

**LEAFIELD PARISH COUNCIL
ACTION PLAN 2023-2024**

Portfolio	Portfolio Lead, and Key Deliverables	<u>Assigned project lead (if not portfolio lead)</u>	Frequency
FINANCE, GOVERNANCE, HEALTH & SAFETY	<p><i>Overall supervision of the Council and of budget, finance, Council meetings, and health & safety issues in compliance with the law (Gina Pearce)</i></p> <p>Publish regular information about parish finances, precept, and audits etc Submit Annual Governance and Accountability Return to External Auditor Organise the “Exercise of Public Rights” to inspect parish accounts Internal check by councillor Organisation of independent internal audit Draft, approve, and monitor budget Hold regular Council meetings, open to public, with published agenda and timely minutes Review and update all required policies as needed Ensure adequate insurance coverage, and deal with ongoing claims Organise new Council election New councillor induction Maintain parish subscriptions and parish access to relevant advice & training Risk assessments to ensure H&S compliance at all events and activities Ensure data protection compliance & Information Commissioner Office renewal Ensure compliance with accessibility and transparency regulations</p>	<p>Clerk Clerk Clerk Jeremy Clerk Council Clerk Clerk Jeremy/ Clerk WODC Clerk Clerk Clerk Clerk</p>	<p>Ongoing/per law Annual Annual Biennial Annual Annual cycle Monthly Annual Annual/ongoing May 2023 By May 2023 Ongoing Ongoing Ongoing Ongoing</p>
PLANNING & ENVIRONMENT	<p><i>Management of the village’s natural environment, and of existing and potential impacts on that environment (Jeremy Russ)</i></p> <p>Review, and comment to WODC as appropriate, upon all planning applications in the parish Manage church yard and burial ground grass cutting, walls, and headstones Manage grass cutting on playing field, playground, and village greens Tree survey and follow up Coordinate with OCC to ensure parish salt bins are stocked before winter Continued coordination & engagement on traffic management issues Review and engage with village on local level climate change mitigation opportunities</p>	<p>Tom/Clerk Clerk Tom Gina Tom</p>	<p>Ongoing Ongoing Ongoing Biennial Annual Ongoing Ongoing</p>

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BEREAVEMENT SERVICES	<p><i>Management of the burial ground in compliance with the law, including proper maintenance of records for any transactions, transfers and interments (Kevin Ward)</i></p> <p>Manage burial ground grass cutting and drainage</p>	Jeremy	Ongoing
VILLAGE ASSETS	<p><i>Responsible for playground, village hall and its grounds and car park, pavilion, and other village assets (phonebox, benches) (Luke Caunt)</i></p> <p>External annual safety inspection of playground Organise repairs as needed to playground, and weekly inspection Upgrade village car park as funds allow Village hall CCTV operation and maintenance Refurbish/replace Lychgate memorial panels Annual inspection of all council assets</p>	<p>Clerk Clerk Jeremy Tom Appointed councillor</p>	<p>Annual Ongoing Ongoing Ongoing By end 2023 Annual</p>
MEDIA, EVENTS, & COMMUNITY ENGAGEMENT	<p><i>Supporting effective communication, parishioner engagement, and Council support to the Village Hall events committee (Tom Butler?)</i></p> <p>Keep village website, Facebook page, & notice board up to date & informative Use above channels to engage and consult with the community on parish priorities Coordinate with Village Hall committee to support key events (e.g. platinum jubilee)</p>	<p>Clerk Gina</p>	<p>Ongoing Ongoing Annual</p>

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COMMUNITY ENGAGEMENT To engage with the community	To engage with community groups and individuals to help shape the Parish Council plans for the parish To provide information to inform residents	Invite community to council meetings Update website regularly Update Facebook regularly Update noticeboard regularly	Councillors Clerk Clerk Clerk	Ongoing	
COUNCIL ELECTION AND NEW COUNCIL To comply with the law, orient new councillors and engage the community	May 2023 council election	Arrange Annual Council Meeting	Clerk	May 2023	
	To aid new councillors	Arrange orientation meeting for new councillors	Clerk	May 2023	
		Arrange training for new councillors	Clerk	May 2023	
	To comply with the law	Ensure paperwork is signed and retained/sent to WODC as required	Clerk	May 2023	
PLAYGROUND To provide play facilities To comply with the law and ensure safety	To maintain children's play equipment & surfaces	Arrange annual safety inspection by external provider	Clerk	April	
		Weekly inspection to ensure safety	Nominated councillors and Clerk	Ongoing	
		Undertake repairs as required	Clerk	Ongoing	
		Equipment replacement			

