

**BREWOD AND COVEN PARISH COUNCIL ACTION PLAN
Year 2016-17**

1 Introduction

Parish Councils are the most local part of our democratic system and are closest to the people. They are an essential part of the structure and of local government and have a vital role in acting on behalf of the electorate that they represent. They:

- Give views on behalf of the local community on planning applications, having valuable local knowledge and summarising residents' views
- Undertake projects and schemes that benefit local residents
- Work in partnership with other bodies to achieve benefits for the Parish
- Alert relevant authorities to problems that arise or work that needs to be undertaken
- Assist the other tiers of local government keep in touch with their local communities
- Keep abreast of current legislation and take decisions in accordance with the law

Parish Councils have a duty to provide allotments where required, also a variety of powers which relate to local matters, such as looking after community buildings, open spaces, playing fields and play equipment, and bus shelters. They also have the power to raise money through taxation (the precept) which is the Parish Council's share of the Council Tax.

In order for us to plan for the year ahead, we have put together an Action Plan which details the key objectives and actions that we hope to achieve between 2015 and 2017. Elements of this Action Plan will inform the Council's 5 year Business Plan*.

2 Objectives and actions

Key Issue: Transparency Code Compliance				
Objective:	Responsibility	Action Recommended	Action By	Budget
1. To ensure that all Parish Council land is registered and details published annually.	Parish Council/Clerk	Solicitor to identify and register all unregistered land with Land Registry. Obtain Unique Property Reference Numbers and map reference numbers for all Council owned properties.	Nov 2016	Nil

2. To produce a list of expenditure over £500 and upload monthly to the website.	Parish Council/Clerk	Produce data from AdvantEdge package. Create page on website, upload monthly, subject to Data Protection legislation.	Ongoing	Nil
3. To publish all grants awarded in previous financial year.		Produce at year end and publish on website.	April 2017	Nil
4. To publish an Organisation Chart of the staffing structure.		Review and approve by full Council.	May 2017	Nil
5. To publish the Council's Constitution.		Review Constitution and upload to website.	April 2017	Nil

Key Issue: Annual Audit Compliance

Objective:	Responsibility	Action Recommended	Action By	Budget
1. Review all financial policies and procedures; Standing Orders, Insurance, Risk Assessments, Financial Regulations.	Parish Council/Clerk/Finance Committee	Clerk to review policies, procedures and make any recommendations. Clerk, Chair and Head of Finance Committee to review Standing Orders and Financial Regulations and seek approval from full Council.	May 2017	Nil

Key Issue: Financial Investments

Objective:	Responsibility	Action Recommended	Action By	Budget
1. To review the Council's financial investments.	Parish Council/Clerk/Head of Finance	Review investment strategy Review investments will CCLA	Nov 2016	Nil
2. To investigate the feasibility of paying off loans early	Clerk	Contact PWLB for advice	Nov 2016	Nil

Key Issue: Public Sector Equality Duty Compliance

Objective:	Responsibility	Action Recommended	Action By	Budget
1. To publish policy in accordance with s149	Parish Council/Clerk	Review draft policy to ensure	Aug 2016	Nil

of the Equality Act 2010 and the Equality Act 2010 (Specific Duties) Regulations 2011.		compliance with the general and specific duties of the Act and Regulations for approval by full Council. Publish document on website.		
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Key Issue: Local Councils Award Scheme (Previously Quality Council)

Objective:	Responsibility	Action Recommended	Action By	Budget
1. To upgrade from basic level (Foundation) to quality level.		Submit all evidence to SLCC	December 2016	£180
Foundation Standard:				
2. Achieved				
3. To publish the current Action Plan.			Oct 2016	Nil
4. To upload current agenda to the website.			Ongoing	Nil
5. To ensure that the Parish Council meets all the criteria in publishing and/or making available: risk assessments, asset register, staffing contracts, Discipline and Grievance procedure, training policy, evidence of CPD and training of both staff and members.				Nil
Quality Standard:				
5. Clerk to undertake and complete CiLCA qualification.		Register with SLCC	Aug 2015	£215
6. To draft a community engagement policy involving two-way communication between		Draft document and seek approval from full Council.	Oct 2016	

the Council and the community.				
7. To produce councillor profiles.		Arrange a date for photographer to take photos.	Aug 2016	Nil
		Clerk to provide a template for Councillors to use to write their own profiles.	October 2016	Nil
		Upload to the website	Nov 2016	Nil

