

Oulton Parish Council

Action Plan 2020/21

Oulton Parish Council strives to work on behalf of parishioners on the issues that matter in Oulton. 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 2020/21, 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.

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 four months.

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 information is open and transparent.	Publish agenda, minutes, calendar of meetings, policies and contact details for Councillors on Parish Council website and display on noticeboards.	Clerk	Within 1 month of availability/approval by Council	Within salary budget	Local Government Act 1972, s.112. Local Government Act 2000 Local Government Transparency Code 2014

Accounts and Audit					
To ensure there is transparent information regarding payments, audit documents, budget, precept, and annual return.	Publish yearly accounts on Parish Council website and display on the noticeboards. Publish approved budget figures on website. Display Notice of Public Rights on website and noticeboards.	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 a list of all policy and procedure review dates. Add to appropriate agenda for required review.	Clerk to add to agenda throughout the year	As specified on document	Within salary budget	Local Government Act 1972, s.112
Health and Safety					
To ensure the Parish Council meets health and safety requirements for its staff, Councillors and the public at events and activities. To ensure there is adequate insurance cover.	Health and safety risk assessment to be completed as required. Annual review of asset register and activities to be provided to insurance company. Risk assessments to be completed for all Parish Council activities.	Clerk with support of Councillors	Asset Register annual review before May 2020 Insurance renewal date 1.10.20	Insurance budget £250	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 approve subscriptions to SALC, SLCC, ICO.	Clerk to add to agenda at appropriate time	SALC - April 2020	Budget of £1000	Local Government Act 1972, s.143
Highways					
To be proactive in responding to matters raised about highways issues. To regularly review speeding traffic.	Highways matters included on the agenda. Monitor the downloaded data from the Speed Indicator Device and see if there are any patterns to the data.	Clerk Councillors	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 website. Submit decision to ESC or Broads Authority within specified timescale.	Planning Committee & Full Council Clerk to deal with planning applications as specified	Ongoing	Within salary budget	Town & Country Planning Act 1990. Schedule 1, paragraph 8

Neighbourhood Plan					
To complete the Oulton Neighbourhood Plan. Complete tasks provided by Collective Community Planning in the recommended timeframes. As at August 2020 the anticipated completion date (if all timeframe targets are met) is December 2021.	Ensure full publicity. Encourage community engagement. Provide updates on the parish website.	Parish Council and NP Working Group	Ongoing Report progress at each OPC meeting.	Grants Precept	Localism Act 2011
Transparency and Community Engagement					
To ensure continued compliance with the relevant current legislation and to promote openness, transparency and community engagement using various communication methods. To invite local community groups to attend the Annual Meeting.	Compliance to be maintained through the parish website. Maintain website. Consider inviting local speakers to encourage community engagement.	Clerk with support of Councillors	Ongoing	Website budget £100	Local Government Transparency Code 2014 and Freedom of Information Act 2000 Local Government Act 1972, s12, para 14
Local Council Awards Scheme					
Parish Council to continue working on the Foundation criteria for Local Council Awards Scheme. The scheme 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 practice. Make a submission when it is satisfied it can meet all the requirements set out in the Award Scheme.	Clerk with support of Councillors	Ongoing	Within salary budget Budget £100	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 assets. Record/report any maintenance required. Complete annual risk assessment. Prepare a yearly asset register for the end of year accounts. Monitor throughout the year that assets purchased or disposed of are updated on the asset register and are properly insured.	Appointed Councillors Clerk	Ongoing	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. Subscribe to ICO.	Clerk with support of Councillors	Ongoing	Budget £35	General Data Protection Regulations 2018
Website					
To regularly update parish website and promote its existence to parishioners. To increase users on the website. To ensure that the website continues to meet the accessibility regulations.	Encourage community engagement.	Clerk with the support of Councillors	Ongoing	Within salary budget	Local Government Act 1972, s.142

Notice boards					
To maintain and update the Parish Council notice boards.	Ensure the noticeboards are maintained and that literature displayed is current, relevant, and well presented. Ensure that Council meeting agendas, minutes and other required notices are displayed at the appropriate date.	Clerk	Ongoing	Within salary budget	Local Government Transparency Code 2014 and Freedom of Information Act 2000
Newsletter					
To consider publishing and distributing a local newsletter in order to keep parishioners informed of events and activities.	Deliver newsletter to households and distribute to local shops and amenities.	Clerk with support of Councillors	To be confirmed	Budget £TBC	Local Government Act 1972, s. 142
Training					
To encourage and support training and development opportunities for Councillors and Clerk. To 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 trained and supplied with a copy of Oulton Health & Safety Policy and provided with the necessary equipment for their role.	Councillors Clerk SALC Other training providers	Ongoing	Councillor budget £500 Clerk budget £500	Local Government Act 1972, s. 111 Local Government Act 1972, s. 175

Contact details:

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