



Catshill and North Marlbrook Parish Council Action Plan 2018/19

Catshill and North Marlbrook Parish Council will publish an Action Plan Yearly. It will be drawn from the budget set for the Financial Year which include project expenditure, from issues being considered within Committees and from views of Parishioners raised at the Annual Parish Meeting.

The Parish Council will continually review the action plan adding issues that rise throughout the year. It will be formally reviewed on a 6 monthly basis with an update of progress, addition of further actions identified and signing off of any completed actions.

| Action | How Identified | Timescale | Budget (2017/18) | Update/notes |
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| 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 - Currently ahead of schedule. Estimated latest submission date Sep 18 |
| Update and maintain Parish Council Website/Social Media | Need to provide accurate and timely information to Parishioners | Complete - ongoing maintenance | N/A | Completed ahead of schedule - April 2018 |
| General Data Protection Regulations | Compliance expected from 25th May 2018 | Ongoing | N/A | Demonstrate working towards compliance. Action plan complete; actions being worked through. Office paperwork shredded if not applicable (half complete) |
| Qualification of Clerk | As per job description and appraisal targets | Dec 19 completion | Within budget allocation for training | CiLCA training to begin October 2018 with a view to completing before December 2019 |

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| 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 | Looking into further dog bag dispenser allocation Old Horse Course Estate |
| Further planting at Balance Pool | To continue to enhance the area following communications from Parishioners of the wildlife the area is attracting | Oct-19 | 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, Level 2 consultation in progress | Jun-19 | Within budget allocated for Neighbourhood Plan and funding application | Parish document. Council to assist with funding and administration through Assistant Clerk. Document now delayed by approximately 3 months. |
| Provision of Bonfire night celebrations, Remembrance Day Service, Christmas Light switch on and Christmas Meal event. | Success of previous years events | Nov/Dec 2018 | 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 | |

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| 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 | Now a news magazine and on track for three publications |
| Litterpicking/ clearance working group | Request from resident | Jul-18 | N/A | Litter pickers, bin bags etc to be requested from BDC, Lengthsman to assist where necessary. First date 14th July 2018 |
| Speed initiative | Indication of increased traffic flow, speed and concerns of residents | ongoing | includes Capital Project | No responses received from businesses - can now proceed to application stage for 20mph zone. Additional approaches include requests for repeater signs, enhanced road markings, 30mph speed limit wheelie bin sticker trial. Purchase of a mobile speed VAS, creation of a Community Speed Awareness Team including training. |
| 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-19 | Within Captital budget | Capital Project |
| New notice board purchases | To ensure a wider coverage for parishioners | Oct-18 | Within Captital budget | Capital project - Lectern style to be erected at social club, new board to go on Village Hall frontage |
| Purchase lock up/extra office space, office designation signs and new office equipment | To inzease 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 - lock up now erected, clearance of office in progress, new equipment purchased, designation signs in design phase |

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| Rolling programme of bus shelter maintenance | Parish Council commitment to assist with the presentation of the Parish | Ongoing | Within allocated budget for Environment and Capital budget | |
| Christmas Lights | To enhance the Village Centre appearance and encourage events in the area | Complete | Within budget for Capital Projects | Capital Project - Final lights now purchased Jun 2018 |
| Catshill In Bloom | To assist with applying for the Catshill in Bloom award and in turn, enhancing the look and feel of the village | Nov-19 | Within budget for Capital Projects | Capital Project |

Reviewed May 2018

Next review due

December 2018

