

## CROUGHTON PARISH COUNCIL

Action Plan for 2020-21\* Approved: 13<sup>th</sup> January 2020

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.	13Jul20: Cllr Davies (Treasurer, PCC)
On-going	All Saints School	Communications	Liaise and give update	School Rep.	13Jul20: Cllr Davies (Chair, Governing Body – end of term of office?); Report
On-going	Defibrillator	Community Access	Monitor and report issues	AED Guardians	13Jul20: Mrs. P Gelder, Mrs. L Ramsay, Ms. L Fox, vacancy; Report 10Aug20: Mr D Pratt (4 <sup>th</sup> AED Guardian) 08Mar21: Mrs L Ramsay & Ms L Fox step down. New recruit to start in April 2021.
On-going	Footpaths	Access and safety	Monitor and report issues	Footpaths Warden	13Jul20: Cllr Fox; Report 10Aug20, 14Sep20, 09Nov20: Report 08Feb21: AF9 Fallen tree 08.Mar21: AF1 access problems - registered anomaly. Apply for Order to correct legal route
On-going	Highways	Access and safety	Monitor and report issues	Highways Rep. Traffic Calming Rep.	13Jul20: Cllr James 13Jul20: Cllr Morris
On-going	Neighbourhood Watch	Communications	Liaise and give update	NW Co-ordinator:	13Jul20: Cllr Morris with Mrs J Coles 10Aug20: Report 29Sep20: SNAST AGM 08Mar21: Report on SNAST meeting 16Feb21
On-going	Police	Communications	Liaise and give update	Police Liaison Rep.	13Jul20: Cllr Morris with Mrs J Coles 11Jan21: Cllr Morris appointed to PLR role
On-going	Poors Allotment Trust	Communications	Give update	PAT Rep.	13Jul20: Cllr Tomlin, Mrs J Coles 2019-2023 Cllr Fox, Mr R Robbins 2018-2024
On-going	Portway Pocket Park	Safety and appearance	Monitor and report issues	PPP Rep.	13Jul20: Mr S Lowen (Friends of PPP)
On-going	RAF Croughton	Communications	Liaise and give update	RAFC Rep.	13Jul20: Cllr Tadman 14Sep20 & 08Mar21: Offer of help with community events 09Nov20 & LBW 27Jan21: Removal of trees & hedging B4031.
On-going	Reading Room	Communications	Liaise and give update	RR Rep.	13Jul20: Cllr Tomlin (Trustee) 12Oct20: Fencing to rear 09Nov20: WPD offer to lay hardcore. 08Feb21: Completed
On-going	Village Hall & Playing Fields	Communications	Give update	CPFVHC Rep.	13Jul20; Mrs J Coles (Allotment Pocket Park)

\* Council Year is 1 April 2020 to 31 March 2021 \*\* Frequency of reports should be on as needed basis, but at least annually

Update Q1:13<sup>th</sup> July 2020

Update Q2: 12<sup>th</sup> October 2020

Update Q3: 11<sup>th</sup> January 2021

Update Q4: 12<sup>th</sup> April 2021

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	<p>Repairs to roads Drainage issues: Brackley Road, Park End</p> <p>Repaint white lines roundels</p> <p>Traffic Calming Measures: Mobile VAS</p> <p>30 roundel Brackley Road</p>	Log into Fix My Street	<p>Highways Rep</p> <p>Traffic Calming Rep</p>	<p>08Jun20: 3 grips cut into Brackley Rd verge; 11Jan21: Grassed over grips dug out 06,13,18Jun20: Flooding, 8B Park End 13Jul20: Report. 25Jul20: Flooding 8B Park End. Emergency Response callout. 6month works order for industrial, jetter to clean drains church Lane and Co-Op. Reported to CPC 10Aug. 12Oct20: Report: Gullies cleared end July20. Next cleanse Feb21. Manhole covers lifting – possible blockage? Grips grassed over. 17Nov20: Broken pipe investigated by WPD – able to rod through, no damage due to cable laying. Sign of longstanding problem. 27Nov20: 6" drain Brackley Rd corner repaired by WPD. Thames Water to check main line. 15Dec20: FixMyStreet 2433730 23Dec20: Flooding Park End. 28Dec20: Flood Report to NCC 28Dec20: FixMyStreet 2450078 01Jan21: Occupier 10Park End seeks PC help 08Feb21: Brackley Rd Verge built up to allow water to flow towards drain. Manholes as far as Co-Op sprayed orange – blockage? 10Mar21: DSA fact finding site visit</p> <p>02Mar21: White lines, roundels re-painted</p> <p><u>Mobile VAS:</u> 13Jul20: Hedges require cutting back Portway Lp30, Blenheim Lp54. Ownership confirmed by NCC as private 10Aug20. Contact adj. landowners. Delivery put on hold. Hedge at Blenheim cut back. Visibility issue remains- offset bracket ordered. 14Sep20: NCC agree to cut back hedge at Portway on wo Prejudice basis &amp; wo Liability. Commenced:07Oct20. Completed 08Oct20. 20Oct20: VAS installed. Lp54 not suitable- insufficient solar supply. Lp14 alternative. Clips ordered. 11Jan21: Agreed to move VAS to Lp14 08Mar21: Problems. Supplier to be contacted. Risk Assessment to be drafted. 30Mar21: VAS fixed to Lp14 Blenheim</p>