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GROUPS MAINTENANCE To upkeep open spaces	To manage cutting of grass on playing field and playground	Manage contractor and monitor areas (LTA from 2022)	Clerk Council Clerk/Councillors	Ongoing	
	To manage cutting of grass on Village Greens	Manage contractor and monitor areas (LTA from 2022)	Clerk Council Clerk/Councillors	Ongoing	
	To manage trees under council responsibility	Arrange trees works as required	Clerk	Ongoing	
NEW BURIAL GROUND To provide burial ground for the parish	To maintain burial administration services	Maintain burial documents	Clerk	Ongoing	
	To maintain the burial grounds	Manage contractors and monitor burial ground	Clerk/councillors	Ongoing	
	To ensure all legal responsibilities are carried out	Update as required	Clerk	Ongoing	
CLOSED CHURCHYARD To maintain the closed churchyard	To maintain the closed churchyard of St Michaels & All Angels	Manage contractors and monitor churchyard	Clerk/councillors	Ongoing	
LYCHGATE To maintain the Lychgate	Refurbishment of memorial panels	Source contractors Manage contractors	Clerk/councillors	December 2023	

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PAVILION To manage the Pavilion	Subsidence insurance claim	Liaise with insurer and their contractors	Clerk	Ongoing	
	Impact damage insurance claim	Liaise with insurer and their contractors	Clerk	Ongoing	
	Health and Safety Maintenance	Monthly H&S checks	Clerk	Ongoing	
VILLAGE HALL CAR PARK					
PLANNING APPLICATIONS To monitor development and planning	To consider all planning applications which fall within, and impact upon, the Parish	Ensure planning applications are notified to councillors and placed on agenda, request extension if necessary Update planning overview spreadsheet as required Comments made at meetings or via delegated clerk authority	Clerk Clerk Council	Planning comments sent to WODC as required within agreed dates	
GRIT/SALT Provision of salt/grit for parish	To ensure grit is available for parish as required	Order salt/grit from OCC as required	Clerk	September	
	To ensure grit is available for parish as required	Distribute grit/salt bags as required	Nominated councillor	Ongoing	
ACCOUNTS & AUDIT To comply with the law and	To ensure transparency about payments, receipts, audit documents, budget, precept, bank accounts	Publish on website. Publish required audit documents on website and noticeboard	Clerk	Ongoing – in line with legislation where relevant	

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inform community	Annual Return (AGAR)	Clerk – provide information for internal audit Council - approve at first possible council meeting, June at latest Clerk - required information sent to Auditor	Clerk Council Clerk	Internal audit – April/May Approve – May/June Send to Auditor – May/June	
	Exercise of Public Rights	Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards	Council Clerk	Date agreement – May/June Publish – June/July	
	Ensure council compliance with regulations	Internal Financial Check by councillor	Councillor	Bi- annually	
		Internal Audit by independent internal auditor	Clerk – obtain quotations Council – select internal auditor Clerk – contact auditor	April May/June May/June	
	Create budget and provide updates	Create draft budget Approve budget Budget updates	Clerk Council Clerk	October November/December Monthly	
PARISH COUNCIL ADMINISTRATION To comply with the law and	To ensure that the Parish Council administration is run in an efficient and timely manner	Publish agendas, minutes, and means of contacting the Council on the website and noticeboard	Clerk	Agenda – publish at least three clear (permitted) days before meetings	

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inform community	and that information is open and transparent			Draft minutes – publish within 30 days of meeting Contact details updated as necessary	
		Calendar of meetings	Clerk	May	
POLICIES To comply with the law	To ensure all council policies, Financial Regulations, Standing Orders and procedures are reviewed as per schedule and updated as necessary	Clerk - ensure reviews are scheduled on meeting agendas as required. Council - review and agree update as necessary	Clerk Council	As per schedule	
HEALTH & SAFETY To comply with the law and ensure safety	To ensure the Council meets Health & Safety requirements for its staff, councillors and public at events and activities	Review and renew insurance Risk assessments	Clerk Clerk	Renewal – October Reviewed annually, updated as required	
	To ensure there is adequate insurance cover	Review and renew insurance Review asset re-insurance values	Clerk	Renewal - October	
ASSETS To comply with the law and ensure safety	To ensure that all council assets are maintained correctly, and disposed of responsibly	Regular checks to ensure assets are in good working order, actions taken as required	Nominated councillors	Ongoing	
		Assets compared with asset register annually	Clerk	Ongoing	

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		Asset register updated as required	Clerk	Ongoing	
		Asset map created and updated as required	Clerk	Ongoing	
SUBSCRIPTIONS To keep up to date	To ensure the Parish Council has access to advice and training	Council - approve annual subscriptions at ACM Clerk – process renewals	Council Clerk	Approval – May Renewals - ongoing	
DATA PROTECTION To comply with the law	To ensure regulations are met	Annual ICO renewal	Clerk	July	
WEBSITE To comply with the law and engage the community	To ensure regulations are met To meet Transparency Regulations	Update policies as required	Clerk	Ongoing	
		Data destruction as required	Clerk	Ongoing	
		Review website and amend as required	Clerk	Ongoing	
	To meet Accessibility Regulations	Review website and update as required	Clerk	Ongoing	
	To engage with the community	Update regularly	Clerk	Ongoing	

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FUTURE PROJECTS

Aim	Objective	Action	Who	Completion Date	Update
VILLAGE GREEN	Regeneration of bus shelter				
GROUNDS MAINTENANCE	Biennial tree survey			2024	

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