

Objective	Action	Who	Timescale	*Budget	Review
3.Denny & Denny Wood To ensure that play equipment is kept in safe working order and open space is suitable for leisure, social, sporting and learning 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) 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	1250 1790 (Handyman) Reserves 1500 (tree safety)	
4.Gutter Bridge Wood To ensure that the wood remains accessible to the public and that the diversity of wildlife, plants and trees is broadened.	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)	
5.Pavilion To ensure the Pavilion is well used and options to refurbish, extend or replace are reconsidered	a) Carry out repairs and minor refurbishments to enable continued use e.g. leaking roof b) Build longer term options into <i>Aspirations</i> section of NP	Handyman Clerk Councillors NP steering group	Ongoing Spring 21	1790 8000 (Reserves)	
6.Neighbourhood Plan: Make a Neighbourhood Plan which puts in place planning policies that reflect the specific context and needs of the parish of Swaffham Bulbeck	a) Work with commissioned planning consultant to support development of the NP and draw up associated policies based on the Vision and Objectives b) Use <i>Parish Landscape Character</i> and <i>Fringe Sensitivity Assessments</i> as a key source of evidence for policy making and in writing the NP. Build an evidence base to support all aspects of the NP	Steering Group ECDC advisors Consultants Clerk Councillors	Summer 21 Spring 21	3716 (Gov grant) 500	

Objective	Action	Who	Timescale	*Budget	Review
	<ul style="list-style-type: none"> c) Identify and consult on designation of Local Green Spaces for protection d) Create an <i>Aspirations</i> section of potential projects identified by the community (outside the remit of the NP) which could be followed up by other organisations e.g. Parish Council e) Consult individuals and organisations in the process of drafting the Plan. f) Carry out 6-week consultation (Regulation 14). Amend draft in light of consultation responses g) Submit plan for inspection. Carry out referendum h) Parish Council to receive regular updates on progress (standing agenda item). Regular updates on progress in Beacon and on website 		<p>Ongoing</p> <p>Summer 21</p> <p>Aut 21 Ongoing</p>		
<p>7. Transport & Highways To be proactive in responding to matters raised about highway issues</p>	<ul style="list-style-type: none"> a) Continue to pressurise CCC to try to ensure that the Highways improvement scheme at the junction of Heath Road and A1303 is carried out (£700,000 allocated to scheme 2020). b) Reinstate Speedwatch scheme when permitted by pandemic regulations. Collect data to consider whether a speed reduction scheme is required. c) Signage improvements e.g. refurbish wooden finger posts, repair Village Sign, consider village gateway signage, information finger post, 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. 	<p>Working Group Clerk Councillors Camb Constabulary Speedwatch Team CCC</p>	<p>Not known</p> <p>On-going</p> <p>Summer21</p> <p>On-going</p> <p>On-going</p>	<p>Reserves 500 (sign)</p>	
<p>8. Trees and Biodiversity: To improve biodiversity through a greener local landscape</p>	<ul style="list-style-type: none"> a) Play a key role in the planning and development of trees and biodiversity projects such as: assessment of Local Green Spaces for designation in NP; aspirational projects for the parish (increase tree cover and areas good for biodiversity, connect habitats, management of road verges, footpath connections). b) Plant trees on first piece of land identified for this purpose c) Raise community capacity by involving local expertise and liaising with neighbouring parishes and organisations 	<p>Working Group Clerk Councillors Volunteers Tree Warden</p>	<p>Ongoing</p>	<p>250</p>	

Objective	Action	Who	Timescale	*Budget	Review
	<ul style="list-style-type: none"> d) Keep the community informed of progress on specific projects and when appropriate link to <i>Plant Bulbeck</i> Beacon series e) Volunteer Tree Warden to advise the parish council on matters such as: consultation responses to major planning applications; condition of specific trees. 				
9. Community Matters To engage with the community on specific matters of common interest	<ul style="list-style-type: none"> a) Continue established links with the primary school on shared resources, interests, events and projects b) Acknowledge and support the Swaffham Bulbeck Mutual Aid Group of volunteers c) Provide information on general matters relating to the community e.g. Census 2021, bin collection dates 	Clerk Councillors	Ongoing	Reserves	
10. Governance Administration: To ensure that Parish Council administration is efficient, effective, open and transparent	<ul style="list-style-type: none"> a) Appoint a replacement clerk to the parish council to ensure that all aspects of governance continue to be effectively carried out. b) Ensure the continued smooth running of parish council business through use of Zoom meetings during the pandemic and follow legislation. c) Agendas, minutes, dates of meetings published within legislative or agreed timescales on website, notice boards and summarised for the Beacon d) Maintain legislative compliance through website e.g. accessibility 	Clerk Councillors	By June 21 On-going		
Finance: To ensure that public money is used wisely and is accounted for	<ul style="list-style-type: none"> e) Determine the annual expenditure, reserves and contingency budgets and set an appropriate annual precept f) Monitor expenditure and income on a monthly basis g) Investigate and take advice on insurance policies and payments. h) Review annually and update the Asset Management Plan. i) Publish on website and notice boards information on payments, annual return, audit documents, budget, precept 	Clerk Finance Working Group Clerk Councillors	Summer 21 Ongoing	60	
Village maintenance: To ensure that the village is tidy, safe and in good order	<ul style="list-style-type: none"> j) Liaise closely with Handyman k) Monitor grass cutting 	Clerk Handyman	On-going		
Parish Councillors:	<ul style="list-style-type: none"> l) Endeavour to fill any councillor vacancies on the parish council m) Facilitate induction process for training new councillors 	Clerk Councillors			

Objective	Action	Who	Timescale	*Budget	Review
<p>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 when dealing with accountability or activities of critical importance</p> <p>Communications: To ensure that information is shared consistently , efficiently & openly between all stakeholders</p> <p>Local Council Award Scheme: To demonstrate that our council achieves good practice in governance, community engagement and council improvement</p>	n) Subscribe to organisations providing information and advice (SLCC, CAPALC, Cambs ACRE, PC magazine)	Clerk Councillors	On-going	200	
	o) Encourage attendance at relevant courses and conferences			500	
	p) 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	Policy Working Group Clerk Councillors	Spring 21	50	
	q) Review current policies when required and, where a need is identified, create new policies		Spring 21		
	r) Review and update Risk Assessments.		On-going		
	s) Check that all current policies are on the Parish Council website	Clerk Councillors	On-going	50	
	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				
	u) Consult with the community on specific matters	Clerk Councillors	On-going	50	
	v) Evaluate council practice and identify aspects requiring improvement				
	w) As circumstances permit, prepare evidence to meet all criteria for <i>The Quality Award</i> and apply for award				

Objective	Action	Who	Timescale	*Budget	Review
Data Protection To ensure that the Parish Council complies with General Data Protection Regulations (GDPR)	x) Monitor compliance	Clerk Councillors			

*Other Parish Council expenditure 2021-22, is set out in a separate document: **Annual Budget**