

# Langley with Hardley Parish Council

## Action Plan 2023/24 DRAFT v1

Document Control		
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Langley with Hardley Parish Council strives to work on behalf of parishioners on the issues that matter in the villages. 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 2023/24, in addition to its overall responsibilities. The parish council is always keen to receive ideas and suggestions from parishioners on areas of interest or concern and where it is felt the parish council may assist.

This action plan will enable parishioners to be kept fully informed of what is being planned and what has been achieved in the parish. The document will be reviewed at each meeting and an up to date copy will be available on the Parish website.

Aims	Objectives	Actions recommended	Timescale	Budget	Power
<b>Parish Council Administration</b>					
To ensure the parish council administration is run efficiently and in a timely manner and that information is open and transparent.	Publish agenda, minutes, calendar of meetings, policies and contact details for councillors on parish council website  Display on notice boards	Clerk	Within 1 month of availability/approval by council	Within salary budget	Local Government Act 1972, s.112
<b>Accounts and Audit</b>					
To ensure that there is transparent information regarding payments, audit documents, budget, precept and annual return.  To ensure that the Parish banking functions effectively.	Publish on parish council website  Display on notice boards  On-line payments are essential and fit for purpose banking options should be explored.	Clerk with support of councillors  Clerk with support of Councillors	Within 1 month of approval by council or auditor	Within salary budget	Local Government Act 1972, s.112
<b>Review Policies</b>					
To ensure all council policies and procedures are reviewed and updated as necessary	Create list of all policy and procedure review dates	Clerk to add to agenda as required	As specified on document	Within salary budget	Local Government Act 1972, s.112

	Add to appropriate agenda for required review	throughout the year			
<b>Health and Safety</b>					
To ensure the parish council meets health and safety requirements for its staff, councillors and the public at events and activities	Health and safety risk assessment to be completed as required	Clerk with support of councillors	Asset Register annual review due February 2024	Within salary budget	Local Government Act 1972, s.112 and 111 for insurance
To ensure there is adequate insurance cover	Annual review of asset register and activities to be provided to insurance company  Risk assessments to be completed for all parish council activities		Insurance renewal due June 2024	Insurance budget £800	
<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	Parish council to approve subscriptions to NALC and SLCC  Parish Council to own a copy of the Arnold Baker book on Council Legislation and the Clerk's manual	Clerk to add to agenda at appropriate time	NALC- May 2020 SLCC – September 2020	Budget of £180	Local Government Act 1972, s.143
<b>Highways</b>					
To be proactive in responding to matters raised about highways issues	Highways matters included on the agenda.	Clerk Councillors	Ongoing	Within salary budget	Road Traffic Regulation Act 1984, s. 72
To continue with the request for Highways to reconsider a reduction in the speed limit outside play area and along Langley Street	Pursue with request for a reduction of speed from 40 mph to 30 mph on Langley Street through to Hardley				
To regularly review the speeding traffic through the villages	Monitor the downloaded data from the shared SAM2 and see if there are any patterns to the data.				
To work with Highways on the maintenance of Fish's Lane and it's protection as a Green Lane.	Council have agreed to investigate providing a larger No Parking sign.				
To preserve heritage signs in the villages.					
<b>Planning Applications</b>					

