

Item 12 – Draft Parish Plan 2019-20

As reported at the May meeting, one of the requirements of Local Council Award Scheme is the publication of a Parish Council Action Plan for the current year.

As a minimum this should be a one page document listing the council's objectives for the year.

Having looked at examples of what other council publish, I have prepared the attached plan for consideration.

Whilst this goes beyond the minimum requirements I think the preparation of an annual plan in this way will help us to:

- Capture things we have already agreed to do, identify what else needs doing, when and by whom for monitoring purposes
- Help us focus on how our decisions contribute to annual objectives and the strategic aims of Council.
- Demonstrate how we operate and make decisions to support our objectives.

Ideally, this should have been done much earlier in the year so that we can agree objectives first and then identify what we will do to achieve these during the year, rather than retrospectively linking.

Looking forward to next years plan, the process to develop this should start before the budget is prepared and involve all members.

Members are asked to:

Consider the draft plan attached and in so doing:

- Approve the overall strategic aims of the Parish Council
- Approve the council objectives for the current year
- Approve the action plan

Cllr Wallage
July

WEST RAINTON & LEAMSIDE PARISH COUNCIL

DRAFT ANNUAL PLAN 2019-2020

Purpose

This Annual Plan describes the overall objectives of the Parish Council, how it operates and what it hopes to achieve in the financial year 2019/20.

Strategic Aims of Parish Council

The Parish Council's aims to represent the community in a fair, balanced and effective manner in order to:

- Improve the quality of life for those living and working in the parish
- Enable a sense of community well bring and pride in our village
- Deliver quality services , in partnership with others, to meet local needs
- Foster a socially inclusive and caring community in which all residents have the opportunity to influence their future and that of the parish
- Manage its assets and finances in an open, efficient and effective manner for the benefit of all residents

How the Council Operates

The Parish Council makes decisions at monthly Parish Council Meetings after considering reports from:

The Parish Clerk – relating to the administration of council business, including budget setting/monitoring, accounting and audit arrangements, grant applications, contracts for the supply of goods/services and any issues highlighted through correspondence received that council need to consider how best to address.

The Project Officer – relating to tasks allocated to help develop/improve council policies and procedures

Member Working Groups - set up to carry out specific tasks to consider more detailed matters, that may require consultation to help the council make informed decisions.

Individual Members if they -

- Would like to raise a concern or propose a new action
- Have been delegated authority to undertake a specific task
- Represent the council on outside bodies

All Parish Council Meetings are open to the public and all residents are encouraged to attend to have an opportunity to influence council decisions and raise any issue of concern.

2019/2020 Parish Council Objectives

1. Maintain the parish's rural character and existing amenities, whilst encouraging sustainable development			
	Action	Timescale	Responsibility
1.1	Consider the impact of local planning applications to – Ensure new developments are sustainable Protect Open Spaces Protect and Improve Public Rights of Way	On-Going	Cllr Haddick/Full Council
1.2	Continue to monitor progress on approved housing developments	On-going	Cllr Kellett
2. Improve Road Safety			
2.1	Seek funding for speed calming measures on Old Sunderland Road	April	Cllr Haddick/Cllr Wallage/Cllr Kellett
2.2	Develop and seek funding to implement a planting plan to aid "softer" speed calming features	Sept	Cllr Haddick/Cllr Wallage
2.3	Continue to work with Neighbourhood Police team re promotion of Community Speed Watch and PACT meetings	On going	Cllr Wallage
2.4	Continue to liaise with DCC re request for Parking Survey	On going	Cllr Wallage/Cllr Haddick/Cllr Kellett
3 Improve the Management of the Cemetery			
3.1	Top Soil and Seed after demolition	April	Full Council/Clerk
3.2	Erect fenced area for spoilage	Complete	Full Council/Clerk
3.3	Clearance of overgrown graves	On going	Full Council/Clerk
3.4	Develop proposal for Memorial Wall	TBA	Cllr Haddick/Clerk
3.5	Identify and cost other improvements	Nov	Parish Clerk/Cllr Wallage/Cllr Haddick
3.6	Review contractual arrangements for grounds maintenance ,security and waste management contracts 2020/2021	Jan	Cllr Wallage/Cllr Haddick/Clerk
3.7	Review and Update Cemetery Records and procedures	Sept	Project Officer
4. Build on Community Cohesion			
4.1	Complete review of proposals for the future of Jubilee Hall	Oct	Jubilee Hall Working Group
4.2	Continue to liaise with community groups via the village partnership	On going	Cllr Wallage
4.3	Continue to engage with the community via Village News	On going	Cllr Wallage
4.4	Consult with VP for the PC to assume responsibility for provision and maintenance of village planters to sustain and improve provision and award contract	April	Cllr Wallage/Cllr Haddick
4.5	Develop and fund a longer term Planting Plan of environment improvements	On Going	Cllr Wallage/Cllr Haddick

	across the parish		
4.6	Enter the Parish for the Durham in Bloom Competition	June	Cllr Wallage
	Continue to support community groups with grant funding	On Going	Full Council
4.7	Promote the filling of councillor vacancies	On Going	Full Council/PC
4.8	Continue to monitor & report on Opencast Operations	On Going	Cllr Morson
4.9	Continue to monitor the implementation of the Community Led Parish Plan	On Going	Cllr Wallage/Full Council
4.10	Continue to support Youth Provision	On- Going	Full Council
4.11	Organise "Carols around the Christmas Tree" Event	December	Cllr Wallage
4.12	Continue to work with Neighbourhood Police Team via PACT meetings	On Going	Cllr Kellett
4.13	Improve community consultation and engagement	On going	Communication Working Group
5 Improve our governance arrangements			
5.1	Achieve Foundation Level of Local Council Award Scheme	March	Project Officer/Parish Clerk/Cllr Wallage
5.2	Continue to relevant skills and and knowledge of Members and Officers through training & development opportunities	On Going	All
5.3	Keep abreast of relevant updates and new developments via Smaller Local Council Forum	On Going	Cllr Boechetter
5.4	Prepare draft annual plan for 2020/21	November	Full Council/Clerk
6 Effectively manage the Council's resources and assets			
6.1	Annual Risk Assessment	March	Full Council/Clerk
6.2	Annual Review of Fixed Asset Register	March	Clerk
6.3	Set a balanced budget for 2020/21 and maintain adequate reserves	Jan	Full Council/Clerk
6.4	Annual review of Heritage Garden Maintenance Arrangements	Jan	Cllr Wallage/Clerk
6.5	Formalise agreement with PCC for maintenance of St Mary's Church Clock	July	Cllr Wallage/Cllr Haddick
6.6	Annual review of fees & charges	March	Full Council/Clerk