

Action Plan 2023-2024



Document Configuration Management & Control

Version	Description	Originated	Approved	Minute Ref
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Graveley Parish Council - Action Plan 2023-2024

The Action Plan serves to provide a focus for Graveley Parish Council on issues which affect and matter to the community and the parish by providing our current schedule of priorities and activities. This document will be regularly reviewed and updated as projects are completed, and priorities alter. 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 which serve to either delay or make unfeasible. For these reasons the Action Plan should be considered advisory, with progress discussed and recorded within parish council meetings. The Action Plan is a useful document to communicating the Parish Council's broader efforts to improving village life through investment in local fabric and community participation. Graveley 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 will undertake where it is felt the Parish Council may be able to assist. Graveley Parish Council is most grateful to residents who are able to provide a little of their time on a voluntary basis in supporting any of the below listed endeavours. Thank you.

Objective	Action	Who	Timescale	Review
<u>Planning</u> To ensure that all planning applications are reviewed	Review planning applications in accordance with SCDC planning guidelines and respond to consultations within given time frame.	Clerk Council	Ongoing	
<u>Street Lighting</u> To ensure ongoing operation of village street lighting (property of SCDC)	Report defects to SCDC Review and secure utility on best value principals	Councillors Clerk Clerk	Ongoing Annually	
<u>Verge & Hedgerow Management within the Parish</u> To ensure that adopted verges and hedgerows are maintained.	Grass cutting and hedge trimming in accordance with maintenance contract. To undertake review of verges, reporting issues as they arise to County & Highways. To communicate with parishioners on works to be undertaken extra to nominal cutting and hedge trimming regimes.	Maintenance Contractor Clerk/Council Clerk	On-going On-going On-going	

Objective	Action	Who	Timescale	Review
<u>Ditches and Waterways</u> To maintain free flowing watercourses across parish council owned land.	To regularly inspect ditches, drains and watercourses, especially exit and entrance grids reporting issues as they arise to County & Highways. To undertake dredging and maintenance of the village ponds to optimise retention of water. To remove debris from the sides of the ditches To communicate with SCDC, Highways and EA as appropriate To consider flood resilience and reasonable measures.	Clerk/Council Contractor(s) Maintenance Contractor Clerk/Council Clerk/Council	On-going Cycle TBA On-going On-going On-going	
<u>Ponds</u> To maintain village ponds for amenity value, biodiversity and for water retention.	Maintenance of the village ponds to include removal of vegetation and arisings, opening of canopy to improve light and water quality, undertake planting of native species. Maintenance of Duck House	Maintenance contractor Working Party	On-going Annually	

Objective	Action	Who	Timescale	Review
<u>Highways & Transport</u> To monitor and be proactive in responding to highways issues.	Ensure ongoing monthly relocation of Speed Indicator Device, removal and replacement of battery, downloading and transmission of vehicle traffic data to PC. Voluntary work to be undertaken in accordance with method statement and risk assessment.	Working Voluntary Group	Monthly On-going	
	To report any defect(s) with speed monitoring equipment and/or supporting street light (owned by SCDC).	Clerk/Council	On-going	
	To review and store traffic data, making available as necessary to relevant authorities.	Clerk/Council	On-going	
	Monitor implementation and consider potential adverse impacts of the A428 Black Cat to Caxton Gibbet Dual Carriageway scheme on village and its parishioners. Communicate with County Cllrs, Highways and Parishioners.	Clerk/Council	On-going	
	To communicate to parishioners road closures or restrictions from Highways	Clerk	On-going	
	To consider options for the LHI bid for 2024/25	Clerk/Council	On-going	
	To communicate information on accessible public transportation schemes from county or local providers to parishioners	Clerk/Council	On-going	
	<u>Gritting Bins</u> To ensure that the gritting bins are in good order and full.	To inspect gritting bins and request their topping up via Highways	Council	On-going

Objective	Action	Who	Timescale	Review
<u>Car Park</u> To ensure that the car park adjacent to the Village Hall is maintained	To inspect and maintain the village hall car park.	Council / Volunteer Group / Maintenance Person	On-going	
<u>Village Maintenance</u> To ensure that the village is tidy, safe and in good order. Work to improving village amenity.	<p>Work with the community and county refuse collections team to undertake village litter picks, employing a safe and responsible approach in line with litter picking risk assessment.</p> <p>Village planting (beds, hanging baskets and planters). Seasonal planting with budgets approved and costs reimbursed. Encourage community participation. Removal of hanging baskets and planters end of flowering season and tidy.</p> <p>Coronation Shelter Restoration. Undertake interior & exterior restoration. To include seats, brickwork, roof, crown staff. To consider lasting decoration to commemorate coronation of King Charles III.</p> <p>Village Sign, Plinth and Post maintenance and restoration</p> <p>Maintenance of railings (cleaning & painting)</p> <p>Maintain village bus shelter currently in use as free library.</p>	<p>Council/Volunteer Group</p> <p>Council/Volunteer Group</p> <p>Council/Volunteer Group/Contractor(s)</p> <p>Clerk/Council/Contractor(s)</p> <p>Council/Volunteer Group</p> <p>Clerk/Contractor</p>	<p>Annually</p> <p>Annually</p> <p>Ongoing</p> <p>Ongoing</p> <p>Annual</p>	

