

# Gotherington Parish Council Action Plan 2018/19

Working document adopted at Parish Council Annual Meeting on 8 May 2018 and reviewed annually

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. Parish councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- give views on behalf of the parish, on planning applications, S106 agreements and other proposals that affect the parish
- undertake projects, family events and schemes that benefit local residents
- work in partnership with other bodies to achieve benefits for the parish
- alert relevant authorities to problems that arise or work that needs to be undertaken
- help the other tiers of local government keep in touch with their local communities

Parish councils have a wide range of powers which essentially relate to local matters, including looking after community buildings, open space, play areas, the war memorial, etc. They also have the power to raise money through taxation, the precept, which is the parish council's share of the council tax.

Gotherington Parish Council strives to work on behalf of parishioners on the issues that matter to the village. In order to help plan for the year ahead, it has created an Action Plan which details the key objectives and actions it hopes to achieve during 2018/2019, in addition to its overall responsibilities.

The parish council is always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the parish council may assist - please contact the clerk, contact details below.

This action plan will enable parishioners to be kept fully informed of what is being planned and what has been achieved in the parish. It is a working document, it will be reviewed quarterly and updated annually at the Annual Meeting of Gotherington Parish Council.

No.	Aims	Objectives	Actions recommended	Timescale	Budget	Power
1.	<b>Accounts and Audit:</b> To ensure that there is transparent information about payments, annual return, audit documents, budget, precept available	<ul style="list-style-type: none"><li>• Publish on parish council website</li><li>• Post on notice board/in phone box</li></ul>	Clerk with support of councillors	Within 1 month of approval by council or auditor	Within salary budget	Local Government Act 1972 Section 112
2.	<b>Parish Council Administration:</b> To ensure the parish council administration is run in an efficient and timely manner and that information is open and transparent	<ul style="list-style-type: none"><li>• Publish agendas, minutes, calendar of meetings, policies and contact details for councillors on parish council website</li><li>• Post on notice boards/in phone box</li></ul>	Clerk with support of councillors	Within 1 month of availability/approval by council	Within salary budget	Local Government Act 1972 Section 112

3.	<b>Review Policies:</b> To ensure all council policies and procedures are reviewed annually and updated as necessary	<ul style="list-style-type: none"> <li>Create list of all policy and procedure review dates</li> <li>Diarise to ensure they are added to appropriate agenda for required review</li> </ul>	Clerk to add to agenda as required throughout the year	Quarterly or annually as specified on document	Within salary budget	Local Government Act 1972 Section 112
4.	<b>Health and Safety:</b> To ensure the parish council meets health and safety requirements for its staff, councillors and public at events and activities Ensure there is adequate insurance cover	<ul style="list-style-type: none"> <li>Health and safety risk assessment to be completed as required</li> <li>Annual review of asset register and activities to be provided to insurance company</li> <li>Risk Assessments to be completed for all parish council activities</li> </ul>	Clerk with support of councillors	Asset Register annual review by 31.3.18  Insurance renewal 1.6.18	Within salary budget  Insurance budget £1,2000	Local Government Act 1972 Section 112 and 111 for insurance
5.	<b>Subscriptions:</b> To ensure the parish council has access to advice and training and to support the clerk in their role and ensure they are well informed	<ul style="list-style-type: none"> <li>Parish council to approve annual subscriptions to GAPTC, SLCC and CPALC</li> </ul>	Clerk to add to agenda at appropriate time	GAPTC March 2018 SLCC – October 2018 CPALC - May 2018	Budget of £425	Local Government Act 1972 Section 143
6.	<b>Planning Applications:</b> To consider planning applications in the interest of parishioners and in support of GNDP and respond in a timely manner	<ul style="list-style-type: none"> <li>Planning application information to be circulated to councillors in a timely manner</li> <li>Request time extension if date falls outside of parish council meeting</li> <li>Submit decision to TBC within specified timescale</li> </ul>	Clerk to deal with planning applications as specified	Ongoing	Within salary budget	Town & Country Planning Act 1990, Schedule 1, paragraph 8
7.	<b>Transparency and Community Engagement:</b> To ensure continued compliance with the relevant current legislation and to promote openness, transparency and community engagement through the use of various communication media	<ul style="list-style-type: none"> <li>Compliance to be maintained through website</li> <li>Maintain presence at monthly Coffee Mornings</li> <li>Continue to have presence in Topics</li> <li>Renew notice boards</li> <li>Maintain website and online booking facility</li> </ul>	Clerk with support of councillors	Ongoing	Website costs to be met by Transparency Grant  Notice boards £100  £100	Local Government Transparency Code 2014 and  Freedom of Information Act 2000