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On-going	Highways	Traffic Calming Measures  HS2 bid, School Warning sign  30 and 20 mph Speed limit extensions Brackley Road		Traffic Calming Rep.	<u>Blenheim:</u> 14Dec20: Re-visit traffic throttle (2017) etc. 11Jan21: No vertical features, negative response to request for traffic calming 08Feb21: CPC not in favour of additional temp. signage. Road layout modifications dependent on development and budget.  10Aug20: Northants Highways hope to re-schedule HS2 schemes in next few months. No changes to original request. 11Jan21: Proposal to install replacement VAS at Park End. School LED display 08Feb21: VAS display and programmed hours agreed. Northants Highways to progress.  08Feb21: Plans drawn up by Northants Highways. W/c 08Feb21 submitted for approval. Consultation to follow prior to TRO modifications.
	ROW	Bollard at Wheelers Rise north of Reading Room	Make more visible	Footpaths Warden	08Feb21 & 08Mar21: Definitive Map 2016 MMO – section north of Reading Room to bollard no longer ROW AF11.
On-going	Allotment Gardens	To fund a rebuild of the wall or repairs when necessary  Condition of site  Plot 2 - develop into community herb garden and/or information spot  Spring	Accrue funds to repair Pursue any available grants  Manage weed control at the top of the wall to minimise further damage  Maintenance of central pathway (2 cuts per year)  Monitor general condition of site and tenants' plots  Plot 12c/d: Investigations into alleged blockage in pipe	All  Adjacent field owner reporting to PC	10Aug20: Quotation £200 Accepted remove vegetation from wall. 14Dec20: Prompt Contractor. 18Jan21: Completed. 08Mar21: Review insurance cover  14May20; 06Aug20: Strim margin  13Jul20: Rubbish to rear of Plot 28. 10Aug20: Plot 2 strim/weedkill. Schedule in. Removal of laurel hedge(Plot 12c/d); Pigsties 14Dec20: Mulch deposited on Plot12c/d. 12Oct20: Incl. Plot 2 (3 cutsb pa) in grasscutting schedule  01Jun20: Field owner granted 12mths permission to enter Plot 12c/d via gate. 12Oct20: Report-No work begun 12Apr21: Update

