**Claxton Parish Council**

**Action Plan 2023-27**

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| **Document Control** |
| Adopted date | 26 May 2021 | Minute reference |  |
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Claxton Parish Council strives to work on behalf of parishioners on the issues that matter in 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 2023-27, 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. Kindly contact the Clerk on the contact details on the last page of this document.

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 every 3 years.

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| **Aims** | **Objectives** | **Actions recommended** | **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 websiteDisplay on noticeboard | Clerk | Within 1 month of availability/approval by Council | 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 | Publish on Parish Council websiteDisplay on noticeboard | Clerk with support of Councillors | Within 1 month of approval by Council or auditor | 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 datesAdd to appropriate agenda for required review | Clerk to add to agenda as required throughout the year | As specified on document | Within salary budget | Local Government Act 1972, s.112 |
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| **Health and Safety** |
| To ensure the Parish Council meets health and safety requirements for its staff, Councillors and the public at events and activitiesTo ensure there is adequate insurance cover | Health and safety risk assessment to be completed as requiredAnnual review of asset register and activities to be provided to insurance companyRisk assessments to be completed for all Parish Council activities | Clerk with support of Councillors | Asset Register annual review by 31.3.20Insurance renewal 1.6.20 | Within salary budgetInsurance budget £185 | 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 consider renewing subscriptions to NPTS | Clerk to add to agenda at appropriate time | NPTS – April 2024-27 | Budget of 1% of precept agreed | Local Government Act 1972, s.143 |
| **Highways**  |
| To be proactive in responding to matters raised about highways issuesTo regularly review the speeding traffic through the village | Highways matters included on the agenda.Monitor the downloaded data from the shared SAM2 and see if there are any patterns to the data.  | ClerkCouncillors | Ongoing | Within salary budget | Road Traffic Regulation Act 1984, s. 72 |
| **Planning Applications** |
| To consider planning applications in the interest of parishioners and respond in a timely manner | Planning application information to be circulated to Councillors in a timely manner and included on the agenda and uploaded onto parish websiteSubmit decision to SNC or Broads Authority within specified timescale | Full Council Clerk to deal with planning applications as specified | Ongoing | Within salary budget | Town & Country Planning Act 1990. Schedule 1, paragraph 8 |
| **Transparency and Community Engagement** |
| To ensure continued compliance with the relevant current legislation and to promote openness, transparency and community engagement using various communication methodsTo invite local community groups to attend the Annual Meeting | Compliance to be maintained through websiteMaintain websiteConsider inviting a local speaker to encourage community engagement | Clerk with support of Councillors | OngoingSeptember 2021 | Website budget £35Budget £50 | Local Government Transparency Code 2014 and Freedom of Information Act 2000Local Government Act 1972, s12, para 14 |
| **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 | Power for an eligible Council to do anything subject to statutory prohibitions, restrictions and limitationsResolution must be passed at an ordinary meeting of the Council | Clerk | December 2025 | N/A | Localism Act 2011, ss 1-8 |
| **Local Council Awards Scheme** |
| 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 | Review of policies, procedures and documents to ensure they are up to date and in line with good practiceMake a submission when it is satisfied it can meet all the requirements set out in the Reward Scheme | Clerk with support of Councillors | Achieved in March 2020 | Within salary budgetBudget £50 | Local Government Act 1972, s. 111 |
| **Parish Council Assets** |
| To ensure that all Parish Council assets are maintained in a safe and proper manor | Carry out regular checks on Parish Council assetsRecord/report any maintenance requiredComplete annual risk assessment | Appointed CouncillorsClerk | OngoingRisk assessment was reviewed at May 2020 meeting | Within salary budget | Local Government Act 1892, Section 8 (1) (i) |
| **Data Protection** |
| To ensure that the Parish Council complies with Data Protection regulations | Raise awareness, carry out data audit and address any issues. Update/review all relevant policies | Clerk with support of Councillors | Ongoing | Budget £40 | General Data Protection Regulations 2018 |
| **Community Orchard** |  |  |  |  |  |
| Claxton Pits Trust on behalf of Claxton Parish Council to continue with the plan to turn the former allotment site into a Community Orchard | Provide an amenity for the village and maintain an orchard full of fruit trees with an under planted wild flower meadow. This will provide a nectar source for pollinators, a harvest of fruit for use by the Claxton Pits Trust and an orchard of trees to benefit the wider environment. | CouncilClaxton Pits Trust | Ongoing | Funding provided by Pits Trust | N/A |
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| **Play Area** |
| To consider providing an equipped play area in the village. | Gather the views of the parish and compile a report based on the findings and present to Full Council. | Clerk with support of Councillors | Ongoing | Within salary budget  | N/A |
| **Maintenance** |
| To consider appointing a village handyman to carry out repairs | Having a local person who is reliable to carry out small repairs would be useful.  | Council | Ongoing | N/A | N/A |
| **Website** |
| To regularly update parish website and promote its existence to parishionersTo increase users on the websiteTo switch platforms on website | Encourage community engagementTransfer information on to Hugo Fox  | ClerkClerk | OngoingDecember 2023 | Within salary budget | Local Government Act 1972, s.142 |
| **Notice board** |
| To maintain and update the Parish Council Notice board  | Ensure the noticeboard is 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 periods | Clerk | Ongoing | Within salary budget | Local Government Transparency Code 2014 and Freedom of Information Act 2000 |
| **Village Newsletter** |
| To publish and distribute a local newsletter in order to keep parishioners informed of events and activities | Deliver local newsletter to all households twice a year | Cllrs Wallis-Garcia and Harwood to draft | April and October | Within administration budget | Local Government Act 1972, s. 142 |
| **Village Welcome Pack** |  |  |  |  |  |
| To compile a welcome pack to be given to new parishioners | Gather information, previous newsletters, leaflets and compile a welcome pack.Hand deliver the welcome pack. | Draft Pack has been created by Cllr Balmer | Ongoing | Within administration budget | Local Government Act 1972, s. 142 |
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| **Training** |
| To encourage and support training and development opportunities for Councillors and ClerkTo provide appropriate induction to any volunteer carrying out activities | 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.Ensure volunteers are properly trained and supplied with a copy of Health & Safety Policy and provided with the necessary equipment for their role. | CouncillorsClerkNPTS | Ongoing | Budget £300 | Local Government Act 1972, s. 111Local Government Act 1972, s. 175 |
| **Grass Cutting** |
| To upkeep open spaces | Manage Council-owned grass areas in the village. | Clerk with support of Councillors | Ongoing | Budget £800 | Public Health Act 1875, s. 164Open Spaces Act 1906, ss. 9 and 10 |
| **Litter Pick** |
| To carry out the annual Big Litter Pick in association with SNCTo carry out more frequent litter picks with the extra equipment provided by SNC | The Parish Council were successful at securing funding for extra litter pick equipment. A provision has been included for gloves and black sacks.Organise litter picks at different times of the year.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. | Clerk with support of Councillors | Ongoing | Budget £20 | Public Health Act 1875, s. 164 |

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