8.	<b>Parish Action Plan:</b> To ensure the action plan is reviewed/updated regularly and at AGM annually	<ul style="list-style-type: none"> <li>Ask councillors if they wish to add any projects or expenditure to action plan during review</li> <li>Ask parishioners if they have any items they wish to add to it during the review process</li> <li>Add annual review process to Annual Meeting agenda</li> </ul>	Clerk with support of councillors	Draft action plan to be prepared in September 2018 as part of budget proposal documentation  Annual Meeting agenda prepared late April 2018	Within salary budget	Local Government Act 1972 Section 112
9.	<b>Local Council Award Scheme:</b> Parish council is seeking to achieve the Foundation Award which demonstrates a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development	<ul style="list-style-type: none"> <li>Review of policies, procedures and plans to ensure they are up to date and in line with good practice.</li> <li>Make a submission when it is satisfied it can meet the requirements laid out in the Reward Scheme</li> </ul>	Clerk with support of councillors	Ongoing	Within admin budget £150	Local Government Act 1972 Section 111
10.	<b>Parish Council Assets:</b> To ensure that all council assets are maintained in a safe and proper manor	<ul style="list-style-type: none"> <li>Carry out regular checks on parish council assets including playground, benches, phone box, notice boards, VA signs etc.</li> <li>Complete Record Book when doing checks</li> <li>Record any maintenance required</li> <li>Complete annual risk assessments</li> </ul>	Appointed councillors	Ongoing with annual risk assessments and Risk Register reviewed at following council meetings: 10.4.18 10.7.18 9.10.18 8.1.19		Local Government Act 1892, Section 8 (1) (i)
11.	<b>Rex Rhodes Building:</b> To continue to maintain the building internally and externally to ensure hire income	<ul style="list-style-type: none"> <li>Regular maintenance servicing (PAT testing, electricity and fire extinguishers tests/certificates)</li> <li>External maintenance to soffits etc.</li> <li>Internal maintenance</li> <li>Cleaning for year</li> <li>Utilities (Gas, electricity, water)</li> </ul>	Appointed councillors	As required by dates  May 2018  May 2018 Ongoing Ongoing	Budget: £350  £1,000  £1,650 £3,000 £2,500 Utilities and servicing combined costs with JWP	Local Government (Miscellaneous Provisions) Act 1976, Section 19 Local Government Act 1972 Section 133