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On-going	Dog Waste Service	Condition of Bins	Monitor	Cllr James	06Apr20: Lid flap missing from bin No.2. Agree to monitor. Aug20: Request for lid to be replaced. Service provider asked for opinion and costs. 14Sep20: Replace bin due to age/condition 03Nov20: New bin installed. 11May20: Provision of DWB Mill Lane. <b>NFA.</b>
May	Web-site	Maintenance, content of Parish Council website	Liaison /Training with 2 Commune. User support/networking	Cllr Davies/Clerk	10Aug20: Review Accessibility Guidelines. 2Commune fully compliant with standard WCAG.1AA. Compliance date: 23Sep20. 14Sep20: further investigation of testing and compliance issues. Work towards standards. Draft Policy/Plan. 21Sep20: Q&A session: Cllr Griffiths. 12Oct20: Report from Cllr Griffiths. Agreed to draft Policy. 09Nov20: Policy Approved.
May	Cemetery	Maintenance  Fence off or close gaps in hedge	Monitor  Assess cost	Working Party (Cllrs Fox & Davies, Mr. R Robbins)	06Apr20: Reviewed planting of donated trees to front of shed. NFA.  11May&08Jun20: 2 quotations to be clarified 13Jul20: Quotation accepted £1,110+vat 26Sep20: Work +/- completed. 1m Gap in top corner Brackley Rd. 14Dec20: Budget to close gaps in iron fencing 11Jan21: £1,500 budget 2021/2022 agreed 08Mar21: Quotation Approved for post & rail fence to S side, pig netting to W & N sides 18Mar21: Work completed
May	Cemetery	Request to provide seat	installation		11May20: Granted in principle 08Jun20: Design & fixing approved 04Aug20: Seat delivered. 12Aug20: Installed
June	Health and Safety Risk Assessments	Identify any faults/damage	Inspect all CPC sites and lighting stock; review report, agree actions	All	11May20: Seat o/s entrance. 27May20: Repaired by Cllr Tomlin 13Jul20: Allocations. 10Aug20, 14Sep20, 12Oct20: Feedback  10Aug20: Footbridge Mill Lane Ford: NCC replace with recycled structure 26Oct20. Sep20 Croughton News led to requests for existing footbridge to be retained and for PC to replace chicken wire. Suggestion not taken up by NCC who advised on liability issues for PC and community benefit of new bridge. 12Oct20: PC Sympathetic to local views. <b>NFA</b> 26/27Oct20: Installation of polybridge 09Nov20: Satisfactory. Area reinstated & tidy.

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June	Lighting Assessments	Identify and budget for improvements Survey of SOX lamps	Prioritise replacements	All	17Aug20: Faults/issues reported to Contractor. 14Sep20: Lp41: Branch interference. WPD to investigate. Cut back as part of works to substation. Nov20
On-going	Emergency Response Plan	Amend Plan, update rota Equipment	Audit kit		06Apr20: Reviewed Annex7 22Sep20: Info session emergency planning
On-going	Life-saving equipment	Inspection regime PAD Pak replacement	Awareness Session Monitor, Report, Order	AED Guardians	13Jul20: Remote Monitoring Aid considered. Marginal benefit over Manual checks. 10Aug20: 4 <sup>th</sup> Guardian appointed 08Mar21: Recruitment update
July, Oct20 Jan, Apr 21	Internal Control	Quarterly report	Present to Council	ICC, RFO	08Jun20: ICC appointment. Cllr Griffiths. 12Oct20: Cllr Hacon to succeed 01Jan2021. 14Sep20: Q1 report 12Oct20: Q2 report. 11Jan21: Q3 update 12Apr21: Q4 update
September 20 March 21	Traffic Data	Speeding  Traffic Calming Project Community Speed Watch	VAS download and analysis Build working relationship with Northants PCC	Cllr Tomlin All  Cllr Bill Morris	09Nov20, 14Dec20: Speed Monitoring boxes: Deployment delayed due to pandemic. Croughton on list. Request box at Blenheim. 14Dec20; Fixed VAS data downloads: None since Aug2018. Health issues curtail volunteer's involvement.  <u>Community Speed Watch:</u> 14Sep20: CSW to resume 2021. 14Dec20: Northants Police advise review of 2021 plans pending Covid19 restrictions. 08Feb21: Northants Police confirm plans traffic surveys suspended.  <u>Mobile VAS:</u> 30Mar20: Mobile VAS ordered 08Apr20: Donation £2,000 received 20May20: Licence returned to Northants Highways for countersignature 13Jul, 10Aug, 14Sep, 12Oct20: Updates 28Sep20: Extras ordered:(offset arm Lp 54, 3 sets clips) 12Oct20: Order ratified. Equipment ready for installation pending completion of hedge cutting (Portway) Completed 08Oct20. 20Oct20: VAS installed. Lp54 unsuitable. Lp14 selected as alternative 30Mar21: Moved to Lp1, Blenheim

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Ongoing	Traffic Data	Traffic Calming		Clr Bill Morris	<u>HGV traffic via Amenity Weight Restriction:</u> 14Sep20: Launch community response Oct20 Croughton News. 30Nov20, 14Dec20: Reports sent to Northants Highways. RoadJAG to consider in New Year. 08Mar21: RoadJAG sent firms on list warning letters. Problem continues. RoadJAG to discuss again
Oct	Action Plan 2021/22	Proposals	Submit suggestions	All	12Oct20: Discussed No suggestions 11Jan21; Refurbishment Cemetery fencing
Nov	Budget 2021/22	Proposals	Submit suggestions	All	09Nov20: Considered need to budget for contingencies. 14Dec21: £1,000 agreed. 14Dec20: Draft budget agreed. Payments £38,208; Receipts £2,514 Estimated Tax Base: 302.2 (306.2) 11Jan21: Budget Approved

