavements considered unsafe. b) Consider a <i>Community Speedwatch</i> scheme c) Explore potential improvements to traffic matters, including in relation to new building developments. d) Monitor and collate incident reports and concerns from residents on highways matters. e) Restore street light to Pound Way. 	<p>Working Group Clerk Councillors Camb Constabulary</p>	Not known	Not known	
<p>Governance Administration: To ensure that Parish Council administration is efficient, effective,</p>	<ul style="list-style-type: none"> a) Agendas, minutes, dates of meetings published within legislative or agreed timescales on website, notice boards and summarised for the Beacon b) Maintain legislative compliance through website 	<p>Clerk Councillors</p>	On-going		

open and transparent					
Finance: To ensure that public money is used wisely and is accounted for	<ul style="list-style-type: none"> c) Determine the annual expenditure and reserves budgets and set an annual acceptable precept d) Monitor expenditure and income on a monthly basis e) Investigate and take advice on insurance policies and payments. f) Review annually and update the Asset Management Plan. g) Publish on website and notice boards information on payments, annual return, audit documents, budget, precept h) All council land registered and let; land value and rent charges reviewed 	Finance Working Group Clerk Councillors	On-going		
Village maintenance: To ensure that the village is tidy, safe and in good order	<ul style="list-style-type: none"> i) Re-tender grass cutting contract j) Appoint Village Handyman for routine and general maintenance 	Clerk Councillors	Jan 18	7 500	
Parish Councillors: To ensure a range of views representing the community and that cllrs understand their role in order to make informed decisions	<ul style="list-style-type: none"> k) Endeavour to fill any councillors vacancies l) Facilitate induction process for training new councillors 	Clerk Councillors	On-going		
Training and Advice: 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	<ul style="list-style-type: none"> m) Subscribe to organisations providing information and advice (SLCC, CAPALC, Cambs ACRE, PC magazine) n) Encourage attendance at relevant courses and conferences o) Councillors new to the role: encouraged to attend Induction Course; provided with a copy/web address for Good Councillor Guide; buddy councillor as source of support and information/signposting 	Clerk Councillors	On-going	200	
Policy: To provide	p) Review current policies when required and, where a need is	Policy Working Group	On-going	750	

<p>consistency and clarity to stakeholders when dealing with accountability or activities of critical importance</p>	<p>identified, create new policies</p> <p>q) Review and update Risk Assessments.</p> <p>r) Check that all current policies are on the Parish Council website</p>	<p>Clerk Councillors</p>			
<p>Communications To ensure that information is shared consistently , efficiently & openly between all stakeholders</p>	<p>s) Compliance maintained</p> <p>t) Residents to be kept up-to-date with the work of the council through: information shared on notice boards; the Beacon; website; Facebook; meetings; presentations</p> <p>u) Consult with the community on specific matters</p> <p>v) Review and update/replace website</p> <p>w) Set up individual councillor email addresses</p>	<p>Clerk Councillors</p>	<p>On-going</p>		
<p>Local Council Award Scheme: To demonstrate that our council meets requirements to operates lawfully and according to standard practice</p>	<p>x) Evaluate council practice and identify aspects requiring improvement, including creating and developing an Action Plan to inform key work of council</p> <p>y) Provide evidence to meet all criteria for <i>The Foundation Award</i> and apply for award</p>	<p>Clerk Councillors</p>	<p>Dec 17 Spring 18</p>	<p>600</p>	
			<p>Nov 17</p>	<p>50</p>	
			<p>Jan 18</p>		

*Other Parish Council expenditure 2018-19 is set out in a separate document: **Annual Budget**