

# ACTION PLAN 2023 / 2024

## Background

The Parish Council, as an elected authority, acts as custodian of the area on behalf of the people. We seek to ensure that services and facilities are maintained and will make the case for improvements where we think appropriate. We will endeavour to protect our community and enhance the quality of life for residents.

With limited resources, we will aim for best value and consider the environment in all that we do and encourage, promote and facilitate social, cultural and sporting activities.

With that in mind, this Action Plan will be reviewed and published annually. We are a Foundation Council and will continue to work during the coming year to raise that status.

Pilning & Severn Beach Parish Council will treat the action plan as a live document which will be updated as necessary to respond to the wishes and concerns of residents and to reflect progress and changes that take place.

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## Section A Aim - To Comply with The Law and Inform the Community

### 1. Accounts And Audits

Objective	Action	Responsibility	Completion Date
To ensure that there is transparent information about payments, audit documents, budget, precept	To publish on the website and on noticeboards	Clerk and Parish Council	Within one month of approval by Council or Auditor
To ensure that there is transparent information about Annual Governance Statement (year-end accounts)	To agree and sign off at the Annual Parish Council Meeting (in May) To send to external auditors To publish on the website and on noticeboards	Clerk and Parish Council	Within one month of approval by Council
To ensure that there is transparent information about Exercise of Public Rights	To notify Council of conclusion to publish on the website and on noticeboards	Clerk	30 days including the first two weeks of July

### 2. Budget And Finance

Objective	Action	Responsibility	Completion Date
To ensure that Parish Council monies is monitored and spent efficiently.	To select Councillors and Chair to set up a Finance Committee	Clerk and Parish Council	Annual Parish Meeting
	To set an annual budget and prepare a precept request	Clerk and Parish Council	Annual Finance meeting in December and Full Council meeting in January
	To consult with the public on proposed budget/precept increases	Clerk and Parish Council	Annually -January (if necessary)
	To monitor the budget and review forecasts	Clerk and Parish Council	Quarterly
	To carry out rent reviews and update lease agreements	Clerk and Finance Committee	Annual Finance meeting in December and Full Council meeting in January

### 3. Parish Council Administration

Objective	Action	Responsibility	Completion Date
To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent	To publish agendas, minutes and reports	Clerk and Parish Council	Ongoing - Agendas and minutes to be published within one month of availability/approval by Council
	To publish contact details of Councillors, Clerk and Cemetery Clerk	Clerk	Contact details available on Parish Council website. Updated as necessary.
	To consult with the public on proposed budget/precept increases	Clerk and Parish Council	Annually -January (if necessary)
	To publish a calendar of meetings	Clerk	Annually in January

### 4. GDPR

Objective	Action	Responsibility	Completion Date
To ensure regulations are met	To review GDPR and freedom of information policies and procedures.	Clerk and Parish Council	At least annually
	To adopt all policies and procedures at the Annual Parish Council Meeting (in May)	Clerk and Parish Council	Annually - May
	To publish on the Parish Council website	Clerk	At least annually

### 5. Policies And Procedures

Objective	Action	Responsibility	Completion Date
To ensure all Council policies and procedures are reviewed and updated annually	To review and update all policies and procedures	Clerk and Parish Council	Review at the December Finance meeting

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
	To adopt all policies and procedures at the Annual Parish Council Meeting (in May)	Clerk and Parish Council	Adopted Annual Parish Council Meeting in May
	To publish on the Parish Council website	Clerk	At least annually after May meeting

## 6. I.T. Support and Security

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To keep IT systems in good order	To purchase new computer equipment that is fit for purpose	Clerk and Parish Council	31/03/2023
	Update Councillor Parish Council email addresses as required	Clerk	Ongoing
	Ensure held electronic data conforms to GDPR and document retention policies	Clerk	Ongoing
	Ear marked reserve of £800 identified in 2023/2024 budget.	Clerk	31/03/2023

## 7. Website and social media

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To keep the Parish Council website updated	Ensure the website and Facebook are updated on a regular basis	Clerk and Parish Council	Ongoing

## 8. Paper based publicity

Objective	Action	Responsibility	Completion Date
Ensure the widest coverage of Parish Council amongst all ages	Article to be produced and submitted for inclusion in monthly parish magazine by the Clerk and or a Councillor / Chairman and added to the website	Clerk and Parish Councillor	Monthly

