

CROUGHTON PARISH COUNCIL

Action Plan for 2021-22* Approved:

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	Defibrillator	Community Access	Monitor and report issues	AED Guardians	
On-going	Footpaths	Access and safety	Monitor and report issues	Footpaths Warden	
On-going	Highways	Access and safety	Monitor and report issues	Highways Rep. Traffic Calming Rep.	
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.	

* Council Year is 1 April 2021 to 31 March 2022 ** Frequency of reports should be on as needed basis, but at least annually

Update Q1:

Update Q2:

Update Q3:

Update Q4:

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 ROW	Repairs to roads Drainage issues: Brackley Road, Park End Repainting of white lines and roundels Traffic Calming Measures: Mobile VAS 30 roundel Brackley Road HS2 bid, School Warning sign 30 and 20 mph Speed limit extensions Brackley Road Bollard at Wheelers Rise north of Reading Room	Log into Fix My Street Make more visible	Highways Rep Traffic Calming Rep Footpaths Warden	
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 – permission ends 1 st June 2021	All Adjacent field owner reporting to Parish Council	
On-going	Dog Waste Service	Condition of Bins	Monitor	Cllr James	
May	Web-site	Maintenance, content of Parish Council website	Liaison /Training with 2 Commune. User support/networking	Cllr Davies/Clerk	

Update Q1:

Update Q2:

Update Q3:

Update Q4:

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
May	Cemetery	Maintenance Fence off or close gaps in hedge Request to provide seat	Monitor Assess cost Installation	Working Party (Cllrs Fox & Davies, Mr. R Robbins)	
June	Health and Safety Risk Assessments Lighting Assessments	Identify any faults/damage Identify and budget for improvements Survey of SOX lamps	Inspect all CPC sites and lighting stock; review report, agree actions Prioritise replacements	All All	
On-going	Emergency Response Plan	Amend Plan, update rota Equipment	Audit kit		
On-going	Life-saving equipment	Inspection regime PAD Pak replacement	Awareness Session Monitor, Report, Order	AED Guardians	
July, Oct21 Jan, Apr 22	Internal Control	Quarterly report	Present to Council	ICC, RFO	
September 21 March 22	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	
Oct	Action Plan 2022/23	Proposals	Submit suggestions	All	
Nov	Budget 2022/23	Proposals	Submit suggestions	All	

Update Q1:

Update Q2:

Update Q3:

Update Q4:

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	
May - June	Community Engagement Casual Vacancies created by resignations of Cllrs Coles and Forbes 01Apr2020 Local Elections 06 May 2021 Training	Update Strategy and implement defined actions Village Tidy Up New Homes Bonus funds Recruitment Encourage people to stand for a seat on CPC Succession Planning Induction of new Councillors	Plan actions for 2021 -22 target dates and responsible persons Identify project Personal approach, advertise Election Plan Individual / Whole Council	Working Party and Council All Working Party Cllrs/CPC	
On-going	Community Development SNC Local Plan Local Government Reform in Northamptonshire	Adoption Unitary Government www.futurenorthantswest.org Local Elections to Shadow Authority May 2020- To WNC May2021: New authority in operation	Assess Service Delivery implications for CPC	All Chairman/ Vice Chairman	

Update Q1:

Update Q2:

Update Q3:

Update Q4:

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"> 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 			
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	
Apr21	Action Plan 2020/2021	Review and update Q4	-	All	
May21	General Power of Competence	Consider eligibility to exercise	Resolved to exercise GPOC 08Feb16	Clerk, Council	
May21	Standing Orders	Review SO31 & SO3b	12Oct20		
May21	Financial Regulations	Review FR6.4	11May20	RFO, ICC	
May21	General Data Protection Regulations	Compliance Appoint DPO	13May19	Data Protection Officer/Processor	
May21	Insurance	Review and renew (annual)	11May20	Clerk	
Jun21	Training Statement of Intent	Review Statement	16Sep19	All	
Jun21	Community Liaison	Appoint Representatives	Annual process	Clerk	
Jun21	Financial Processes	Appoint ICC Review	08Jun20 08Jun20	Clerk	
Jul21	Community Engagement Strategy2020-22	Review progress	CES 2018-20 Mar20	All	
Jul21	Equal Opportunities Policy	Review Policy	12Aug19	All	
Jul21	Action Plan 2021/22	Review and update Q1	-	All, Clerk	
Aug21	Newsletter sponsorship	Identify sponsors (annual)	12Aug20	Clerk	
Sep21	Services	Obtain tenders for any renewable contracts	10Aug20	Clerk	
Oct 21	Action Plan 2021/22	Review and update Q2	-	All, Clerk	
Nov21	Budget 2022/23	Discuss budget ideas		All	
Dec21	Budget 2022/23	Agree budget	-	RFO, Council	
Dec21	Financial Risk Assessment	Review (annual)	14Dec 20	RFO, ICC	
Jan22	Action Plan 2021/22	Review and update Q3	-	All	
Jan22	Action Plan 2022/23	Finalise Plan	-	All	
Jan22	Emergency Response Plan	Review and Amend plan	05Apr20	All	
Feb22	Cemetery Fees from 1 April 2021	Review tariff	10Feb20	All	
Feb22	Data Protection notification	Online annual registration	10Feb 20	Clerk	
Mar22	Special Meetings	Review Policy	08Jun20	All	
Apr22	Action Plan 2021/22	Review and update Q4	-	All	
Apr22	Document Retention/Disposal	Update	13Jul20	Clerk	
May22	Advertising in Newsletter	Review policy	10Aug20	All	
Jun22	Statement of Community Giving	Review	14Sep20	All	
Aug22	Cemetery Policy	Review Policy	09Nov19	All	
Oct22	Publication Scheme	Review	08Feb21	All	
Oct22	Corporate Complaints Procedure	Review procedure	11Jan21	All	
Nov22	Allotment Gardens Policy, Rand Agreement	Review Policy	11Feb20	All	

Update Q1:

Update Q2:

Update Q3:

Update Q4: