

## CROUGHTON PARISH COUNCIL

### Action Plan for 2014-15\*

1. COUNCILLOR, REPRESENTATIVE AND WARDEN UPDATES** (in alphabetical order of activity)		OBJECTIVE: To maintain good communications to and from CPC			
Action Date*	Activity	Issues	Actions to be Taken	Responsible Person	Status/Outcome
On-going	All Saints Church	Communications	Liaise and give update	Church Rep:	
On-going	All Saints School	Communications	Liaise and give update	School Rep:	
On-going	Footpaths	Access and safety	Monitor and report issues	Footpath Warden	
On-going	Highways	Access and safety	Monitor and report issues	Highways Representative	
On-going	Neighbourhood Watch	Communications	Liaise and give update	NW Co-ordinator:	
On-going	Police	Communications	Liaise and give update	Police Liaison Rep:	
On-going	Poors Allotment Trust	Communications	Give update	PAT Rep:	
On-going	Portway Pocket Park	Safety and appearance	Monitor and report issues	PPP Rep:	
On-going	RAF Croughton	Communications	Liaise and give update	RAFC Rep:	
On-going	Reading Room	Communications	Liaise and give update	RR Rep	
On-going	Village Hall & Playing Fields	Communications	Give update	CPFVHC Rep:	
On-going	Young People	Communications	Liaise and give update	Croughton Active Rep	

\* Council Year is 1 April 2014 to 31 March 2015

\*\* Frequency of reports should be on as needed basis, but at least annually

2. COUNCILLOR ACTIONS (in action date order)		OBJECTIVE: To manage and maintain existing infrastructure and services to the community			
Action Date	Activity	Issues	Actions to be Taken	Responsible Person	Status/Outcome
On-going	Highways	Repairs to roads	Log into Street Doctor	Highways Rep	
On-going	Allotment Gardens	Finance to fund a rebuild of the wall or repairs when necessary  Maintain general condition of site and tenants' plots	Accrue funds to repair Pursue any available grants  Manage weed control and trees at the top of the wall to minimise further damage  Monitor general condition of site and tenants' plots	All  Cllrs. Bodley-Scott, and Coles  Cllrs. Bodley-Scott and Coles	
April	Web-site	Accumulate data set of email addresses	Review outcome of Web-group meeting	Cllr Davies	
May	Cemetery	Maintenance	Tree replacements Information Board	All	
June	Health and Safety Risk Assessments  Lighting Assessments	Identify any faults/damage  Identify and budget for improvements	Inspect all CPC sites and lighting stock; review report, agree actions	All  All	
June	Emergency Response Plan	Improve residents' awareness of Plan and invite additional volunteers  Amend Plan	Open Forum July 2014	Cllrs Bodley-Scott and Gelder  Cllrs Bodley-Scott and Gelder	
July	Life-saving equipment project	Provision of Defibrillator	Follow up Pre Application Advice		
July, Oct, Jan 15, Apr 15	Internal Control	Quarterly report	Present to Council	ICC, RFO	
September 14 March 15	Traffic Data	Speeding	VAS download and analysis	Cllr Bennett	
Oct	Action Plan 2015/16	Proposals	Submit suggestions	All	
Nov	Budget 2015/16	Proposals	Submit suggestions	All	

3. COMMUNITY ENGAGEMENT (in activity date order)		OBJECTIVE: To engage with the community to help the council improve services and facilities for the future			
Action Date	Activity	Issues	Actions to be Taken	Responsible Person	Status/Outcome
Monthly from April 2014 until occupancy	Affordable housing Development	Project completion Tenant Allocations	Monitor Application of Local Connections Criteria	Clerk	
Apr, Jul, Oct, Jan 15	Provision of footpath along Brackley Road	Pedestrian safety Funding issues	Monitor NCC proposals and implementation (if approved)	Clerk	
Dec 14	Parking within Village	Shortage	Monitor Park End restrictions and review whether to proceed to obtain lay-by designation as bus stop	Working Party	
May  June  July 14 – Mar 15	Community Engagement	Update 2012-17 Strategy and implement defined actions for 2014-15	Finalise and approve 2014-17 Update  Plan actions for 2014-15, target dates and responsible persons  Implement defined actions for current year	Working Party and Council  Working Party  Responsible Persons	
April 14 – Mar 15  July 14?  Aug 14?  Jan - Mar 2015	Community Development	Implement actions defined in the Croughton Local Plan Consultation 2012/13 (see separate document)  Review Croughton Local Plan in the light of the draft SNC Local Plan	Establish project teams (to include local residents who are not Councillors) to develop budget; project plans and implementation  Assess draft SNC Local Plan Consultation (when available) for how it will support or impede CPC Local Plan – lobby for changes as appropriate  Review draft CPC Local Plan; incorporate any changes arising from SNC Local Plan; Review, approve and submit  Review whether any benefits of proceeding from a Parish Plan to a Neighbourhood Plan and determine next actions.	Working Party and CPC	

