

NB: Covid-19 pandemic, which started in March 2020, has affected parts of the Action Plan 2020-2021.

Highlighted in yellow aspects not completed.

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
1. Cemetery To ensure that the cemetery is maintained to a safe and tidy standard	a) Following inspection report June 2019, carry out remedial work including: paint railings; clear brambles and weeds; trim overhanging/dead branches; build retainer for spare soil; create wild flower area; replace notice on gate b) Transfer burial records to electronic system c) Weekly tidying tasks, safety checks and occasional routine maintenance jobs as required d) Monitor income and expenditure	Working Group Contractors Handyman Volunteers Clerk Councillors	Jan-Aug 20 On-going	3000 1000 (Clerk salary)	<i>Partial tidying; wild flower area created; new bin b) Partially completed 10k Government grant received and plans for its use identified. Review of charges and policy</i>
2. CLT & Housing Work in close partnership with CLT/Developers on new (housing) developments within the village	a) Review planning applications and respond to consultations, including consideration of design and site layout to encourage a rich biodiversity of plant and wildlife 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 Groups CLT trustees/memb Clerk Councillors	On-going Summer 20	100 (Training) 60	<i>Included major developments, appeal, campsite. Cllr attended training. CLT monthly business meetings. Links with NP, other village developments</i>
3. Denny To ensure that the Denny is made secure from access by caravans to	a) Form Working Group with ToR b) Explore options; create overall plan taking into account advice, visual impact, community views & cost; obtain costings; make decisions & implement	Working Group Handyman Clerk Councillors CCC Enforcement	Spring 20	8-10 000 (CIL)	<i>Working Group set up. Safeguarding measures in place: bunds/swales, barrier, posts;</i>

prevent unauthorised encampments	<ul style="list-style-type: none"> c) Use offers of local expertise and support where possible and/or appropriate d) Draw up critical incident policy and associated procedures for dealing with unauthorised encampments e) Reinstatement amount in contingency budget for unexpected events 	Traveller Liaison Police	Spring 20		<ul style="list-style-type: none"> <i>large logs; reseeding</i> <i>d) Contacts & procedures to follow; regular exchange of info with Enforcement Officer</i> <i>e) Reinstated</i>
<p>4.Denny & Denny Wood</p> <p>To ensure that play equipment is kept in safe working order and open space is suitable for leisure, social, sporting and learning activities</p>	<ul style="list-style-type: none"> 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) Identify further improvements to the Denny and its facilities d) Tree safety inspection; address identified issues e) Replace information board for Scheduled Ancient Monument 	Working Group Handyman Clerk Councillors Tree surgeon	On-going	2000 1790 (Handyman) 750	<ul style="list-style-type: none"> <i>Denny well maintained & improvements made e.g. new roof on shelter.</i> <i>New Handyman appointed.</i> <i>Trees inspected & work carried out.</i> <i>Reporting, taking action & monitoring of antisocial behaviour .</i>
<p>4.Gutter Bridge Wood</p> <p>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 	Working Group NT Forest School Volunteers Clerk Councillors	On-going	200 (Reserves)	<ul style="list-style-type: none"> <i>Storm damage: trees fallen across path removed by volunteers/NT</i> <i>The wood has been extremely well visited during the pandemic.</i> <i>Indicators of a broader range of plants & wildlife e.g. nuthatches</i>
<p>5.Pavilion</p> <p>To ensure the Pavilion is well used and options to refurbish, extend or replace are reconsidered</p>	<ul style="list-style-type: none"> a) Carry out repairs and minor refurbishments to enable continued use e.g. leaking roof, rotten veranda upright beams, new tables, decorating b) Reconsider longer term options 	Working Group Volunteers Clerk Councillors	Jan 20 Spring 20	1500 8000 (Reserves)	<ul style="list-style-type: none"> <i>Veranda upright posts replaced;</i> <i>roof leak under investigation</i>