Key Issue: Community Engagement

Objective:	Responsibility	Action Recommended	Action By	Budget
1. To ensure the community, including local businesses are aware of: Planning Framework/Site Allocation Document	Parish Council/Clerk/SSC	Update website/facebook/notice boards once full details emerge.	Dec 2016	Nil
Local planning applications	South Staffordshire Council	Continue to download planning applications make relevant comments in a timely manner.	Ongoing	Nil
Affordable Housing		Approve support for affordable housing at full council. Facilitate questionnaires sent to all households in the parish. Publish details and reminders on facebook page and in newsletter.	Ongoing	£200
Parish Guide		Procure new publishing company and provide the information to be included. Ensure local businesses are made		Nil

Promote Tourism		aware of facility to advertise. Continue to publish via South Staffordshire Tourism Association.	Ongoing	Nil
BKV		Support and facilitate 2 villages' entries into the competition. Advertise winners, attract more people to become involved.	Ongoing	£200
Brewood Open Garden Weekend		Promote the weekend by advertising on website, notice boards etc.		Nil
Civic Society Liaison		Continue to encourage communication with Civic Society; assist with photocopying of their promotional stationery. Include minutes and copy letters on agendas. Continue to support their delivery of quarterly Parish Newsletters.	Ongoing	Nil
Library Re-organisation		Support the Community in advertising Brewood library. Encourage volunteering.	Ongoing	Nil
Complaints and Compliments		Review the complaints and compliments procedure to enable the Council to improve standards.	April 2017	Nil
Welcome Pack		Put together a welcome pack for new residents including local services, groups etc	March 2017	£500
Small Business Saturday 3 December 2016		Promote through local businesses	Nov/Dec	Nil

Key Issue: Transport				
Objective	Responsibility	Action Recommended	Action By	Budget

1. To continue to promote and support the Voluntary Car Scheme.	Parish Council/Clerk/Staffing Cttee	Draw up marketing strategy to attract new drivers.	March 2016	April 2016
2. To support the community in retaining a bus service.	Staffordshire County Council	Lobby SCC and County Councillor	Ongoing	Nil
3. To promote the Connect service.	South Staffordshire Council	Publish details on website/facebook and noticeboard	Ongoing	Nil

Key Issue: Protect Community Assets

Objective	Responsibility	Action Recommended	Action By	Budget
1. To continue to maintain and upgrade the Council's assets including: Sandy Lane WC, 3 playing fields and 3 skate parks, Coven changing rooms, bus shelters, benches, allotments, flower troughs, noticeboards and amenity areas.	Parish Council gardener/handyman janitor caretakers cleaner	Monitor and report any vandalism and carry out repairs. Arrange annual playground inspections and carry out specified actions. Continue with monthly maintenance inspections. Check for Legionnaire's Disease WC and changing rooms.	July 2017 Ongoing	
Bishop's Wood Skate Park		Replace Coven notice board (co-op)	April 2017	
		To support Bishop's Wood Village Hall Management Committee in replacing the skate park at the village hall with outdoor gym equipment and table tennis table.	October 2016	£9,318 (accumulated grant)
Brewood Skate Park		To fit an additional piece at the skate park	September	£3,000
Brewood Playing field		Supply outdoor gym equipment	December 2016	£12,000
Coven Skate Park refurbishment		To upgrade the existing ramps and fit 2 new boxes.	September	£15,000