## Section B Aim - To Keep Up to Date

### 1. Subscriptions

Objective	Action	Responsibility	Completion Date
To ensure the Council has access to advice and training to keep well informed. To represent Parish interests.	To review and approve annual subscriptions for <ul style="list-style-type: none"> <li>• SLCC / NALC</li> <li>• ALCA</li> <li>• ICCM</li> <li>• Information Commissioners</li> <li>• GDPR</li> <li>• FoSBR</li> <li>• SevernNet</li> <li>• Environmental Law Foundation</li> </ul>	Clerk and Parish Council	Annually – April (for review) - May (for approval at Annual Parish Council Meeting)

### 2. Maintenance Agreements

Objective	Action	Responsibility	Completion Date
To ensure the continued maintenance of equipment and software	To review, update and approve maintenance agreements as required [detail here]	Clerk and Parish Council	Annually as required

### 3. Training

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To ensure the clerk and councillors are trained for their respective roles	To support the clerk and councillors in gaining appropriate training and qualifications. To continue to pursue recognition for the Parish Council and raising our Award status <ul style="list-style-type: none"><li>• Identify training needs</li><li>• Schedule appropriate training</li></ul>	Clerk and Parish Council	Ongoing

### 4. External Meetings

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To further the interest of the Parish with our neighbours.	Attendance at any meeting regarding relevant issues about the Parish.	Clerk and Parish Council	Ongoing

## Section C Aim – To Monitor Development and Planning

### 1. Planning Applications

Objective	Action	Responsibility	Completion Date
To consider all planning applications which fall within (and or) impact the Parish	To ensure planning applications are notified to Councillors	Clerk	Details sent to Councillors with links to South Gloucestershire Council planning website as soon as possible after an application is received
	To ensure comments on planning applications are submitted to South Gloucestershire Council	Clerk	By the due date on the planning submission, normally 21 days after receipt.
	To continue to work with Neighbourhood Plan Steering Group	Clerk and councillors	Ongoing
	To continue to engage with South Gloucestershire Council Planning Department and District Councillors to protect green spaces and community assets	Clerk and Councillors	Ongoing

**Neighbourhood Plan Steering Group**

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To work with the Neighbourhood Plan Steering Group	To ensure comments from the Neighbourhood Plan Steering Group are included in responses to South Gloucestershire Council.	Clerk	Details of suitable applications sent to Neighbourhood Plan Steering Group with links to South Gloucestershire Council planning website as soon as possible after an application is received



## Section D Aim – Ensuring Safety

### 1. Health And Safety

Objective	Action	Responsibility	Completion Date
To ensure that the Council meets the Health and Safety requirements for its staff, Councillors and public at events and activities.	To ensure staff, Councillors and volunteers are trained in respect of Health and Safety matters	Clerk	Ongoing
	To ensure appropriate equipment and COSHH assessments are provided to staff and volunteers	Clerk	Ongoing
	To carry out a risk assessment on Pilning Playing Field	Clerk and responsible councillors	Annually in August
	To ensure a risk assessment is carried out on the Pilning Playing Field play equipment	Clerk and responsible councillors	Annually in October
	To ensure a risk assessment is carried out on the Severn Beach play equipment	Clerk and responsible councillors	Annually in October
	To ensure risk assessments are carried out for events utilising Council assets	Clerk	Ongoing as required

### 2. Health And Safety with Parish Council Assets

Objective	Action	Responsibility	Completion Date
To ensure that all Council assets are maintained in a safe and proper manner.	To maintain a list of Council assets	Clerk and Councillors	Ongoing updates Annually – May (review)
	To regularly check all assets are maintained and in good working order	Clerk and responsible Councillors	Monthly
	To identify and protect community assets within Pilning & Severn Beach Parish Council (Trees – TPOs, open spaces, play areas, footpaths etc)	Clerk and responsible Councillors	Ongoing

### 3. Health And Safety with Parish Council Assets

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To continue to help maintain the defibrillators in the Parish	Continue to fund the maintenance contract.	Clerk and Councillors	Ongoing

## Section E Aim – Upkeep of Open Spaces

### 1. Grounds Maintenance

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To manage the cutting of the grass within the Parish	To draw up specification to obtain quotations, agree best value for money contract and monitor contractors monthly	Clerk and Councillors	Current three-year contract wef 01/04/21 to 31/03/24
	To work with South Gloucestershire Council regarding the Localism contract for cutting Parish Council land in Severn Beach	Clerk and responsible Councillors	Annually each December

