



Catshill and North Marlbrook Parish Council Action Plan 2019/20

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	Update/notes
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	Achieved
Job evaluation for Clerk	Progression of Council and increase in workload	Apr-19	N/A	Finance and Staffing Committee to carry out evaluation of role in conjunction with Clerk
Elections - May 2019	To ensure all Parishioners are aware of their options. A commitment to ensure any new Councillors have thorough induction and training processes in place	May-19	Within admin and Elections budget	Clerk to co-ordinate election administration. Clerk to create induction packs and look into available training courses
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 complete, Call for sites complete, policies being created	Dec-20	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.

Loneliness initiative	Government incentive	Ongoing	Within budget allocated for Grants and budget allocated for events	Seed funding to be offered to groups who are implementing sessions that will tackle loneliness in the community. Articles in the newsletter; focus at Annual Parish Meeting, continue with Christmas Meal for elderly.
Litterpicking/ clearance working group	Completed Jul 18. Further sessions to be organised in 2019.	Aug-19	N/A	Litter pickers, bin bags etc to be requested from BDC, Lengthsman to assist where necessary. To be co-ordinated with Scouts and local schools in Summer and Autumn respectively
Further planting at Balance Pool	To continue to enhance the area following communications from Parishioners of the wildlife the area is attracting	Oct-20	Use of Free Tree programme	Parishioners immediately effected to be consulted prior to planting
Catshill In Bloom	To provide a contribution towards Catshill in Bloom, to enhance the look of the Parish	Jul-20	Within budget for Capital Projects	Planters to be installed on all 'Welcome to Catshill signs'. Look into planters under all notice boards
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-20	Within Captital budget	Litter pickers, bin bags etc to be requested from BDC, Lengthsman to assist where necessary.
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	May-20	Within Captital budget	Capital Project - lock up now erected, clearance of office in progress, new equipment purchased, designation signs in design phase
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
New notice board purchases	To ensure a wider coverage for parishioners	Complete	Within Captital budget	Achieved
Christmas Lights	To enhance the Village Centre appearance and encourage events in the area	Complete	Within budget for Capital Projects	Achieved

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. Meeting regarding maintenance contract to be organised
Provision of Bonfire night celebrations, Remembrance Day Service, Christmas Light switch on and Christmas Meal event.	Success of previous years events - each of the events ensures the Parish Council provides something for a wide cross section of the community	Nov/Dec annually	Within budget allocated for events	Also possible provision of another event throughout the year - fun day/ open air cinema/ music festival
Qualification of Clerk	As per job description and appraisal targets	TBC	Training budget	A need to ascertain any training needed by new Clerk
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. New Councillors in May to undertake training/refresher training for others
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
Provide Lengthsman and Litter picker and dog waste bags on Braces Lane Playing Field, the Meadow, Milton Road, Cycle track and Old Horse Course Estate	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	Dog bag dispenser on old horse course to be installed as soon as possible. Clerk to purchase post fix to allow this to take place
Upkeep of Parish Gardens, Summer Planting of Ivy Cottage Raised Bed and redesign of Ivy Cottage Garden	Upkeep of presentation within village	Ongoing	Within allocated budget for Gardens	Target for completion of redesigned Ivy Cottage Garden Dec 2020

Provide grants to groups within the Parish	Assisting the community	Ongoing	Within budget allocated for grants	Specific target to projects that will assist the lonely for 2019/20
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	Land registration documents received - need completing. Current negotiations regarding tree surgery ongoing
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. 30mph speed limit wheelie bin sticker trial complete. Further to be ordered. Additional approaches include requests for repeater signs, enhanced road markings. Purchase of speed VAS, creation of a Community Speed Awareness Team including training.
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	

Reviewed May 2019

Next review due October

2019

