

Burghclere Parish Council Action Plan for the Year Commencing 1st April 2024

Adopted: 6th November 2023

Next Review due: February 2024

Strategic Actions

AIM	OBJECTIVE	ACTION	WHO	BUDGET
To ensure Neighbourhood Plan remains up to date	Monitor Neighbourhood Plan	Engage with B&DBC and stakeholders. Monitor changes in government policy and implications for neighbourhood planning	Parish Council	Locality
To ensure integrity of Portal Hall	Replace Portal Hall windows	Gain planning permissions Engage with contractors	Parish Council (acting as Sole Trustee of Pinder Recreation Trust)	Pinder
To replace existing footpath stiles with kissing gates to enhance access	Footpath stile replacement project	Conduct survey Confirm numbers Engage with landowners Develop installation plan	Footpaths Officer	HCC Countryside Services
To support the Sports Club renovations to ensure it remains a viable and thriving community facility.	Support the Sports Club where needed with identifying funding, contacts and other sources of assistance.	Engage with: Sports Club B&DBC Other potential sources of funding	Parish Council Sports Club	Sports Club
To encourage use of electric vehicles – cleaner environment.	Installation of EV Chargers within the Parish.	Engage with B&DBC and other stakeholders. Arrange for surveys & quotes. Identify and agree location. Community engagement. Develop installation plan.	Parish Council	Installation costs \$106 via B&DBC. Post installation

		Agree long term administration arrangements post installation.		budget – to be agreed.
To improve Portal Cottage	Ensure cottage meets EPC Cat C by 2025 Improve sound-proofing	Arrange surveys and quotes Seek advice from Letting Agent, B&DBC and any necessary permissions. Develop installation plan.	Parish Council (acting as Sole Trustee of Pinder Recreation Trust)	Pinder Recreation Trust
To oversee Orchard Homes development	Ensure Orchard Homes development meets requirements as set out in Neighbourhood Plan.	Remain engaged with LPA and developer. Take note of residents' comments. Monitor development programme.	Parish Council	None anticipated
To enhance Community engagement	To improve engagement with community groups, organisations and individuals to help shape the Parish Council's plans for the parish and share information on relevant community matters.	<ul style="list-style-type: none"> • Launch and promote monthly e-newsletter. • Review and improve other methods of communication, including website. 	Parish Council	Parish Council – new budget line.

Routine Actions

AIM	OBJECTIVE	ACTION	WHO	BUDGET
Finance				
To comply with legislation and inform the community	ACCOUNTS AND AUDITS – To ensure there is transparent and accurate information covering all financial transactions, audit documents, Annual Governance, budget, precept, Exercise of Public Rights	<ul style="list-style-type: none"> To prepare and submit documents. To agree and sign off in meetings as required. To notify Council of conclusion of audit. To publish on the website and on noticeboards as required. 	Clerk Clerk and Council Clerk Clerk	Budget lines: Audit fee Clerk's salary Admin expenses
To comply with legislation and inform the community	BUDGET AND FINANCE To ensure that Parish Council monies ismonitored and spent efficiently.	<ul style="list-style-type: none"> To appoint councillors to the Finance Working Group. To set an annual budget and prepare a precept request To monitor the budget 	Parish Council Clerk and Parish Council Clerk and Parish Council	Budget line: Clerk's salary
To comply with legislation and ensure adequate cover.	INSURANCE For assets, activities, staff, councillors, volunteers and the public.	<ul style="list-style-type: none"> To review renewal documents 	Clerk and Finance Working Group	Budget line: Insurance
To comply with legislation, ensure adequate insurance cover, meet audit requirements and maintain transparency	ASSETS To ensure that all Council assets are recorded	<ul style="list-style-type: none"> Update asset register as required. Monitor maintenance requirements. 	Clerk Clerk & Parish Council	Budget lines: Clerk's salary Admin expenses
Administration				
To comply with legislation and inform the community	PARISH COUNCIL ADMINISTRATION - To ensure that the Parish Council administrationis run in an efficient and timely manner and that information is open and transparent	<ul style="list-style-type: none"> To publish agendas, minutes and reports To publish contact details of Councillors and Clerk. To publish a calendar of meetings 	Clerk Clerk Clerk	Budget lines: Clerk's salary Admin expenses Phone

To maintain knowledge	SUBSCRIPTIONS – To ensure the Council has access to advice and training	To review and approve annual subscriptions for: <ul style="list-style-type: none"> • HALC/NALC SLCC • Information Commissioner 	Clerk and Parish Council	Budget line: Subscriptions
To ensure the smooth running of administration	IT SUPPORT AND SECURITY – To update IT security	To maintain IT security	Clerk	Budget line: Computer
To comply with legislation, maintain transparency and inform the community	WEBSITE – To keep updated	To update information on a regular basis	Clerk, Chairman & Vice-Chairman	Budget line: Website