Coven Tennis Courts		Replace perimeter fence	September 2016	£7,000
Parish Council offices		Consider the future of the Parish Council office building	April 2017	£19,808
Coven Playing Field Development		Consider how to manage the income received should the sale of the strip of land at Coven playing field go ahead. Investigate the cost of cycle paths. Promote the availability of Coven changing rooms out of season.	April 2017	Nil
Community Benefit Payment		Working Party to draw up the criteria for awarding the grant each year.	April 2017	Nil
Brewood Bowling Club		Continue to support the Bowling Club's attempts to secure funding for a club house	Ongoing	£10,000

Key Issue: Grant Awards

Objective	Responsibility	Action Recommended	Action By	Budget
1. Awards	Parish Council/Clerk	Monitor grants awarded and publish annually on website and in parish newsletter	March 2017	Nil
2. Policy		Review the grant awarding policy. Seek approval for any amendments and publish on website. Encourage applications for next financial year in newsletter on website and facebook page.	April 2017 Oct - December 2016	Nil Nil
3 Roseclaim (V Festival)	Bishop's Wood Councillors	Publish details of Bishop's Wood organisations benefitting from the grant.	March 2017	Nil

Key Issue: Christmas Lights Committees				
Objective	Responsibility	Action Recommended	Action By	Budget
To support three Christmas Lights Committees in organising their events.	Parish Council	Facilitate meetings	November 2016	£5,560
		Order Christmas trees and spares Committee to arrange Events Insurance cover Arrange payments for electricity and pay grants on application.	Oct 2016 Jan 2017	
Key Issue: Manage Open Space -The Bront				
Objective	Responsibility	Action Recommended	Action By	Budget
1. To consider the future management/development of the Bront.		Management Plan	May 2016	Nil
2. To control the spread of Himalayan balsam.		Arrange for contractor to cut and spray as recommended Follow up and respray as required	May 2016 September 2016	£2,000 Oct 2016
3. To undertake woodland management.		Respond to the recommendations of the tree survey undertaken 2014. Follow up with tree surgeon re any outstanding issues	Ongoing Jan 2017	£7,000
Key Issue: Traffic Management.				
Objective	Responsibility	Action Recommended	Action By	Budget
1. To investigate extending yellow lines along Dean Street	SCC	SCC to carry out a survey.	April 2016	Nil
2. To consider waiting restrictions in Newport Street and School Road	SCC	SCC to draw up maps and risk assessment. Conduct a survey of residents.	September 2016	Nil
3. To encourage drivers to avoid Dean Street by directing through traffic from	SCC/Cllr M Sutton	Cllr M Sutton to agree signage.	September 2016.	Nil

Coven/Codsall along The Pavement to Sandy Lane. 4. To investigate the possibility of moving the bus terminus to Four Ashes Road/Deansfield Rd 5. To set up a community Speedwatch group in Brewood. 6. To extend the use of SIDs to a variety of sites in Brewood including Vicarage Road, Four Ashes Road, Engleton Lane, Claygates Road. 7. To slow the speed of traffic along Four Ashes Road/Somerford Lane 8. To monitor parking in Church Lane, Coven 9. To reduce parking outside St Paul's School Coven 10 To alleviate overnight parking on the A449 at Coven Heath. 11 To install cycle racks to encourage more cyclist in Brewood centre	SCC RD. KK. DE SCC Cllr M. Sutton JB JC AP SCC St Paul's School SSC LT Highways England Parish Council/Clerk	Cllr M. Sutton to be approached. Clerk to find contact details M Sutton forwarded minutes of meeting held 20 Oct LT to continue to liaise with Highways England, SSC, SCC and the Police Purchase 6 cycle racks and install at Sandy Lane WC amenity area	October 2016 Nov 2016 May 2016	Nil £460 Nil Nil Nil Nil £90
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Key Issue: Allotments