### 2. Playground Equipment

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To maintain sports and children's play area equipment as necessary	To draw up a replacement plan for sports equipment on Pilning Playing Field	Clerk and Councillors	31/03/2023
	To draw up a replacement plan for children's play area equipment at Pilning Playing Field	Clerk and Councillors	31/03/2023
	To draw up a maintenance plan for the children's play area equipment at Pilning Playing Field	Clerk and Councillors	31/03/2023
	To draw up a replacement plan for children's play area equipment at Severn Beach Play Area	Clerk and Councillors	31/03/2023
	To draw up a maintenance plan for the children's play area equipment at Severn Beach Play Area	Clerk and Councillors	31/03/2023
	Accrue earmarked funds to ensure equipment can be replaced,	Finance Committee	December annually
	To budget for annual maintenance and inspection of	Finance Committee	December annually

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
	equipment		
	To consider adding a range of inclusive play equipment	Clerk and Councillors	Ongoing
	Consult the parish for ideas	Clerk and Councillors	Ongoing

### 3. Cemeteries

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To keep the cemeteries at Pilning and Northwick clean, tidy and safe.	Continue to monitor cemetery areas which are maintained by Grass Cutting Contract A	Clerk and Councillors	Monthly
	To implement and manage the grave decoration policy	Clerk, Cemetery Clerk and Councillors	Ongoing
	Ear marked reserve of £3000 identified in 2023/2024 budget to replace the cemetery fencing		

### 4. Northwick Tower

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To continue the work of the Northwick Tower working group	Get quotes for remedial work to the tower roof as phase one of the project Ear marked reserve of £21000 identified in 2023/2024 budget	Clerk, Working Group and Councillors	April 2023

### 5. Allotments

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To keep the allotment sites overall in a good state of order and to review the provision of plots according to demand	Representatives to monitor sites monthly and report to the full council meeting.	Clerk and Councillors	Ongoing

## 6. Wildflower Area

Objective	Action	Responsibility	Completion Date
To develop and improve the wildflower area on the Promenade Gardens Severn Beach	Consider scarifying the area and reseeded	Clerk and Councillors	Ongoing

## 7. Benches

Objective	Action	Responsibility	Completion Date
To replace all the wooden and concrete benches with recycled plastic benches	Create an audit of benches to identify at least two benches per year that require replacement. Ear marked reserve of £2000 identified in 2023/2024 budget	Clerk and Councillors	Ongoing

## 8. Severn Tunnel Signs

Objective	Action	Responsibility	Completion Date
To enhance the knowledge of the heritage in our parish.	To add an interpretive sign to mark the line of the Severn Rail tunnel under the Binn Wall In co-operation with the Pilning & Severn Beach Parish Local History Group	Clerk and Councillors	Ongoing

## Section F Aim – Supporting Organisations

### 1. Supporting Organisations

Objective	Action	Responsibility	Completion Date
To assist the Village Hall management committees	Representatives to monitor the halls and report to the full council meetings Each Village Hall has a budget for projects to be applied for as required.	Clerk and Councillors	Monthly
To encourage and support new social, cultural and sporting clubs	Encourage new not for profit groups by providing small scale financial (or in kind) assistance. Subject to Grant conditions under the Local Gov Act 1972 section 137.	Clerk and Councillors	Ongoing

## 2. Supporting Organisations

<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Completion Date</b>
To liaise with schools in the Parish	Representatives to attend relevant meetings and report to the full council meetings.	Clerk and Councillors	Monthly

## **Appendix A Other future aspirations**

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### Youth facilities

- Skateboard park
- Pump track
- Sure start centre

### Enhancing the parish

- Sculpture park
- Community asset/land trust
- Sheltered housing
- Extend green belt
- Village gateways and signs
- Solar panels on village halls
- Tree planting
- Phone exchange site

### Transport issues

- Bus shelters
- Car parking Severn Beach railway station
- Vehicle charging points
- Rights of way

### Other aspirations

- Twinning
- School links to parish council
- Improve communication with residents
- Improve communication with businesses large and small
- Foster a local 'circular' economy
- Raise our status in the eyes of South Gloucestershire Council
- Local council award scheme

## **Appendix B Document control**

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Date of last review: June 2023

Agreed at a meeting of Full Council on 5<sup>th</sup> June 2023

Date of next planned review – December 2023