

Syderstone Parish Council's Action Plan – April 2021 to March 2022

Action (And by who?)	Need (Who wants it?)	Timescale	Budget	Update/ Minute no.
Completion of CiLCA (Action by Parish Clerk)	Employment of a parish clerk with CiLCA forms part of the criteria for the council to exercise the General Power of Competence Syderstone Parish Council's commitment to demonstrate that the council meets the requirements for operating lawfully and according to standard practice	Ongoing to April 2021	Paid out of 2019/20 budget	
Completion of Annual Governance and Accountability Return (AGAR) (Action by Parish Clerk)	Syderstone Parish Council's commitment to demonstrate that the council meets the requirements for operating lawfully and according to standard practice. To publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities	March to June 2021	N/A	
Public Rights of Way and Restricted Bridleways – Accessibility (Action by Parish Clerk)	Concerns raised by parishioners Liaison with landowners and NCC's Public Rights of Way and Trail Maintenance continues	Ongoing to March 2022	N/A	
Refurbishment of Children's Play Equipment on Playing Field (Action by Councillors and Parish Clerk) (Funding applications – Chair and Parish Clerk)	Current children's play equipment requires refurbishment due to age of equipment Children and parents of Syderstone, Wicken Green and Blenheim Park plus visitors and holiday makers	April 2021 to March 2022	Unknown at present Will complete funding applications for match-funding or full funding	
Purchase of new Children's Play Equipment (Action by Users, Councillors and Parish Clerk)	Engagement with users through Syderstone Community Newsletter/Parish Council Noticeboards and Community Noticeboards to identify what new play equipment and age range would be preferred	April 2021 to March 2022	Unknown at present Will complete funding applications for match-funding or full funding	

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Production of a Neighbourhood Plan (Action by Councillors and Parishioners)	Gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area Engagement with parishioners via an article in March's edition of Syderstone Community Newsletter asking for their comments and whether they want to join a Committee specifically for the Neighbourhood Plan	March 2021 ongoing	Unknown at present Funding applications will be required	
Grass Cutting Maintenance Contract New 3-year contract required for 2022 (Action by Parish Clerk)	Syderstone Parish Council to ensure compliance with contractual and insurance regulations	Before rolling contract ends 31 st October 2021	£1,800 per annum	
Petangue Court (outdoor boules) on Playing Field (Action by proposed users, Councillors and Parish Clerk)	Suggested by parishioners Engagement with parishioners via an article in July's edition of Syderstone Community Newsletter asking for their comments	July 2021 onwards	Costs to be agreed Nil cost to Parish Council?	
Refurbishment of TROD on Rudham Road (Action by Parish Clerk)	Concern raised by parishioners Increased car parking over TROD is wearing surface away Under investigation by NCC Highways	Ongoing to March 2022	Unknown at present	
Planting scheme around Village sign on Village Green (Action – unknown)	Benefits; visual to parishioners and visitors and wildlife NCC's Highways have already given permission	May 2021	To be agreed at Council meeting	
Defibrator outside Village Hall (Action by Councillors and Parishioners)	Parishioners and visitors Discussion to take place about ownership to be passed to Syderstone Parish Council (SPC Decision Required) Requirement for Insurance, Training and Asset Register	Unknown at present	Unknown at present	

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Six-monthly Village Litter Pick (Action by Parish Clerk and Councillors)	Whole community and wildlife	October 2021	N/A - Loan equipment from Kings Lynn BC	
Preparation of a 4-year Business Plan (Action by Parish Clerk)	Syderstone Parish Council to build up engagement with parishioners and focus budget and budget reserves Identify short-term projects = 3/6 months Medium-term projects = 6/12 months Long-term projects = 1, 2 or 3 years	September 2021	N/A	
Local Council Award Scheme – Apply for Foundation Award (Action by Parish Clerk)	Syderstone Parish Council's commitment to demonstrate that the council meets the requirements for operating lawfully and according to standard practice	Complete Application by 10 th September 2021	£50 Application Fee paid to NALC £50 Accreditation Fee paid to County Association	