

Document History:
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**Hemswell Cliff
Parish Council**

Hemswell Cliff Parish Council Action Plan 2019-2020

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 2019/2020

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 2019	AGM <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 Ordinary Meeting <ul style="list-style-type: none"> • Annual return • RoSPA inspection • Start the process to consider the provision of allotments • Submit grant application for Neighbourhood Plan funding 	<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> <p>Request from six residents for the provision of allotments and the Parish Council has a duty to consider the request.</p>	
June 2019	<ul style="list-style-type: none"> • 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>	

		RAF Hemswell day planning will be included on this agenda.	
July 2019	<ul style="list-style-type: none"> • Website audit 		
August 2019	<ul style="list-style-type: none"> • 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 facilities and assets while the weather and viability is good.	
September 2019	<ul style="list-style-type: none"> • RAF Hemswell Day • Neighbourhood Plan document produced 	RAF Hemswell Day takes place in September.	
October 2019	<ul style="list-style-type: none"> • Budget Projection • Action Plan mid-year review 		
November 2019	<ul style="list-style-type: none"> • Christmas tree and lights • Check Grit Bin levels • Consider budget / Provide precept estimate • Neighbourhood Plan referendum 	Grit bins should be checked before bad weather sets in. WLDC usually require a precept estimate before the 31 Nov. Referendum to be held organised by WLDC for residents to consider the NP.	

December 2019	<ul style="list-style-type: none"> Further consider budget 		
January 2020	<ul style="list-style-type: none"> Set precept 	WLDC usual require the final precept amount early in January.	
February 2020	<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 2020	<ul style="list-style-type: none"> Grounds maintenance decision 		
April 2020	<ul style="list-style-type: none"> Sort internal audit and complete year end accounts 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	Continue with the weekly litter pick and monthly clean up. Recruit and appoint handyman for two hours per week.	Ball Park Committee	High - Ongoing	Handyman costs for salary included in the budget.

2	RAF Hemswell Day – September 2019	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 2019	Budget £190
3	Parish Council Green Space	To maintain Parish Council green space to the highest standard possible whilst delivering value for money.	Parish Councillors / Clerk	High - ongoing	Budget Maintenance - £2,600
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 2019/20.	Clerk / Grounds maintenance contractor	Med – Early September 2019	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.	Parish Council	Med - ongoing	Final costs are unknown
6	Neighbourhood Plan	Complete the Neighbourhood Plan.	Clerk / Neighbourhood Plan Committee	Med - ongoing	Final funding to be sought by a grant.
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
9	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
10	Quality Council Award	The Parish Council will apply for and attempt to attain a Quality Council accreditation from NALC/LALC	Clerk	To be agreed	To be agreed

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Hemswell Cliff Parish Council

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