

## **Donisthorpe & Acresford Parish Council Action Plan**

2022/23 Financial Year with medium and longer term, strategic projects identified.

### **Oakthorpe, Donisthorpe & Acresford Parish Council aims to:**

- Constantly strive to work on behalf of parishioners on the issues that matter to the community and be a strong voice for residents and local businesses.
- Provide effective, efficient, and accountable local government for the parish, enabling residents to be involved in the life of the community and its future development

### **The Parish Council's objectives are:**

- To understand, communicate and support the views, needs and aspirations of residents and businesses.
- To support local businesses and economic activity in the parish
- To support the work of parish voluntary organisations through grants and practical support
- To work with organisations to support the provision of youth activities in the parish.
- To collaborate with the Local Authority and the Police to improve road safety & crime in the parish
- To increase public involvement in the community by ensuring the parish council is open, transparent, and accountable to residents
- To ensure councillors and staff keep up to date on county and district council news
- Ensure that councillors and staff have access to high quality training and development opportunities so that they can meet the required standards including working towards the Local Council Award.

This action plan was informed by the:

- 2008 Parish Plan
- Community representation at meetings
- Councillors attending and being part of various community groups.
- Community engagement on Social Media
- Community Wish Lists

This action plan is a 'live' document and is updated on a regular basis, enabling the council to track and monitor progress against objectives and timescales. The document is published on the Parish Council website so that residents can monitor progress.

Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and inform community	<b>ACCOUNTS &amp; AUDIT</b> - To ensure that there is transparent information about payments, audit documents, budget, precept -	Publish on the website and on noticeboards (audit)	Clerk and Parish Council	Within 1 month of approval by Council or Auditor	Website updated weekly; noticeboards as required
To comply with the law and inform community	Annual Return	To be agreed in April Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk & Parish Council	Agree April 2022	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2021/22- results will be published via parish noticeboard, and website, from 3rd June to 12th July 2022.
To comply with the law and inform community	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk	Ongoing	Ensure website is up to date & meeting transparency code requirements.
To comply with the law	<b>PARISH COUNCIL ADMINISTRATION</b> - To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.	Publish agendas, minutes, and means of contacting the Council on the website. / noticeboards	Clerk and Parish Council	Agendas & minutes ongoing, to be published within one week of availability/approval by Council. Contact details updated as necessary	Agenda/Minutes published within deadlines. Contact details last updated. January 2022

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To comply with the law	Calendar of Parish Council meetings	Advertise the meeting schedule	Clerk	Calendar of Meetings – May 2023	Ongoing  Any committee meetings advertised when date arranged.
To comply with the law	<b>POLICIES</b> - To ensure all council policies (including Financial Regulations & Standing Orders) and procedures are reviewed annually and updated as necessary	Clerk to ensure annual review processes are on May agenda	Clerk and Parish Council	Main policies - May 2023	Agreed
To monitor development and planning	<b>PLANNING APPLICATIONS</b> - To consider all planning applications which fall within, and impact upon, the Parish	Clerk to ensure planning applications are notified to councillors and placed on agenda. Clerk to seek time extensions from NWLDC if necessary.	Clerk and Councillors	Planning comments sent to NW Leicestershire District Council within 2 days of Council Meeting – ongoing	Planning discussed at Monthly council meeting held.
To comply with the law and ensure safety	<b>HEALTH &amp; SAFETY</b> - To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance. Cover	Renew insurance	Clerk & Council	Insurance - renewal <b>June 2023</b>	
		Risk Management Schedule - reviewed by Full Council Annually	Clerk & Council	Risk Management Schedule – review <b>May 2023</b>	

