



## Catshill and North Marlbrook Parish Council Action Plan 2017/18

Action	How Identified	Timescale	Budget (2017/18)	Update/notes
Good Governance of Parish	Need for professionalism and understanding of Local Council Management	Ongoing	Within budget allocation for training	Councillors and Clerk to attend relevant training, seminars and conferences as required
Achieve LCAS Foundation Award	Parish Council Meeting - to show that the Council meets the standards set by its sector and to achieve greater professionalism	Dec-18	N/A	Linked to updating of new website with current Council information
Update and maintain Parish Council Website	Need to provide accurate and timely information to Parishioners	Initially Sep 18 then ongoing maintenance	N/A	Linked to obtaining LCAS
Qualification of Clerk	As per job description and appraisal targets January 16	Deferred - ongoing	Within budget allocation for training	ILCA and CiLCA researched. Current time constraints causing issue with taking on a qualification. May be eased with employment of Assistant Clerk.
Provide Lengthsman and Litter picker and dog waste bags on Braces Lane Playing Field, the Meadow, Milton Road and Cycle Track	Need to maintain the upkeep and presentation of the Parish	Ongoing	Allocated within budget for staff costs, Lengthsman budget to be reclaimed through the Lengthsman Scheme and allocation for Environment	
Further planting at Balance Pool	To continue to enhance the area following communications from Parishioners of the wildlife the area is attracting	Oct-18	Use of Free Tree programme	Parishioners immediately effected to be consulted prior to planting

Upkeep of Parish Gardens, Summer Planting of Ivy Cottage Raised Bed and continued establishment of Baptist Church Garden	Upkeep of presentation within village	Ongoing	Within allocated budget for Gardens	
Neighbourhood Plan to include consultation	Area now designated for Neighbourhood Plan to be pursued. Steering Group formed, Project Plan in place, Level 1 Consultation complete, Working Groups formed	Jun-19	Within budget allocated for Neighbourhood Plan and funding application	Parish document. Council to assist with funding and administration through Assistant Clerk
Provision of Bonfire night celebrations	Success of previous year event	Nov-18	Within budget allocated for events	Also possible provision of another event throughout the year - fun day/ open air cinema/ preparations for War Celebrations
Provide grants to groups within the Parish	Assisting the community	Ongoing	Within budget allocated for grants	
War Memorial continued maintenance, monitoring of trees and Registry of Land	Risk Management - need due to trees falling at site previously. Registry of Land to establish ownership of the area. Continued surveys and maintenance to ensure safety and enjoyment by public	Ongoing	allocated in budget to include maintenance and land registry	
Communications with Parish with Newsletter	Need for communication with Parishioners	3 times a year	Within communications budget	
Litterpicking/ clearance working group for stretch of path from Crown Pub to Motorway Bridge	Request from resident	Jun-18	N/A	Litter pickers, bin bags etc to be requested from BDC, Lengthsman to assist with cutting and clearance
Pursuance of possible 20mph speed limit to be imposed from Co-op area past schools	Indication of increased traffic flow and concerns of residents	ongoing	N/A	Awaiting responses of support from businesses prior to application

Investigations into the adoption of land at the end of BeeHive Close	Approached by BDC following complaints over lack of maintenance of the area from residents	Dec-18	Within Captital budget	Capital Project
Purchase lock up/extra office space, office designation signs and new office equipment	To inrease the professional base of the Parish Council, allow easier access for the residents, improve work ability of Clerk and Assistant Clerk	Dec-19	Within Captital budget	Capital Project
Rolling programme of bus shelter installations and maintenance	Parish Council commitment to assist with the presentation of the Parish	Ongoing	Within allocated budget for Environment and Capital budget	Capital Project
Christmas Lights	To enhance the Village Centre appearance and encourage events in the area	Dec-18	Within budget for Capital Projects	Capital Project
Catshill In Bloom	To assist with applying for the Catshill in Bloom award and in turn, enhancing the look and feel of the village	Jun-18	Within budget for Capital Projects	Capital Project

Reviewed November 2017

Next review due April

2018