Objective	Responsibility	Action Recommended	Action By	Budget
1. Arrange hedge laying/management of roadside hedge.	Parish Council/Clerk	Obtain quote to cut back hedge.	March 2016	£250
3. Improve security at Coven Heath Site	Clerk/Allotments Assn	Allots Assn to undertake work Limit access via the side gate and replace main entrance gate	March 2016 June 2016	£500

Key Issue: Training and Development

Objective	Responsibility	Action Recommended	Action By	Budget
1. To ensure that all new Councillors undertake New Cllr Training.	Parish Council/staff and members	Arrange with SPCA	May 2016	£300
2. To ensure all Councillors receive training			March 2016	£300

on Equality and Diversity. 3. Ensure that the Chair and vice chair undergo appropriate training appertaining to their roles. 4. To ensure the Assistant Clerk receives training in the use of AdvantEdge, VAT regulations and HMRC tools. 5. To ensure that all office based staff are trained in the use of fire extinguishers. 6. Produce a Drug and Alcohol Policy following the Psychoactive Substances Act 2016.		Arrange with SPCA and Edge Arrange with Diamond fire Clerk to produce a draft policy	May 2016 Dec 2016 Jan 2016 March 2016 October 2016	£40 £300 £70 Nil
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Key Issue: Website Development

Objective	Responsibility	Action Recommended	Action By	Budget
1. To continue to make improvements to the site and encourage more people to access information.	Parish Council/Mrs J. Jeffries		Ongoing	Nil
2. To increase 'likes' on Facebook page	Clerk	Continue to upload relevant and interesting information	Ongoing	Nil

Key Issue: Footpaths

Objective:	Responsibility	Action Recommended	Action By	Budget
1. To attempt to improve footpath 59 (Bishops Wood common).	Parish Council/Staffordshire County Council	SCC to asses in winter	December 2016	Nil
2. To cut back and maintain footpath from Royal Oak Drive, Bishop's Wood.	Staffordshire County Council	July 2016	September 2016	Nil

Key Issue: Youth Provision

Objective:	Responsibility	Action Recommended	Action By	Budget
1. To provide activities for young people using the Sussed scheme during school	Parish Council	Organise venues at the village halls Obtain posters etc and circulate to	July Aug 2016	£500

<p>holidays.</p> <p>2. To improve the skate park facilities at Coven and Brewood. See Protect Community Assets above.</p> <p>3. To consider other options for Bishops Wood as the skate park has been dismantled. See Protect Community Assets above.</p> <p>4. To continue to support the Scouts in re-locating their premises.</p> <p>5. To improve the play park equipment and adult exercise equipment at Coven playing field. See Protect Community Assets above.</p> <p>6. To promote the use of pitch and changing room hire at Coven.</p> <p>7. To improve the tennis courts fencing at Coven. See Protect Community Assets above.</p> <p>8. To facilitate the provision of a bowling club in Brewood playing field. See Protect Community Assets above.</p> <p>9. To install outdoor gym equipment at Brewood.</p>		<p>noticeboards, website and facebook. Get feedback on uptake for future provision.</p> <p>Order for new equipment placed April 2016</p> <p>Plans received. Await further information from VHMC regarding commencement of the project.</p> <p>Look at other site options: library/council office premises.</p> <p>Committee appointed. Grant Application submitted.</p> <p>Advertise information on website</p> <p>Order placed July 2016</p> <p>Write to SSC to support temporary or permanent club house.</p> <p>Order placed</p> <p>Await outcome of grant application.</p>		
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<p>See Protect Community Assets above.</p> <p>10 To install 1 piece of outdoor gym equipment at Coven. See Protect Community Assets above.</p>				
Key Issue: Street Scene				
Objective:	Responsibility	Action Recommended	Action By	Budget
1. To support SSC enforcement in connection with dog fouling, litter, fly tipping and fly posting.	SSC	Become involved with all initiatives from SSC such as luminous dog fouling signs pilot, fly posting guidance etc. Handyman to regularly litter pick and trim in all four villages. Liaise with local volunteers. Encourage local residents to take more responsibility for their local environment.	September 2016	Nil