4. POLICIES, PLANS AND PROCEDURES (in action date order)		OBJECTIVE: To enable the council to run effectively, efficiently and in line with regulations and legislation			
Action Date	Policies/Decisions	Action	Last approved	Responsible Person	Status/Outcome
On-going	Audit	Discuss, action & minute Internal and External Audit reports	Month following relevant report	RFO, Chair	
Apr 14	Code of Conduct	Review policy	9 July 2012		
Apr 14	Equal Opportunities	Adopt	-	Clerk	
Apr 14	Action Plan 2014/15	Update for 2013/14 Year-end completions	-	All, Clerk	
May14	Poors Allotment Trust	Clarify dates of Appointment of PC nominated Trustees	Dec 2008	All	
May 14	Financial Regulations	Review policy	9 Jan 2012		Customise new model Financial Regulations
May 14	Financial procedures	Set date to review procedures	11 June 2012	RFO	In the light of NALC new model Financial Regulations and amend Action Plan;
May 14	Community Liaison	Appoint Liaison Representatives (see Part 1)		Clerk to place on agenda for May meeting	
May 14	Insurance	Review & renew (annual)	13 May 2013	RFO	
Jun14	Emergency Response Plan	Review and Amend plan	13 August 2012	Cllrs. Bodley-Scott and Gelder	
Jun 14	Training Statement of Intent	Review Policy	10 Sep 2012	All	
July 14	Action Plan 2014/15	Review and update	-	All, Clerk	
July 14	Quality Council Status	Review new Quality Status categories (if published) and decide date to consider whether to apply for Re-accreditation	January 2011		
Aug 14	Newsletter sponsorship	Identify sponsors (annual)	Sep/Oct13	Clerk	
Oct 14	Action Plan 2014/15	Review and update		All, Clerk	
Nov 14	Action Plan 2015/16	Agree draft Action Plan	-	All	
Nov14	Budget 2015/16	Discuss budget ideas, incl. provision in 2015/16 for phasing in of energy efficient lighting replacements ; prepare budget		All Clerk	
Dec 14	Budget 2015/16	Agree budget	-	RFO, Chair	
Dec 14	Financial risk assessment	Review (annual)	9 Jan 2012	RFO, ICC	
Jan 15	Services	Obtain tenders for any due renewable contracts	-	Clerk	
Jan 15	Action Plan 2014/15	Review Plan		All	
Jan 15	Community Engagement Strategy 2014/17	Review progress on 2014/15 actions	10Mar 2014	All	
Jan 15	Cemetery fees from 1 April 2015	Review amounts	Jan 2013	All	
Feb 15	Data protection notification	Online annual registration	March 2014	Clerk	

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Feb 15	General Power of Competence	To decide whether to seek to exercise the GPC			
Mar 15	Action Plan 2015/16	Finalise Plan	-	All	
Mar 15	Special Meetings	Review Policy	June 2013		
May 15	Advertising in newsletter and on website	Review policy	14 Oct 2013		
Jun 15	Charitable Giving Policy	Review policy	11Nov 2013	All	
Jul 15	Cemetery Policy	Review policy and fees	09 Sep 2013	All	
Aug 15	Allotment Gardens Policy, Rules, and Agreement	Review policy	14 Oct 2013	All	
Oct 15	Standing Orders	Review policy	13Jan 2014	All	
Nov 15	Corporate complaints procedure	Review policy	10 Mar 2014	All	
Dec 15	Publication scheme	Review policy	10 Mar 2014	All	

- Except where stated, policy review trigger dates are 21 months after last approval to ensure a two-yearly review cycle. In some cases, proposed timing has been altered to more evenly spread out the work

21 May 2014