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To comply with the law and ensure safety	<b>ASSETS</b> - To ensure that all council assets are maintained in a safe and proper manor	Clerk & Council to check on a regular basis that council assets are maintained and in good working order.	Clerk & OCLC Committee	Ongoing with annual Risk Management Schedule assessment due May 2023. Asset Register to be reviewed at April annual meeting	Inspections of assets ongoing – next due September 2023
To keep up to date	<b>SUBSCRIPTIONS</b> - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - LRALC/SLCC, NALC, Information Commissioners Office, Direct Clerk & Council	Clerk and Parish Council	January 2023	
To ensure that the Clerk and Councillors maintain good practice	To ensure that the clerk and councillors undergo relevant training to their roles	All new Councillors must attend the 'Councillor Training' as a minimum requirement and attend other training courses relevant to their roles on committees. The clerk must identify new legislation and keep abreast of change and source the relevant training	Clerk and Councillors	Ongoing	

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To engage with the Community	<b>COMMUNITY ENGAGEMENT</b> To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Also use Website and the Council's Facebook page	To issue articles for publication in the 3 Views News, Website and Facebook updates  <b>Proposal - To continue to raise the profile of the council – Councillors host drop-in sessions</b>  <b>Update Parish Plan – long term</b>	Clerk / Councillor representatives on village groups	Continuous dialogue with local groups. Monthly articles. Invites to Annual Meeting of the Parish. Website and Facebook ongoing	Annual meeting of the Parish to take place on:- on 13th April 2022 at 7.30pm
To comply with the law and engage with community.	<b>WEBSITE</b> – to keep updated	Keep updated on a regular basis	Clerk	Ongoing	
To collaborate with community groups	To strengthen existing positive involvement with community groups.	Groups will be invited to the Annual Meeting of the Parish on 13 <sup>th</sup> April 2022 at 7.30pm Disseminate information through the website / Facebook / noticeboards and contribute to the 3 Views News.  Where possible, we will join forces with the business community,  We will also provide grants to groups in line with our Grant Policy	Clerk / Council	Ongoing	Councillors aim to support by attending open meetings of parish voluntary bodies and local groups run for the benefit of the community. Councillor representatives to be agreed at May meeting.

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To upkeep open spaces	<b>GROUND MAINTENANCE –</b> To manage the cutting of the grass and hedges for The Green Donisthorpe, Memorial Grounds, Football field Donisthorpe, The Green Acresford, The Orchard Donisthorpe	Draw up specification, obtain quotes, agree best value for money contract and monitor on fortnightly basis	Clerk & Council	New contractor for 2022/25 to be agreed	Three-year contract agreed, to run from October 2022 Due to go out for quotes Summer 2022  OCLC grounds maintenance to be taken on by ME Sports
To comply with Health & Safety	<b>TREE SURVEY</b> - To establish condition of trees	Tree survey completed and report written Nov 2021.  To undertake works identified from survey.	Clerk & Council	Survey to be undertaken every 3 years	
To comply with Health & Safety	<b>TRAFFIC CONTROL</b> To identify appropriate locations for MVAS	Maps & suggested parish locations sent to LCC for approval. VAS machines on A444 & Measham Road	Clerk & Councillors	Acresford – Autumn 2021 & Spring 2022	Clerk following up on locations.  Data sent to the police.
Provision of bins	<b>LITTER BINS</b> To ensure there are enough bins, they are emptied regularly and replaced/repaired if faulty.	Contract in place with NWLDC from April 2020	Clerk / Contractor	Ongoing	
<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Completion Date</b>	<b>Update</b>

To renovate facility	<p><b>OLC</b>– to improve entrance to site. To make fully accessible.</p> <p>To collaborate with tenant to upgrade the centre’s heating/ insulation and water tank.</p>	Look into grants for accessibility & green energy.	Clerk & OLC Committee	Ongoing	<p>This aim is subject to obtaining funding.</p> <p>We have not increased the precept for 2022= 23 due to the expected cost of living increases so have limited funds for this work</p>
To enhance the Parish and its amenities	To continue to seek funding for established projects, in particular speeding deterrents, MUGA replacement, benches enhancement of villages and improvement of assets	To complete relevant grant funding applications as appropriate and in a timely manner	Clerk and Councillors	Ongoing	