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# **Hemswell Cliff Parish Council**

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## **Hemswell Cliff Parish Council Action Plan 2021/22**

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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 2021/22

### Section 1 – Projects

Activity	Action(s)	Objective	Completed by (timescale)	Cost(s)	Progress
<b>Allotments</b>	<ul style="list-style-type: none"> <li>• Secure funding for the fence</li> <li>• Installation of the fence</li> <li>• Identify and fix water supply</li> <li>• Specification for Contaminated Land Consultants</li> <li>• Contaminated Land Assessment completed</li> <li>• Develop allotment charter and rules</li> <li>• Mark each allotment</li> <li>• Final approval by the Parish Council and report on fence funding.</li> </ul>	Provision of allotments in the village, following a request from six parishioners.	March 2022	Fence £4K Consultants £2,500 Water supply £1,500	<p>Project plan and risk register to be produced. There were initial delays to the implementation due to Covid.</p> <p>Allotments Committee established with clear terms of reference.</p> <p>Sites have been marked and currently seeking to procure a Contaminated Land Consultant.</p> <p>Fence funding hasn't been secured because focus on Covid projects. Report to be considered by the full Parish Council with a revised timescale. Fence might be funded with this year's underspend.</p> <p>Charter and rules need finalising.</p>

<b>Neighbourhood Plan</b>	<ul style="list-style-type: none"> <li>• Apply to Localities for funding for a Design Code to be undertaken by Open Plan.</li> <li>• End of Grant report to be completed in compliance with the funding conditions</li> <li>• AECOM to finalise the Strategic Environment Assessment (SEA) following completion of the Design Code.</li> <li>• Finalise plan to Regulation 14.</li> <li>• Consult on the Regulation 14 Plan.</li> <li>• Make any changes to the Plan and sign off by the full Parish Council.</li> <li>• Submit Regulation 16 to West Lindsey District Council.</li> <li>• Produce final version of the Plan to WLDC for the referendum (WLDC select date of referendum).</li> </ul>	<p>To have an adopted Neighbourhood Plan for the village.</p>	<p>September 2021</p>	<p>Grant £3,800 for the Design Code.</p>	<p>Design Code completed in February 2021.</p> <p>SEA to be finalised.</p> <p>Draft Regulation 14 Plan is available for consultation.</p> <p>Engagement on Regulation 14 to start on 7 June 2021. Consultation Plan to be finalised on 17 May 2021.</p>
<b>Street light</b>	<ul style="list-style-type: none"> <li>• Grant funding submitted to WLDC</li> <li>• Parish Council to consider 20% funding</li> <li>• Procure installation of street light working with WLDC.</li> </ul>	<p>To install a street light next to a bus shelter to increase safety</p>	<p>October 2021</p>	<p>Grant funding received for 80% £2,347.02 Parish Council funding 20% £500</p>	<p>Grant funding awarded by WLDC. Parish Council resolution to fund the 20%. Supplier identified but declined during Covid so working with</p>

	<ul style="list-style-type: none"> <li>• WLDC to consider adoption of street light.</li> <li>• Permissions sought from LCC as highway authority.</li> </ul>				<p>WLDC for an alternative supplier – project to be carried forward to 2021/22.</p> <p>All permissions granted from LCC.</p>
<b>Village Signs</b>	<ul style="list-style-type: none"> <li>• Speak to other parishes about their suppliers.</li> <li>• Seek three quotes for design and fitting. Specification to be drafted following consultation with the Parish Council.</li> <li>• Report to Parish Council on prices.</li> <li>• Procure work.</li> </ul>	To replace two old wooden village signs with the same design (includes the Lancaster Bomber) in respect of the history of the village.	October 2021	Reserves to be used and three quotes obtained.	<ul style="list-style-type: none"> <li>• Contact made with other parishes.</li> <li>• Three quotes received. Further quote to be sought from another supplier.</li> <li>• Report submitted to Parish Council but decided to resurrect following covid.</li> </ul>

## Section 2 – Operations/ Events

Activity	Action(s)	Objective	Completed by (timescale)	Cost(s)	Progress
<b>Straw on the roads/footpaths</b>	<ul style="list-style-type: none"> <li>• Standard item on the Ordinary Council meeting agenda (monthly)</li> <li>• Contact to be made with the operations company if issues reported following a meeting with LCC, Parish Council and the company.</li> </ul>	To monitor the situation	Ongoing		Regular monitoring

