

Draycott and Church Wilne Parish Council ACTION PLAN 2021/22

Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and inform community	ACCOUNTS & AUDIT - 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 at April Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk & Parish Council	Agree April 2021	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2020/21 - results will be published via parish noticeboard, and website, from 3rd June to 12th July 2021.
To comply with the law and inform community	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk		
To comply with the law	PARISH COUNCIL ADMINISTRATION - 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 September 2020

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To comply with the law	Calendar of meetings	Advertise the meeting schedule	Clerk	Calendar of Meetings – May 2021	
To comply with the law	POLICIES - 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 2021	Agreed
To monitor development and planning	PLANNING APPLICATIONS - 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 EBC if necessary.	Clerk and Planning Committee.	Planning comments sent to Erewash Borough Council within 2 days of Planning Committee Meeting – ongoing	Monthly planning committee meetings held
To comply with the law and ensure safety	HEALTH & SAFETY - 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 September 2021	
		Risk Management Schedule - reviewed by Full Council Annually	Clerk & Council	Risk Management Schedule – review May 2021	
		List of areas to be drawn up and risk assessment forms to be completed	Appointed Councillors	Risk Assessments – reviewed May 2021 and as required	

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To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manor	Clerk to check on a regular basis that council assets are maintained and in good working order.	Clerk & Finance Committee	Ongoing with annual Risk Management Schedule assessment due May 2021. Asset Register to be reviewed at May annual meeting	Inspections of assets ongoing
To keep up to date	SUBSCRIPTIONS - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - DALC/SLCC, ICCM, Information Commissioners Office, /CPRE/ Draycott and Breaston Village News	Clerk and Parish Council	May 2021	
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 Essential 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	COMMUNITY ENGAGEMENT 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 Breaston and Draycott Village News. Regular website and Facebook updates . Produce the Annual Newsletter.	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 virtually on Thursday 29 th April 2021
To comply with the law and engage with community	WEBSITE – to keep updated	Keep updated on a regular basis	Clerk	Ongoing	
To work together with community groups	To strengthen existing positive involvement with community groups.	Groups will be invited to the Annual Meeting of the Parish on 29 April 2021 at 7pm We will produce an Annual Newsletter, disseminate information through the website / Facebook / noticeboards and contribute to the Breaston and Draycott Village News. Where possible, we will join forces with the business community,	Clerk	Ongoing	

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		voluntary bodies and local residents for the benefit of the community. We will also provide grants to groups in line with our Grant Policy			
To provide car parking	CAR PARKS - to provide and maintain car parking areas	To ensure that the car park remains in good repair and to start to accrue funds annually towards the cost of future surface replacements / funding grants for extending the car parking area	Parish Council	Ongoing	
To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges at the Playing Field, Draycott Millennium Green, Cemetery and St Chads Water LNR.	Draw up specification, obtain quotes, agree best value for money contract and monitor on fortnightly basis	Clerk & Recreation and St Chad's / Cemetery Committee	New contractor for 2020/23 agreed	Three-year contract agreed, to run from April 2020
To provide play facilities	Draycott Playing Fields PLAY AREA - To maintain the play and fitness equipment	To conduct the weekly / monthly / annual play equipment inspections and action any issues	Contractor / Clerk / Recreation and St Chad's Committee	Ongoing	

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To comply with Health & Safety	TREE SURVEY - To establish condition of trees	Tree survey to be completed and report written. To undertake works identified from survey.	Clerk & Recreation and St Chad's Committee	Survey to be undertaken every year	
Provision of bins	DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repaired if faulty.	5 year contract in place with Dirty Wellies from April 2020 - 25	Clerk / Contractor & Recreation and St Chad's Committee	Ongoing	
To renovate facility	St Chad's Water LNR – to upgrade the paths and bridges, install a new pond dipping platform, picnic benches and create an outdoor classroom / wildplay area. Facilitate events for the public.	Obtain a grant from the National Lottery Heritage Fund. Work with the Elephant Rooms and Derbyshire Wildlife Trust	Clerk & Recreation and St Chad's LNR Committee	Ongoing	This aim is subject to obtaining funding. We have not increased the precept for 2021-22 due to the Covid-19 pandemic so have limited funds for this work
To enhance the Parish and its amenities	To continue to seek funding for established projects, in particular children's holiday activities, and enhancement of open spaces and improvement of assets	To complete relevant grant funding applications as appropriate and in a timely manner	Clerk and Councillors	Ongoing	