

Doddington and Whisby Parish Council

Action plan 2020-2021

	Aim	Objective	Action	Resources	Intended outcome	Timescale	Review or next steps
1	To achieve accreditation within a national scheme	Council to achieve LCAS foundation level	Review of criteria achieved so far	£50 to LALC £50 to NALC	Peer review through LALC/ NALC; affirmation through parish council meeting	By March 2021	Start work towards LCAS Quality level
2	To support staff to achieve a professional qualification	Clerk to achieve CILCA award	Clerk to submit completed units to SLCC	£160 to LALC paid £350 to SLCC paid	Peer review through SLCC	By October 2020	Work towards General Power of Competence
3a	To engage with the community	Communicate with residents and community members	Quarterly newsletter to be delivered to all residents and posted on noticeboards	Included in annual budget	Residents aware of council activities and opportunities to get involved	See schedule of meetings	Quarterly- usually March, June, September, December
b			Post information about council activities on social media			Ongoing	
c		Request information from residents	Residents' survey included with newsletter		Residents' views communicated to council	August 2020	Report back to residents and act upon comments received
d		Social activity for residents	Parish event	Included in annual budget		October 2020	
e		Residents to participate in meetings	Councillors to encourage attendance at Annual Parish Meeting		Residents' views communicated to council	April 2021	Report back to residents and act upon comments received
			Councillors to encourage attendance at parish council meetings				
4	To represent the community	Council to fill vacancies	Requests to go to all residents via newsletter and social media		Council has no vacancies	November 2020	Plan for 2023 election. Induction packs for new councillors to be prepared
			Residents to be approached directly at social activities				

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5	To monitor development and planning	Respond to all planning applications within or affecting the parish	All applications are notified to councillors and placed on agenda. Clerk to seek time extensions from NKDC when necessary.		Planning comments sent to NKDC	Ongoing	
6a	To update policies and procedures where required.	Council and clerk to work to current legislation and best practice.	Standing orders Financial Regulations Code of conduct reviewed every 2 years or in response to changes in guidance of legislation.		Policies approved in council and published online	See schedule of meetings	2 yearly review
b			Other policies to be reviewed every 3 years or in response to changes in guidance of legislation.				3 yearly review
7			Policies introduced as required			As required	
8a	To manage risk	Comply with Health and Safety guidance and legislation	Risk register reviewed		Risks are identified and can be acted upon	March 2021	Annual recurrence
b		Adequate insurance to cover all council activities and assets	Insurance reviewed and agreed	Included in annual budget	Insurance policy in place and certificate of employer's liability insurance published online	September 2020	Annual recurrence
c		Council assets maintained and accounted for in a safe and proper manner	Asset register updated		Asset register available for inspection	September 2020	Ongoing
d		Manage council data storage	Purchase new laptop	Included in annual budget	More secure and reliable storage	April 2021	Add to asset register
9a	To communicate transparently with the public	Comply with the Transparency Code 2014	Audit carried out twice-yearly Annual Governance and Return including Certificate of Exemption approved Publish relevant information regarding finance online. Notice of public rights published.		April and September each year	In accordance with timing published by external auditor	Annual recurrence
b					Certificate of Exemption sent to external auditor		
					All relevant information is published online	June 2021	

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c					Public rights to inspect accounts are observed		
d		Comply with Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	New website set up and updated as required. Transfer of information from old to new website.	Free website from Lincolnshire County Council but additional clerk hours required to set up	New website is publicly accessible.	23 rd September 2020	
					Statement of accessibility published on website.		
e		Agendas and minutes are published promptly	Agendas are published online and on noticeboards in accordance with legislation Draft minutes are available online Approved minutes are available online.		Agenda published more than 3 clear days before each meeting Draft notes available online as soon after each meeting as possible Draft notes available online as soon after each meeting as possible		Monthly recurrence
f						Within one month of the meeting	
g						Within one month of the meeting	
10a	To ensure the Parish Council has access to advice and training to keep well informed	Subscriptions agreed as required Clerk to attend training courses as required New councillors to attend targeted training courses All members of council to attend training courses as required	Subscription paid to LALC/NALC Subscription paid to SLCC Join LALC Annual Training Scheme Check training courses available via LALC News and book places	Included in annual budget	Advice and training available as required	February 2021	Annual recurrence
b						June 2021	
c						April 2021	
d						As required	
e							
f							
11a	To provide defibrillator access	Defibrillator maintained in working order	Pads and batteries checked at least monthly by clerk and replaced annually	Costs for replacement pads and batteries	Defibrillator available to members of the public at all times	Batteries and pads to be replaced August 2020	Ongoing

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				included in annual budget			
b			Defibrillator planned for Whisby	Earmarked reserve for replacement and new purchase included in annual budget		December 2021	
c			Replacement defibrillator planned for Doddington			June 2023	
12	To maintain a telephone kiosk	Telephone kiosk to be fitted out as an information point	Checks on information provided to be made at least weekly by clerk and updated as required		Leaflets and noticeboards available and accessible in kiosk	October 2020	Ongoing
13	To maintain a bus shelter	Maintain Whisby bus shelter and repair as required	Bus shelter to be checked at least monthly by clerk	Prices for repair requested if required	Bus shelter available for public use		Ongoing
14	To maintain noticeboards	Noticeboards available in Doddington and Whisby	Noticeboards to be checked at least monthly by clerk		Noticeboards are clean with up to date information		Ongoing
15a	To maintain waste bins	Maintain mixed use dog and litter bin in Doddington	Dog bin checked at least monthly by clerk	NKDC empty bin weekly	Bins are used, in good condition and emptied weekly		Ongoing
b		New bins to be installed if requested		Prices to be requested if required			
16a	To improve road safety within the parish	Campaign for weight restriction on B1190 to be put in place	Inform residents through social media, website and newsletters		Residents aware that the request for a weight restriction is an ongoing campaign		Ongoing
b			Maintain discussion with representatives from other councils and central government		County and district councillors can assist with campaign		
c			Refer to need for weight restriction when responding to planning consultations where it is appropriate		Comments on planning applications include reference to weight restriction		
d		Monitor speed of traffic on B1190	Monthly Community Speed watch surveys with volunteers	Replacement batteries for radar gun to be	Results of surveys sent to LCC and		Ongoing

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				provided as required	communicated to residents.		
17	To keep the local area tidy	Pick litter on roadsides	Litter-picking sessions held quarterly		Residents involved in litter-picking	Quarterly following distribution of newsletter	Further bags/ equipment to be requested from NKDC
18a	To provide play equipment	Play area provided and maintained on Paradise Row	Take over management of play area from Doddington Hall	Ownership signs to be purchased	Residents and visitors able to use play equipment	April 2021	Add to asset register and insurance
b			Investigate provision of new equipment within play area	£3,978.75 CIL levy			
c			Annual play inspection to be arranged	Included in annual budget	Equipment safe to use	April 2022 or one year after taking over management	Annual recurrence. Actions to be carried out following inspection report