<b>Grass cutting</b>	<ul style="list-style-type: none"> <li>• Seek quotes for 2022/23 contract in January</li> <li>• Parish Council to approve</li> <li>• Award contract</li> </ul>	Maintenance of green spaces	March 2022	To be determined	Specification drafted and sent out.
<b>Ball Park</b>	<ul style="list-style-type: none"> <li>• Draft spec and seek quotes for maintenance of the astro turf.</li> <li>• Continue with the weekly litter pick and monthly clean up.</li> <li>• Annual ROSPA inspection.</li> </ul>	To maintain assets	August 2021	£395 for each clean	All actions completed
<b>Grit Bins</b>	<ul style="list-style-type: none"> <li>• Check level and condition of grit bins in October 2021</li> <li>• Order additional sand if required</li> </ul>	Keeping roads safe – most roads aren't adopted so there are five grit bins	October 2021	None	Grit bins checked and no additional sand needed for this year. Regular checks.
<b>RAF Hemswell Day</b>	<ul style="list-style-type: none"> <li>• Organise RAF Hemswell Day with the school on 11 November 2021</li> <li>• Order wreaths for both war memorials</li> <li>• Clean and check parade ground</li> </ul>	Celebrate the heritage of Hemswell Cliff	November 2021	£60 for two wreaths	Event cancelled with the school this year and wreaths laid on the war memorials. Action completed.

### Section 3 – Governance and Compliance

Activity	Action(s)	Objective	Completed by (timescale)	Cost(s)	Progress
<b>Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018</b>	<ul style="list-style-type: none"> <li>Carry out an audit</li> <li>Publish an accessibility statement</li> <li>Action plan to identify improvements</li> <li>Change agenda and minutes to comply with the regulations post 2018.</li> </ul>	Compliance with statutory obligations and improvements for those with certain disabilities	<p>September 2020 initial compliance</p> <p>Website to be updated by September 2021.</p>		<p>Audit completed.</p> <p>Accessibility statement published.</p> <p>Action plan agreed and to start implementation.</p>
<b>Transparency Code 2014/ transparency for smaller Parish Councils</b>	<ul style="list-style-type: none"> <li>Publish all expenditure over £100.</li> </ul>	To meet legal requirements to make all relevant information easily accessible to the public.	June 2021		Published in accordance with the guidelines. Action completed.
<b>Policies and procedures</b>	<ul style="list-style-type: none"> <li>Annual update of all Council core documents and policies.</li> <li>Identify any additional policies.</li> </ul>	To ensure the councillors and the Clerk work to current legislation and best practice.	May 2021		All policies to be reviewed and updated.
<b>Budget Monitoring and precept</b>	<ul style="list-style-type: none"> <li>Continue with monthly budget monitoring for the current account and quarterly for reserves.</li> </ul>	To manage budgets effectively in accordance with best practice.	Ongoing		All actions completed.

	<ul style="list-style-type: none"> <li>Develop estimate budget for 2022/23 and submit the estimates.</li> <li>Agree final precept for 2022/23.</li> </ul>		<p>November 2021</p> <p>January 2022</p>		
<b>Risk register</b>	<ul style="list-style-type: none"> <li>Review risk register on a regularly basis.</li> </ul>	To ensure that risks can be managed effectively.	Quarterly		Risk register monitored and reviewed quarterly.
<b>AGAR and Year End Accounts</b>	<ul style="list-style-type: none"> <li>Close down 2020/21 accounts.</li> <li>Check guidance for any changes</li> <li>Internal audit report to be completed.</li> <li>Update asset register.</li> <li>Complete the AGAR</li> <li>Submit to the external auditor by 30 June 2021.</li> <li>Exercise public rights.</li> <li>Publish result of final audit.</li> </ul>	To ensure compliance with legal obligations.	April – June 2021		<p>AGAR currently being assessed by the Internal Auditor.</p> <p>Parish Council to consider the AGAR on 7 June 2021.</p>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>Draft job description and person specification for Handyman.</li> <li>Recruit for post.</li> <li>Annual appraisal of the Clerk.</li> </ul>	To recruit a new post to carry out visual inspections.	June 2021	Budget of £1,000 allocated	<p>Job description and person specification agreed.</p> <p>Job advertised.</p> <p>Re-advertise in April 2021.</p> <p>Personnel Committee to be held in June 2021.</p>

### Section 3: Future Developments for 2022/23

<b>Play Parks</b>	Consider adoption of play parks in the village.	Hemswell Residents' Company as part of a longer term plan want the Parish Council to consider taking on play parks. Work currently managed by West Lindsey Managed Estates working within WLDC. Equipment being made fit by purpose but to carry out due diligence and make a decision in 2022/23.
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