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
Ongoing	Parking within Village	Shortage  Inconsiderate parking Enforcement  Parking restrictions opp. Nos. 5&7 High Street  Enforcement – Parking bays o/s Co-Op	Review  Surveillance cameras Work with Northants PFCC  Contact Northants Highways re. reconsideration of application for DYL  Request monitoring	All	12Oct20: Rear of Reading Room-well used but new surface deteriorating. Trustees to erect fence (March 2021). How to improve access to parking area considered, CPF&VH to be consulted. 09Nov20: WPD offer to lay hardcore area. Completed: 08Feb21. <b>NFA</b>
June	Community Engagement  Electric Vehicle Charge Points (Activity added 14Sep20)  Casual Vacancies created 01Apr2020 by resignations of Cllrs Coles & Forbes	Update 2018-20 Strategy and implement defined actions  New Homes Bonus funds  Location, Finance, Demand  Recruitment	Plan actions for 2020-2021 target dates and responsible persons  Identify project  Identify locations and take up  Personal approach, advertise  Election Plan	Working Party and Council  All  All  Working Party	LBW Meeting 27Jul20: Discussion WPD: Replacement of Low Voltage cables Park End to Mill Lane added to project. 24Aug20: Possibility of supply to upgraded transformer to rear of Reading Room. 14Sep20:WPD to connect up cable make live. Newsletter Sep 20: Open conversation with residents. 14Sep20, 12Oct20, 09Nov20: Mix of comments (6No.) received. Keep discussion alive. Explore financing options prior to any PC commitment.  <u>Mill Lane:</u> Residents' parking trial. 01-30Nov20 'in response to PC call for community response to installation of ECVPs in village' 09Nov20, 14Dec20: Opinions voiced to PC discussed. No power to intervene. <b>NFA</b> .  Website and Newsletter promotions 08Jun20: Cllrs Hacon and Kerby co-opted  Local Elections postponed to 06May2021 14Dec20: pre-planning agreed.

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Jan – Apr 2021	Local Elections	Encourage people to stand for a seat on CPPO Electoral Mandate-GPOC	Nominations close 8 <sup>th</sup> April 2021		Local Elections postponed to 06May2021 14Dec20: pre-planning agreed. 27Jan21: Planning for Elections- Cllr Griffiths (unable to attend) Agenda item Jan- Mar2021: Newsletter articles Feb&Mar2021. Posters up. 03Mar21: WNC/SNC Candidate Briefing. Information on website. Nomination packs.
	Training	Succession Planning			08Jul20: Chairmanship Training-Cllr Griffiths deferred. Rebooked: 20Oct20. 09Nov20: Feedback: 08Feb21: Issues considered: i) Bank Mandate/online banking – for new council to consider; ii) Cemetery layout – brick markers for plots; iii) Electoral Mandate-Quorum & GPOC
On-going	Community Development SNC Local Plan  Local Government Reform in Northamptonshire	Adoption  Unitary Government <a href="http://www.futurenorthantswest.org">www.futurenorthantswest.org</a>  Local Elections to Shadow Authority May 20	Assess Service Delivery implications for CPC	All  Chairman/ Vice Chairman	Gov. White Paper New Planning Regs: 19Oct20: CPRE Roadshow attended by Cllrs Tomlin & Griffiths. 09Nov20: Report  04May20: Cllr Tomlin attended Q&A session 27Jul20: LBW Meeting, Cllr Breese Appt Anna Earnshaw, Chief Exec, West Northants Council 17Aug20: Blueprint for West Shadow Exec 06Jan21: Draft Budget Consultation 18Jan21: Q&A session 03Mar21: Elections Briefing 01Apr21: Vesting Day. SNC ceases to be sovereign authority. Transition period. 06May21: Elections to WNC. 3-member wards