Objective	Action	Who	Timescale	Review
<u>Biodiversity</u> To have regard to the purpose of conserving biodiversity	To manage green open spaces which are the responsibility of the Parish. To consider implementation of environmental schemes e.g tree planting To encourage tenants of Parish owned land to promote conservation and biodiversity during their occupation.	Council Clerk/Council Clerk/Council	On-going On-going	
<u>Crime and Disorder</u> To do what it reasonably can do to prevent crime and disorder	To support the neighbourhood watch scheme, as appropriate To support traffic monitoring scheme and where mandated support traffic calming initiatives	Council Clerk	On-going On-going	
<u>Administration</u> To ensure that Parish Council administration is efficient, effective, open and transparent	Agendas, minutes and dates of meetings published within legislative timescales on website and notice boards Maintain legislative compliance through website e.g., accessibility	Clerk Councillors	On-going	
<u>Finance</u> To ensure that any public money and/or grant monies are used wisely and is accounted for.	Determine the annual expenditure, reserves and contingency budgets and set an annual acceptable precept Set budget for allocation of grant monies. Monitor expenditure and income on a monthly basis Investigate and take advice on insurance policies and payments. Maintain and review asset register. Publish on website and notice boards information on payments, annual return, audit documents, budget, precept	Clerk Council	On-going	

Objective	Action	Who	Timescale	Review
<u>Grants Schemes</u> To apply to grant schemes for the benefit of parishioners. To promote and implement village grant scheme to foster community participation and engagement with parishioners for improved village life.	Cotton Farm Wind Farm Community Benefit Fund for improvements to the village and setting for the benefit of parishioners. Bi-annual application via Cambridge Community Foundation (CCF) requiring grant application and monitoring submission. Budget to be drafted and priorities set for allocation of grant monies in accordance with CCF guidelines. Village Grant scheme. Publicise, Disburse funds. Set budgetary limits. Monitor uptake and review.	Clerk Council Clerk/Council	Bi-Annual On-Going	
<u>Parish Councillors</u> To encourage a range of views representing the community and that Cllrs understand their role in order to make informed decisions	Endeavour to fill any councillor vacancies by co-option Facilitate induction process for training new councillors Request all councillors to attend the CAPALC councillor training in accordance with the Training and Development Statement	Clerk Council Councillors	On-going	
<u>Training and Advice</u> 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	Subscribe to organisations providing information and advice (SLCC, CAPALC, NALC) Encourage attendance at relevant courses and conferences Councillors new to the role: Induction process carried out by Clerk in accordance with the Training and Development Statement; encouraged to attend CAPALC Course; provided with a copy of Good Councillor Guide	Council Clerk/Council	On-going	

Objective	Action	Who	Timescale	Review
<u>Policy and Legislation</u> To provide consistency and clarity to stakeholders when dealing with accountability or activities of critical importance	Review current policies when required and, where a need is identified, create new policies Review and update Risk Assessments. Check that all current policies are on the Parish Council website	Policy Working Group Clerk Clerk	On-going On-going On-going	
<u>Communications</u> To ensure that information is shared consistently , efficiently & openly between all stakeholders	Residents to be kept up to date with the work of the council through: information shared on notice boards; editorial provided to Six Villages for publication; parish council website; Facebook group; Parish Council meetings and Annual Meeting. Consult with the community on specific matters	Clerk Council Clerk Council	On-going On-going	
<u>Data Protection</u> To ensure that the Parish Council complies with General Data Protection Regulations (GDPR)	Monitor compliance	Clerk Councillors	On-going	
<u>Village Hall</u> To provide village hall as an amenity for village events, private hire, local government business and elections and in accordance with	Village Hall <ul style="list-style-type: none"> • Lighting & electrics – to ensure compliance, report defects and employ contractors. • Building repair – monitor and appoint contractors to undertake repairs in accordance with the lease. • Fire Alarms – check operation and report faults. Ensure compliance. Appoint contractors as required. 	Village Hall Committee/ Council/ Clerk / Contractors(s)		

Objective	Action	Who	Timescale	Review
and compliant to GPCs tenancy.	<ul style="list-style-type: none"> • Liability Insurance – appropriate insured sum based on professional advice and copy policy documentation displayed on internal noticeboard. • Private Hire – ensure booking procedures are followed. Hirers contracts and financial controls to be reviewed. • Fire equipment – annual inspections of extinguishers. Inspection certificate displayed on internal notice board. • Cleaning – contract cleaning • Car park (see above) • Security – limit access to Village Hall key safe. Change code as necessary. Check fire exits are always kept clear. • Furniture & equipment – inventory of village hall furniture and equipment for asset register and insurance purposes. Report losses/damages. • Pest Control – report pest issues and appoint contractors as necessary. • Improvements – evaluate improvements and their costs keeping with budgetary limits. • Community Parties (Easter / Halloween / Christmas) 			
<u>Community Events</u>	<p>Plan ahead, set budgets and where needed form working parties. Support Village Hall Committee as required. Communicate with stake holders. Encourage voluntary participation. Consider safety and liability.</p> <p>23/24 Events Coronation event</p>	Council/ Clerk / Village Hall Committee/ Volunteers		

Objective	Action	Who	Timescale	Review
	Halloween Party Christmas Party			