12.	<b>John Woolley Pavilion:</b> To continue to maintain the building internally and externally to ensure hire income	<ul style="list-style-type: none"> <li>Regular maintenance servicing (PAT testing, electricity and fire extinguishers tests/certificates)</li> <li>To upgrade heating system to include timer/thermostat control</li> <li>Maintenance to actual pavilion building</li> <li>Cleaning for year</li> </ul>	Appointed councillors	As required by dates  May 2018  June 2018 Ongoing	Budget: £350  S106  Budget: £200  £3,000 Servicing and cleaning combined costs with JWP	Local Government (Miscellaneous Provisions) Act 1976, Section 19
13.	<b>Freeman Field:</b> The parish council wish to maintain the sports and community facilities on the Freeman Field	<ul style="list-style-type: none"> <li>Install football netting to avoid balls going onto Tilly's land</li> <li>Complete stage 2 of field levelling</li> <li>Investigate drainage issue on field with drain survey</li> <li>Undertake bi-annual cricket square maintenance work</li> <li>Wearing surface under the exercise equipment</li> </ul>	Cllrs. Osborne & Cllrs Churchill  Cllr. Osborne  Cllr. Osborne  Cllr. Osborne	All projects when S106 becomes available on trigger point of Malleson Road development.	S106 £8,000  S106 £2,000  S106 £2,000  S106 £1,000  S106 £1,000	Local Government (Miscellaneous Provisions) Act 1976, Section 19
14.	<b>Playground/Gazebo:</b> To maintain both areas for the safe enjoyment of the children/residents of Gotherington	<ul style="list-style-type: none"> <li>Annual RoSPA playground inspection</li> <li>Wetpour to be replaced</li> <li>Replacement of upright post</li> </ul>	Cllrs Ryman, Churchill and Samuels	April /May 2018  When S106 becomes available	Budget £150  S106 £1,000 Budget £450	Local Government (Miscellaneous Provisions) Act 1976, Section 19
15.	<b>Tennis Courts:</b> The parish council are keen to maintain the tennis courts to a high safe standard	<ul style="list-style-type: none"> <li>Replace perimeter fence</li> </ul>	Appointed councillors	When S106 becomes available on trigger point of Malleson Road development	S106	Local Government (Miscellaneous Provisions) Act 1976, Section 19
16.	<b>Village Maintenance:</b> To keep the village pathways and verges cut throughout the growing season	<ul style="list-style-type: none"> <li>Agree action plan with local contractor</li> <li>Monitor local paths and verges</li> </ul>	Committee responsible for this area	Ongoing throughout growing season	Budget £1,000	Highways Act 1980, Section 96
17.	<b>Village Tree Maintenance:</b> Parish Council are aware of trees that were planted many years ago and now need maintenance	<ul style="list-style-type: none"> <li>Trees in Ashmead Drive</li> <li>Trees to be planted in Lawrence's Meadow</li> </ul>	Cllrs. Osborne and Ryman	At appropriate time of year	Budget £1,000	Highways Act 1980, Section 96

18.	<b>Facilities for Youngsters:</b> The parish council are keen to provide facilities for youngsters in the village	<ul style="list-style-type: none"> <li>MUGA</li> <li>Basket Ball net</li> </ul>	Cllr. Samuels and other councilors	When S106 becomes available on trigger point of Malleson Road development	S106	Local Government (Miscellaneous Provisions) Act 1976, Section 19, 3
19.	<b>Transport Solutions:</b> The parish council wish to improve local bus service to and from Gotherington and surrounding areas	<ul style="list-style-type: none"> <li>Contact bus companies</li> </ul>	Cllr. Samuels and other councilors	Ongoing To be defined	Bus service – no cost to parish council	Local Government (Miscellaneous Provisions) Act 1953, Section 4/Prevention of Crime Act 1957 Section 2
20.	<b>Highways:</b> The parish council wish to improve the signage throughout the village although this may need to be completed over a number of years	<ul style="list-style-type: none"> <li>Upgrade VAS signs to solar battery packs</li> <li>Instigate a rolling programme to replace/renovate the street signs as per survey completed in 2016</li> </ul>	Cllr. Samuels  Cllrs. Osborne	Ongoing	£100  GCC	Road Traffic Regulations Act 1984, Section 72 (1)
21.	<b>Parish Footpaths:</b> To maintain and improve parish footpaths	<ul style="list-style-type: none"> <li>Report any work required to Public Rights of Way Team (PRWT)</li> <li>Continue with regular vegetation maintenance through summer</li> <li>Work with PRWT to refurbish Coffin Path</li> </ul>	Clerk with support of councillors	Ongoing  Grass cutting, roller & top dressing	No cost to parish council  £1,500  Completed GCC	Highways Act 1980, ss43, 50
22..	<b>Village Spring Clean:</b> Annual event to encourage everyone to spruce-up the village and give it a spring clean! Everyone should be encouraged to look the other side of the fence and tidy round the gateposts etc. during this week 4-10 March 2019	<ul style="list-style-type: none"> <li>Village gateways to be cleaned professionally</li> <li>Article in Topics to advertise the event</li> <li>Article on village and parish council website</li> </ul> Posters on telegraph posts in the village	All councillors s	28 & 29 April 2018	Budget: £100  Budget - printing posters £10	Highways Act 1980, Section 96

Gotherington Parish Council	
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