

ACTION PLAN 2022/23

AIM	OBJECTIVE	ACTION	WHO	COMPLETION DATE	UPDATE
To comply with the law and be transparent	Accounts and Audit – to ensure there is transparency in regard to payments, audit documents, the budget and the precept	Publish on the website and on noticeboards (regarding the audit).	Clerk and Parish Council	Within 1 month of approval by the council	Website updated monthly when parish council meetings occur. Noticeboards updated as required.
To comply with the law and be transparent	Annual Return	To be agreed at May council meeting. Send to External Auditor & publish on website and noticeboards.	Clerk and Parish Council	June 2022	Completed and submitted to PKF Littlejohn
To comply with the law and be transparent	Exercise of Public Rights	Notify Council of conclusion of External Audit at meeting. Publish on website and noticeboards.	Clerk	30 days across the summer as indicated in the audit paperwork	Exercise of Public Rights published on noticeboards and on the website. 30 days now expired.
To comply with the law and be transparent	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. Publish calendar of meetings	Clerk and Parish Council	Agendas & minutes ongoing, to be published within one month of availability by council. Contact details updated as necessary.	Agendas / minutes published within deadlines. Contact details last updated June 2022 when Cllrs Cann and Connolly joined the Council and after the death of Cllr Bennett.

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To comply with the law and be transparent	Policies – to ensure all council policies (inc Standing Orders and Financial Regulations) and procedures are reviewed annually and updated as necessary.	Clerk to ensure annual review processes are on relevant monthly agendas as per the Policies Schedule	Clerk and Parish Council	Dependent on each policy's review date as per the Policy Schedule.	
To monitor development and planning and make transparent to the community	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 the agenda. Clerk to seek time extensions from NHDC is necessary. Clerk to inform parish residents of planning applications via noticeboards, social media and email database.	Clerk and Parish Council	Agreed planning comments sent to NHDC Planning Dept after agreement at council meeting. Planning notifications advertised to residents ASAP after receiving notification.	Planning applications considered at council meetings.
To comply with the law and ensure safety	Health and Safety – To ensure that the council meets Health and Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate insurance cover.	Renew PC insurance. Risk Management Schedule – reviewed by full council annually.	Clerk and Parish Council	Insurance Renewal June 2023 Risk Management Review April 2023	Updated Came and Co with Youth Club provision and new street furniture purchases.

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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 manner	Responsible Councillor/s to check on a regular basis that council assets are maintained and in good working order.	Clerk and Parish Council	Ongoing	Asset Inspection register review. Playground Inspections organised for October 2022.
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 - HAPTC/NALC/SLCC, Information Commissioners Office, /CPRE/ SSE	Clerk and Parish Council	Annual	Annual review
To upkeep open spaces	Grounds Maintenance - To manage the cutting of the grass and hedges at Breachwood Green Recreation Ground and Ley Green Recreation Ground. To manage maintenance of hedges and trees. To empty bins owned by the Parish Council and litter pick.	Draw up specification, obtain quotes, agree best value for money contract and monitor on monthly basis	Parish Council	Ongoing	Three year contract with R J Dawes agreed, to run from April 2020
To provide play facilities	Breachwood Green and Ley Green Play Areas - To update and maintain children's play equipment as necessary.	Accrue funds to ensure equipment can be replaced as necessary	Parish Council	Ongoing	Include provision in budget and ring-fenced reserves. Joe Beavis fitted new Zip Wire seat and

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					<p>tightened wire. April 2022.</p> <p>Oli Bertie replaced wooden stepping stone play equipment July 2022.</p> <p>Ongoing</p>
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.	Parish Council	Last carried out in 2020. Agreed to carry out every 3 years.	Organise a new tree survey in 2023
Provision of bins	Dog & Litter Bins - To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty.	<p>Annual review of bins and collection contract.</p> <p>Respond to public complaints.</p> <p>Monitor and report any litter or fouling problems to NHDC</p>	Parish Council	Under constant review	
To engage with the Community	Community Engagement To engage with community groups and individuals to help shape the	Attend Village Hall meetings, invite to PC or other group	Clerk and members	Ongoing	Community Engagement Policy to be on the Sept agenda

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	<p>Parish Council plans for the parish. To use methods of communication such as the website, email database, Facebook pages, door to door leaflets, roadside banners etc.</p> <p>To agree a Community Engagement Policy.</p>	<p>meetings.</p> <p>To communicate regularly with the community via methods agreed.</p>			for review and adoption.
To comply with the law	To ensure regulations and ICO Compliance are met.	Review Data Protection and update as necessary	Clerk & Councillors	Ongoing	<p>Clerk attended GDPR webinar August 2022 to keep refreshed in GDPR matter.</p> <p>Clerk will review GDPR policies in Sept 2022.</p> <p>Clerk to run through GDPR points with Cllrs to ensure all understand the key issues.</p>
To comply with the law	WEBSITE – to keep updated	Keep updated on a regular basis News items to be added regularly	Clerk & Communications Group	Ongoing	Continuous review
Councillor Training	To encourage Councillors to take advantage of available training with HAPTC for example	Clerk to circulate available training courses as they are	Councillors	Ongoing	Cllr Connolly undertaking Planning training Sept 2022

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		released. Cllrs to discuss in council meetings which are relevant etc.			
Clerk Training	To encourage the clerk to take advantage of available training with HAPTC / SLCC for example	Clerk to evaluate training courses as they are released and liaise with Full Council as to which are relevant to be taken with agreement.	Clerk	Ongoing	<p>CiLCA Training undertaken</p> <p>London Bridge Webinar attended July 2022.</p> <p>GDPR Webinar attended August 2022.</p> <p>Risk Management and Insurance Webinar attended August 2022.</p>
Youth Worker Training	To encourage the youth workers to take advantage of available training e.g. First Aid, Safeguarding	Clerk to inform Youth Workers when relevant training is released.	Clerk / Youth Workers	Ongoing	
Protect the parish	Have close liaison with the Police and the North Herts and County Ward members.	To ensure communication both ways.	Clerk and council	Ongoing	Cllr Barnard working closely with KWPC and the community on impending Solar

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		Invite District and County members to council meetings and share minutes. Work on local issues together			Farm planning application.
Hold Community Event	To hold a Community Fun Day to commemorate the Queen's Platinum Jubilee	Clerk and events working group to organise Community Fun Day with agreed budget	Clerk and working group	4 th June 2022	Successful event held on the 4 th June
Purchase screen, projector and audio package for the Village Hall	For use by the council, and the community when hiring the hall. Idea to set up monthly cinema club to get the community together and bring income into the village hall.	Council to agree package to purchase based on clerks report. Clerk to purchase agreed package and organise installation.	Clerk		Package agreed and ordered. Screen arrived, awaiting delivery of the projector and audio system. Updated 01/08/22
Refurbish village hall changing rooms	To refurbish the village hall changing rooms for use by sport teams hiring the Recreation Ground / MUGA.	To put together a spec to obtain quotes. Put project out for tender inc putting on Contracts Finder. Apply for grant funding.	Clerk	Ongoing	Project spec completed. About to go out to tender and put on Contracts Finder.
Install new benches	To install new benches purchased in 2021/22 Financial Year	Cllr Chamberlin and Cllr Graziano to put together and install new benches in agreed	Cllrs Chamberlin and Graziano		All benches successfully installed and community informed.

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		positions: Darley Hall, Ley Green Pond, Parish Paths (as per Licence agreement with Pilkington Farms Partnership).			