To consider planning applications in the interest of parishioners and respond in a timely manner	<p>Planning application information to be circulated to councillors in a timely manner and included on the agenda and uploaded onto parish website</p> <p>Submit decision to SNC or Broads Authority within specified timescale</p>	<p>Full council</p> <p>Clerk to deal with planning applications as specified</p>	Ongoing	Within salary budget	Town & Country Planning Act 1990. Schedule 1, paragraph 8
<b>Transparency and Community Engagement</b>					
<p>To ensure continued compliance with the relevant current legislation and to promote openness, transparency and community engagement using various communication methods</p> <p>To invite local community groups to attend the Annual Meeting</p> <p>To ensure that the Langley with Hardley Parish Trust records with the Charity Commission are up to date.</p>	<p>Compliance to be maintained through website</p> <p>Maintain website</p> <p>Consider inviting a local speaker to encourage community engagement</p> <p>To post both information posts and news articles on the new Parish Facebook Group.</p>	<p>Clerk with support of councillors</p>	<p>Ongoing</p> <p>May 2024</p>	<p>Website budget</p> <p>Budget £25</p>	<p>Local Government Transparency Code 2014 and Freedom of Information Act 2000</p> <p>Local Government Act 1972, s12, para 14</p>
<b>General Power of Competence</b>					
After the clerk has successfully completed CiLCA council must pass a resolution that it meets all the criteria and adopts General Power of Competence	<p>Power for an eligible council to do anything subject to statutory prohibitions, restrictions and limitations</p> <p>Resolution must be passed at an ordinary meeting of the council</p>	Clerk	July 2024	N/A	Localism Act 2011, ss 1-8
<b>Parish Council Assets</b>					
To ensure that all parish council assets are maintained in a safe and proper manor	Carry out regular checks on parish council assets including play area, war memorials, crosses, benches,	Appointed councillors Clerk	<p>Ongoing</p> <p>Risk assessment due.</p>	Within salary budget	Local Government Act 1892, Section 8 (1) (i)

	phone box, notice boards and SAM2  Record/report any maintenance required  Complete annual risk assessment				
<b>Data Protection</b>					
To ensure that the parish council complies with Data Protection regulations	Raise awareness, carry out data audit and address any issues.  Update/create and adopt all relevant policies	Clerk with support of councillors	Ongoing	Budget £40	General Data Protection Regulations 2018
<b>Play Area</b>					
To maintain the area for the safe enjoyment of children/residents of Langley with Hardley	Annual RoSPA playground inspection  Replace seating  Regularly inspect equipment and keep a record on file  Tackle the issue of birds mess on the equipment.	Clerk with support of councillors	Annually in June  March 2023  Monthly		The British and European safety standard BS EN1176 Health and Safety Executive and Local Government (Miscellaneous Provisions) Act 1976, Section 19
<b>Website</b>					
To regularly update parish website and promote its existence to parishioners  To increase users on the website	Encourage community engagement  Promote use of website to increase awareness of activities, events, road closures, planning applications etc	Clerk	Ongoing	Within salary budget	Local Government Act 1972, s.142
<b>Notice boards</b>					
To maintain and update village notice boards	Ensure the village notice boards are maintained and that literature displayed is current, relevant and well presented. Ensure that council	Clerk Approved key holders	Ongoing	Within salary budget	Local Government Transparency Code 2014 and Freedom

	meeting agendas, minutes and other required notices are displayed at appropriate dates and the appropriate periods				of Information Act 2000
<b>Training</b>					
To encourage and support training and development opportunities for councillors and clerk	Book new councillors onto councillor training to enable them to better assist the council in achieving its aims and objectives. Ensure adequate budget for training and clerk continuous personal development.	Councillors Clerk SLCC NALC	Ongoing	Budget	Local Government Act 1972, s. 111 Local Government Act 1972, s. 175
To provide appropriate induction to any volunteer carrying out activities	Ensure volunteers are properly trained and supplied with a copy of Health & Safety Policy and provided with the necessary equipment for their role.				
<b>Grass Cutting</b>					
To upkeep open spaces	To pro-actively manage the grass cutting contract for the two villages.	Council	Ongoing	Budget	Public Health Act 1875, s. 164 Open Spaces Act 1906, ss. 9 and 10
To implement and review No Mow May			Review due July 2023		
<b>Litter Pick</b>					
To carry out the annual Big Litter Pick in association with SNC	The parish council were successful at securing funding for litter pick equipment. A provision has been included for gloves and black sacks.	Clerk with support of councillors	February 2020 onwards	Budget £20	Public Health Act 1875, s. 164
To carry out more frequent litter picks with the equipment provided by SNC	The council now have their own equipment for litter picks meaning they can be organised at different times of the year.  Risk assessments will need to be considered before any litter pick event, Health & Safety Policy		Ongoing		

	guidelines need to be followed and insurance recommendations adhered to.				
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