

Document History:
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To be reviewed:
May 2019

**Hemswell Cliff
Parish Council**

Appendix B

Hemswell Cliff Parish Council Action Plan 2018-2019

Overview of the Parish

Hemswell Cliff is a great place to live. We have an excellent school, a lovely rural setting and a thriving business community.

Hemswell Cliff is a village and civil parish in the West Lindsey district of Lincolnshire, England. It is situated on the A631 road between Caenby Corner and Gainsborough and on the Lincoln Cliff escarpment. Within the Parish is the hamlet of Spital-in-the-Street, the village centred round the former RAF base. According to the 2001 Census it had a population of 683, in 2011 the population had risen 794.

RAF Hemswell was located on the site from 1937 until it closed in 1967. Hemswell Cliff Primary School is in the village. The airfield site was subsequently redeveloped into a private trading estate and the RAF married quarters into a residential area which became a newly created civil parish of Hemswell Cliff. By mid-2008 there was no longer RAF presence on the site, which became entirely civilian.

The site's old H-Block buildings contain an antique centre, shops, a garden centre, hairdresser, used book shop and cafés. A large recycling plant and grain processing facility are also located on the site. The Parish also has number of farms operating within it as well as a large amount of high quality farming land.

Hemswell Cliff Parish Council Action Plan

Hemswell Cliff Parish Council strives to work on behalf of parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist.

The Hemswell Cliff Parish Council Action Plan sets out the priorities that councillors and residents have identified as important. The Action Plan contains issues and priorities that the Parish Council will focus on and try to tackle this year.

The action plan will be updated throughout the year and reviewed once a year at the Annual Meeting of Council. The Council's budget set in January and the views of residents, gained through a number of different media, will inform the content of the plan.

Listed below is our current schedule of activity; this will be reviewed and updated as projects finish and priorities change.

Action Plan 2018/2019

Section 1 - Core Functions and Roles

Section 1 relates to the core functions and roles of the Council. Items are arranged by calendar month to allow for planning and to ensure they correspond with a meeting. This section will inform agenda setting and provide a general 'work programme'.

Meeting	Items	Comment	Actioned by
May 2018	<p>AGM</p> <ul style="list-style-type: none"> • Election of Chairman and Vice Chairman • Review of land and assets • Review insurance cover • Review policies and delegated arrangements • Review of subscriptions and memberships • Set meeting timetable for the year • Determine training needs <p>Ordinary Meeting</p> <ul style="list-style-type: none"> • Annual return • RoSPA inspection 	<p>Each of the Council's committees will need to appoint a Chairman, Vice Chairman and set a timetable for meetings which covers the rest of the year.</p> <p>The annual return is a legal requirement. It is advisable for the Council to arrange a RoSPA inspection of its play and park facilities annually.</p>	
June 2018	<ul style="list-style-type: none"> • Budget Projection • Review Clerk's pay and staff appraisal • Parish Council Insurance renewal • Start planning RAF Hemswell Day 	<p>The Clerk's pay should be reviewed annual. Quotes will need sourcing for insurance at the end of May.</p>	
July 2018	<ul style="list-style-type: none"> • Leaflet (advertise small grant scheme) 	<p>RAF Hemswell day planning might be included on this agenda.</p>	

August 2018	<ul style="list-style-type: none"> • Website audit • General site inspection 	The website audit should be undertaken to ensure it is being used to its full potential. A site inspection should be	
		undertaken of facilitates and assets while the weather and viability is good.	
September 2018	<ul style="list-style-type: none"> • RAF Hemswell Day 	RAF Hemswell Day takes place on the third Wednesday in September.	
October 2018	<ul style="list-style-type: none"> • Budget Projection • Leaflet • Action Plan mid-year review 		
November 2018	<ul style="list-style-type: none"> • Christmas tree and lights • Check Grit Bin levels • Consider budget / Provide precept estimate 	Grit bins should be checked before bad weather sets in. WLDC usually require a precept estimate before the 31 Nov.	
December 2018	<ul style="list-style-type: none"> • Mid-year Declarations Audit • Further consider budget 		
January 2019	<ul style="list-style-type: none"> • Leaflet (Parish survey to feed into next year's action plan) • Set precept 	WLDC usual require the final precept amount early in January.	
February 2019	<ul style="list-style-type: none"> • General site and asset inspection • Grounds maintenance quote gathering • Budget projection 	An inspection of facilities and assets should be undertaken and used to inform the grounds maintenance specification.	

March 2019	<ul style="list-style-type: none"> • Grounds maintenance decision 		
April 2019	<ul style="list-style-type: none"> • Sort internal audit • Leaflet (Annual report) • Draft action plan for the new municipal year Annual meeting for parishioners	The internal audit is a legal requirement and should take place in advance of the Annual Return being completed.	

Section 2 – Non-Core Actions and Projects

This section relates to actions and projects which are not core functions of the Council. Most of the items are long-term or ongoing, and are not therefore attached to a specific meeting or calendar month. The items in the section seeks to outline several actions or projects which ‘add value’ to the work of the Council or have been requested by residents.

Item No	Item	Description of action	Actioned by	Priority & timescale	Cost(s)
1	Ball Park Site Equipment	Ensure that new maintenance equipment is purchased and is in use before the summer.	Ball Park Committee / Clerk	High - End of June 2018	Purchased using grant funding - no cost to Council
2	RAF Hemswell Day – September 2018	Organise the RAF Hemswell event in September and ensure that the details are communicated to interested organisations/individuals and residents.	Parish Councillors / Clerk	High - September 2018	Budget £190
3	Parish Council Green Space	<p>To maintain Parish Council green space to the highest standard possible whilst delivering value for money.</p> <p>To tackle any further illegal encampments on Parish Council land and work with others to prevent encroachments elsewhere in the Parish.</p>	Parish Councillors / Clerk	High - ongoing	<p>Budget Maintenance - £2,600</p> <p>Legal costs – no specific fund for 2018/19</p>

4	Parade Ground Memorial	Clean up the Parade Ground Memorial in advance of RAF Hemswell Day in September. Consider options for future improvement of the site. This would have no cost attached to it for 2018-2019.	Clerk / Grounds maintenance contractor	Med – Early September 2018	Included in planned works as part of £2,600 grounds maintenance fund
5	Management Company	To continue to work with West Lindsey District Council and the Directors to minimise the impact of 'double taxation' and try to transfer the functions of the Management Company to the Council.	Parish Council	Med - ongoing	Final costs are unknown
6	Neighbourhood Plan	Work with residents and WLDC to create a Neighbourhood Plan for the Parish.	Clerk / Neighbourhood Plan Committee	Med - ongoing	Further grant funding being sought from Locality to go towards completion of the Plan
7	Training	The Clerk to ensure that Councillors are aware of all training opportunities available to them.	Clerk	Med - ongoing	Budget - £200
8	Straw	Work with residents, businesses, partners and those transporting the straw to minimise the impact on the local community. The Council will work with others to reduce the risk of localised flooding.	Parish Council	Med - ongoing	No budget required
10	Crime and Antisocial behaviour	Work with the Police and other partners to try and limit the impact of anti-social behaviour and crime in the village.	Parish Council	Med - ongoing	No specific budget is required

9	Defibrillator	Work to install a defibrillator in the village following requests from the Partnership Forum.	Parish Council	Low - ongoing	£300 ?? delete and replace with another project
11	Quality Council Award	The Parish Council will apply for and attempt to attain a Quality Council accreditation from NALC/LALC	Clerk	Low - End of July 2016	£100-£200 – this is now defunct and replaced with Local Council award Scheme

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