					<i>Pandemic prevented routine lettings</i>
6.Neighbourhood Plan: Make a Neighbourhood Plan which puts in place planning policies that influence future development in the parish of Swaffham Bulbeck	<ul style="list-style-type: none"> a) Engage consultants to support development of the Plan b) Use landscape character assessment and sensitivity appraisal as a key source of evidence for policy making and in writing the Plan c) Carry out SWOT analysis to help identify key themes which will shape the Plan d) Draw up and implement consultation and communication strategy e) Establish a Demographic Profile for the parish f) Build an evidence base to support all aspects of the Plan g) Parish Council to receive regular updates on progress (standing agenda item) 	Steering Group ECDC advisors Consultants Clerk Councillors	Summer 20	Up to 9k (grant funded)	<i>Overall grant award received 10k for 2 consultants (landscape architect & planning consultant). Vision & Objectives agreed. 4th Draft Plan achieved with associated draft planning policies. Data & information collected.</i>
7.Transport & Highways To be proactive in responding to matters raised about highway issues	<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) Speedwatch scheme up and running; identify & acquire authorisation for check points in key problem areas; organise rotas c) Signage improvements e.g: refurbish wooden finger posts; repair Village Sign; Speedwatch warning; VAS; consider village gateway signage; information finger post and village map d) Explore potential improvements to traffic matters, including in relation to new building developments. e) Monitor and collate incident reports and concerns from residents on highways matters. 	Working Group Clerk Councillors Camb Constabulary Speedwatch Team	Not known On-going Summer20 On-going On-going	1000 1000	<i>Completed by CCC at no cost. On hold due to pandemic. Insufficient data to install VAS Issues raised by residents held on record.</i>
Trees and Biodiversity: To improve biodiversity through a greener local landscape	<ul style="list-style-type: none"> a) Form Working Group with ToR b) Raise community capacity by involving local expertise and liaising with neighbouring parishes and organisations c) Identify, plan and create more green wildlife corridors e.g. through planting more trees, hedges and wild flower/grasslands d) Organise working parties where appropriate 	Working Group Clerk Councillors Volunteers	From Dec 19	750	<i>Active/ambitious working group with TOR. Land identified for tree planting. Significant input into NP. Links across parishes initiated.</i>

<p>8.Governance Administration: To ensure that Parish Council administration is efficient, effective, open and transparent</p> <p>Finance: To ensure that public money is used wisely and is accounted for</p> <p>Village maintenance: To ensure that the village is tidy, safe and in good order</p> <p>Parish Councillors: To ensure a range of views representing the community and that cllrs understand their role in order to make informed decisions</p> <p>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</p> <p>Policy and Legislation: To provide consistency and clarity to stakeholders</p>	<p>a) Agendas, minutes, dates of meetings published within legislative or agreed timescales on website, notice boards and summarised for the Beacon</p> <p>b) Maintain legislative compliance through website e.g. accessibility</p> <p>c) Determine the annual expenditure, reserves and contingency budgets and set an annual acceptable precept</p> <p>d) Monitor expenditure and income on a monthly basis</p> <p>e) Investigate and take advice on insurance policies and payments.</p> <p>f) Review annually and update the Asset Management Plan.</p> <p>g) Publish on website and notice boards information on payments, annual return, audit documents, budget, precept</p> <p>h) Liaise closely with Handyman</p> <p>i) Monitor grass cutting</p> <p>j) Endeavour to fill any councillors vacancies</p> <p>k) Facilitate induction process for training new councillors</p> <p>l) Subscribe to organisations providing information and advice (SLCC, CAPALC, Cambs ACRE, PC magazine)</p> <p>m) Encourage attendance at relevant courses and conferences</p> <p>n) 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</p> <p>o) Review current policies when required and, where a need is identified, create new policies</p> <p>p) Review and update Risk Assessments.</p>	<p>Clerk Councillors</p> <p>Finance Working Group Clerk Councillors</p> <p>Clerk Handyman</p> <p>Clerk Councillors</p> <p>Clerk Councillors</p> <p>Policy Working Group Clerk</p>	<p>On-going</p> <p>Nov-Jan 20</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<p></p> <p></p> <p></p> <p></p> <p>200</p> <p>750</p> <p></p>	<p><i>Due to Covid-19 pandemic meetings held by Zoom from May 2020 - Meetings well attended by public</i></p> <p>No councillor vacancies</p>
--	---	---	---	---	--

<p>when dealing with accountability or activities of critical importance</p>	<p>q) Check that all current policies are on the Parish Council website</p>	<p>Councillors</p>			
<p>Communications: To ensure that information is shared consistently , efficiently & openly between all stakeholders</p>	<p>r) 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 s) Consult with the community on specific matters</p>	<p>Clerk Councillors</p>	<p>On-going</p>		
<p>Local Council Award Scheme: To demonstrate that our council achieves good practice in governance, community engagement and council improvement</p>	<p>t) Evaluate council practice and identify aspects requiring improvement u) Provide evidence to meet all criteria for <i>The Quality Award</i> and apply for award</p>	<p>Clerk Councillors</p>	<p>Spring 20</p>	<p>50</p>	
<p>Data Protection To ensure that the Parish Council complies with General Data Protection Regulations (GDPR)</p>	<p>v) Monitor compliance</p>	<p>Clerk Councillors</p>	<p>On-going</p>		

*Other Parish Council expenditure 2020-21, is set out in a separate document: **Annual Budget**