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			
		<ul style="list-style-type: none"> <li>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</li> </ul>			
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, Chairman	11May20: IAS Report, AGAR Approved. Submitted 20May20. Acknowledged 10Jun20. 30Jul20: S3 AGAR signed off 10Aug20: Accepted EA Report 12Aug20: Notice of Conclusion of Audit published on website, in Noticeboards 11Jan21: Interim IA Report Noted. No issues.
Apr20	Publication Scheme	Review	09Jul18	All	08Feb21: Reviewed & updated
Apr20	Action Plan 2020/2021	Review and update Q4	-	All	06Apr20: Reviewed
May20	General Data Protection Regulations	Compliance Appoint DPO	13May19	Data Protection Officer/Processor	11May20: Subscribed to DPO services with NCALC
May20	Insurance	Review and renew (annual)	13May19	Clerk	11May20: entered into 3Yr LTA with Came & Company
May20	Emergency Response Plan	Review and Amend plan	10Jun19	All	06Apr20: Appendix 7 reviewed. Coronavirus pandemic led to review of PC services
Jun20	Community Liaison	Appoint Representatives	Annual process	Clerk	13Jul20: 10Aug20
Jun20	Financial Processes	Appoint ICC Review	10Jun19 10Jun19	Clerk	08Jun20: Cllr Griffiths appointed-transfer year 08Jun20: Reviewed. No change. Cheque signatory change for 2020/21 noted
Jun20	Special Meetings	Review Policy	12Dec16	All	08Jun20: Approved without change.
Jul20	Document Retention/Disposal	Update	08Jul19	Clerk	13Jul20: Update
Jul20	Action Plan 2020/21	Review and update Q1	-	All, Clerk	13Jul20: Reviewed
Jul20	Code of Conduct	Consultation on New Model National Code	-	All	13Jul20; 10Aug20: Personal responses by 17Aug20
Aug20	Newsletter sponsorship	Identify sponsors (annual)	12Aug19	Clerk	12Aug20: Pledge to continue sponsorship
Sep20	Services	Obtain tenders for any renewable contracts	14Oct19	Clerk	10Aug20: Grasscutting Schedule to include Plot 2. 14Sep20: 3 cuts per year.
Sep20	Statement of Community Giving	Review (raised 12Nov18)	10Dec18	All	14Sep20: Approved without change.
Oct 20	Action Plan 2020/21	Review and update Q2	-	All, Clerk	12Oct20: Reviewed
Oct20	Standing Orders	Review SO	08Apr19	RFO, All	06Apr20: Agreed to allow for remote meetings to be held under the Local authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020. 11May20: Amendments to SO3a & 3b approved 12Oct20: Approved. No change.
Nov20	Budget 2021/22	Discuss budget ideas		All	09Nov20: Agreed to budget for contingencies
Nov20	Allotment Gardens Policy, Rules and Agreement	Review Policy	11Feb19	All	09Nov20: Approved without change.
Nov20	Cemetery Policy	Review Policy	12Aug19	All	09Nov20: Approved without change.
Dec20	Budget 2021/22	Agree budget	-	RFO, Council	14Dec20: Draft Agreed. Payments: £38,208
Dec20	Financial Risk Assessment	Review (annual)	09Dec 19	RFO, ICC	14Dec20: Approved. Entry re. Pandemic & adjustments made

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Action Date	Policies/Decisions	Action	Last approved	Responsible Person	Status/Outcome
Jan21	Corporate Complaints Procedure	Review procedure	08Apr19	all	11Jan21: Reviewed. Adopted without change
Jan21	Action Plan 2020/21	Review and update Q3	-	All	11Jan21: Reviewed
Jan21	Action Plan 2021/22	Finalise Plan	-	All	11Jan21: Include Cemetery fencing
Feb21	Cemetery Fees from 1 April 2021	Review tariff	10Feb20	All	08Feb21: Fees increased by 2% from 01Apr21
Feb21	Data Protection notification	Online annual registration	10Feb 20	Clerk	08Feb21: Approval for DD payment Ratified
Apr21	Action Plan 2020/21	Review and update Q4	-	All	12Apr21: Review
Apr21	Advertising in Newsletter	Review policy	08Jul19	All	13Jul20: Advert sizes reviewed 10Aug20: Revisions Approved
May21	General Power of Competence	Consider eligibility to exercise	Resolved to exercise GPOC 08Feb16	Clerk, Council	
May21	Equal Opportunities Policy	Review Policy	12Aug19	All	
Jun21	Community Engagement Strategy 2020-2022	Review progress	CES 2018-20 Mar20	All	
Jun21	Training Statement of Intent	Review Statement	16Sep19	All	
Jul21	Financial Regulations	Review and update	11Nov19	RFO, ICC	06Apr20: Agreed to amend number of authorised signatories from 3 to 1 per cheque during restrictions on physical meetings or until 06May 2021. 11May20: Amendments to FR6.4 approved