

Langley with Hardley Parish Council

Action Plan 2023/24

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	Person	Timescale	Budget	Power
Parish Council Administration					
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 acceptable/agreed timescales	Within salary budget	Local Government Act 1972, s.112
Accounts and Audit					
To ensure that there is transparent information regarding payments, audit documents, budget, precept and annual return. (should be worded as annual accounts?) Should be worded in full as Annual Governance and Accountability Return (AGAR) 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 Completed	Within salary budget	Local Government Act 1972, s.112
Review Policies					

To ensure all council policies and procedures are reviewed and updated as necessary	Create list of all policy and procedure review dates Add to appropriate agenda for required review	R Baldwin, to lead working group	As specified on document	Within salary budget	Local Government Act 1972, s.112
Health and Safety					
To ensure the parish council meets health and safety requirements for its staff, councillors and the public at events and activities To ensure there is adequate insurance cover	Health and safety policy document (Require updating) Annual review of asset register and activities to be provided to insurance company Risk assessments to be completed for all parish council activities	R Baldwin, to lead working group M Caston (Asset register)	In accordance with H&S policy Insurance renewal due June 2024 Risk assessment doc review Jan 2024	Within salary budget Insurance budget £800	Local Government Act 1972, s.112 and 111 for insurance
Subscriptions					
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 – N Sullivan Complete	Budget of £180	Local Government Act 1972, s.143
Highways					
To be proactive in responding to matters raised about highways issues To continue with the request for Highways to reconsider a reduction in the speed limit outside play area and along Langley Street To regularly review the speeding traffic through the villages To work with Highways on the maintenance of Fish's Lane and it's protection as a Green Lane. To preserve heritage signs in the villages.	Highways matters included on the agenda. (Survey required asking residents if speeding is an issue) Pursue with request for a reduction of speed from 40 mph to 30 mph on Langley Street through to Hardley Monitor the downloaded data from the shared SAM2 and see if there are any patterns to the data. (Is this still required?) Council have agreed to investigate providing a larger No Parking sign.	Clerk Councillors S Adcock to action sign	Ongoing Dec 2023	Within salary budget	Road Traffic Regulation Act 1984, s. 72

	Confirm with Highways for ownership	R Baldwin	Dec 2023		
Planning Applications					
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
Transparency and Community Engagement					
<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 PC Facebook, to review access for parishioners</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>G Moore</p>	<p>Ongoing</p> <p>Nov 20231</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>
General Power of Competence					
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
Parish Council Assets					

To ensure that all parish council assets are maintained in a safe and proper manner	Carry out regular checks on parish council assets including play area, war memorials, crosses, benches, phone box, notice boards. Record/report any maintenance required Complete annual risk assessment	Appointed councillors Clerk Play area & Notice boards - R Baldwin War Memorials - N Sullivan Phone Box - T Bunn Benches - S Adcock Village signs - M Caston Social media - G Moore	Ongoing Risk assessment due.	Within salary budget	Local Government Act 1892, Section 8 (1) (i)
Data Protection					
To ensure that the parish council complies with Data Protection regulations	PC Data protection policy	Clerk with support of councillors	Ongoing	Budget £40	General Data Protection Regulations 2018
Play Area					
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 Complete R Baldwin (Weekly) S Adcock	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
Website					
To regularly update parish website and promote its existence to parishioners To increase users on the PC Facebook	Encourage community engagement Promote use of Facebook to increase awareness of activities, events, road closures, planning applications etc	Clerk G Moore/Councillors	Ongoing	Within salary budget	Local Government Act 1972, s.142

Notice boards					
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 meeting agendas, minutes and other required notices are displayed at appropriate dates and the appropriate periods	Clerk R Baldwin T Bunn	Ongoing	Within salary budget	Local Government Transparency Code 2014 and Freedom of Information Act 2000
Training					
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.				
Grass Cutting					
To upkeep open spaces	To pro-actively manage the grass cutting contract for the two villages.	Name required to lead a working party	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		
Litter Pick					
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		Ongoing		

	<p>can be organised at different times of the year.</p> <p>Risk assessments will need to be considered before any litter pick event, Health & Safety Policy guidelines need to be followed and insurance recommendations adhered to.</p> <p>Councillors to agree on a date for litter pick.</p>	Nov 2023			
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