Governance				
To comply with legislation, adhere to good practice, maintain transparency and inform the community	POLICIES AND PROCEDURES – To ensure all Council policies and procedures (inc Financial Regulations, Standing Orders and Data Protection) are reviewed and updated annually	<ul style="list-style-type: none"> • To review and update all policies and procedures as required • To publish on the website 	Clerk and Parish Council Clerk	Budget lines: Clerk's Salary Admin expenses
To comply with legislation and conduct council business	MEETINGS To ensure meetings are held with the correct frequency and are conducted in accordance with legislative requirements.	<ul style="list-style-type: none"> • Meeting dates to be agreed in advance. • Meeting notices and agenda to be published in accordance with requirements. • Meetings to be conducted in accordance with Standing Orders and Code of Conduct, as well as other documents as appropriate. 	Clerk and Parish Council Clerk Clerk and Parish Council	Budget lines: Clerk's Salary Admin expenses
To comply with Charity Commission requirements.	PINDER RECREATIONAL TRUST To ensure Burghclere Parish Council meets its obligations as the Sole Trustee	<ul style="list-style-type: none"> • Continue with monthly management committee meetings to follow Parish Council meetings. • Parish Clerk to continue to administer meetings and accounts. 	Parish Council Clerk	Pinder accounts separate from Parish accounts and have no impact on

				budget.
Planning				
To represent the community To preserve the parish and its environment.	PLANNING APPLICATIONS – To consider all planning applications which fall within, and impact the Parish	<ul style="list-style-type: none"> To ensure planning applications are notified to the Planning Working Group and Councillors To ensure comments on planning applications are submitted to Basingstoke & Deane Brough Council. To continue to engage with B&DBC Planning Dept & District Councillors To appoint three councillors to Planning Working Group 	Clerk Clerk/Planning Working Group Parish Council Parish Council	Budget lines: Clerk's Salary Admin expenses
To represent the needs of the community To preserve the parish and its environment.	NEIGHBOURHOOD PLAN To ensure it remains robust and relevant.	<ul style="list-style-type: none"> To work with steering group, B&DBC, consultants and others on the Neighbourhood Plan review 	Chairman and Planning Working Group	Funded by grants.
Health & Safety				
To comply with legislation and promote enhance health and safety within the community	HEALTH AND SAFETY – To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities	<ul style="list-style-type: none"> To ensure staff, councillors and volunteers are trained in respect of Health and Safety matters as required To ensure appropriate equipment is available and risk assessments are undertaken. To maintain the Portal Hall defibrillator 	Clerk and Parish Council Clerk and Parish Council Chairman	Budget lines: Clerk's Salary Admin expenses Defibrillator expenses

Recreation & Open Spaces				
To upkeep open spaces	<p>GROUNDS MAINTENANCE – To ensure grass cutting is undertaken in and around the Pinder Recreation Trust land.</p>	To agree fees and frequency with contractor.	Parish Council	<p>Budget line: Grass cutting (Grant income from B&DBC)</p>
To upkeep open spaces	<p>GROUNDS MAINTENANCE – To manage and maintain other open spaces and assets, including, trees, bracken, hedges, footpaths, bus shelters, verges, signs, noticeboards</p>	<ul style="list-style-type: none"> To draw up task schedules for Lengthsman when required. To arrange annual hedge cutting. To arrange bracken cutting as required To monitor condition of trees 	<p>Clerk and Parish Council Parish Council Parish Council Tree Officer</p>	<p>Budget line: Lengthsman materials Trees Footpaths Hedgecutting Bracken Cutting</p>
To maintain play facilities	<p>BURGHCLERE RECREATION GROUND To ensure the play and exercise equipment is regularly inspected and maintained.</p>	<ul style="list-style-type: none"> To monitor weekly inspections of the play equipment undertaken by B&DBC and ensure issues reported are addressed. To budget for annual maintenance and inspection of equipment 	Clerk and Parish Council	<p>Budget lines Playground maintenance</p>
Preserve and protect the environment	<p>LITTER To ensure bins are emptied regularly and replaced/repared when required. To ensure parish is clear of litter.</p>	<ul style="list-style-type: none"> To inform B&DBC of any bin repairs/replacements required To continue to ensure litter bins are emptied regularly and inspected for fault/repairs To continue with litter picking. 	<p>Litterwarden and Parish Council Litterwarden Litterwarden</p>	<p>Budget items Litterwarden salary Litterwarden equipment NB: Litterwarden salary funded by</p>

		<ul style="list-style-type: none"> To report fly-tipping to B&DBC 	Litterwarden and Parish Council	B&DBC with contribution from McDonalds (Tothill branch)
Preserve and protect the environment	CLIMATE CHANGE To promote and encourage community engagement in local actions to support climate change.	<ul style="list-style-type: none"> Maintain loan system for thermal imaging device. Continue to network with groups and other parish councils to share ideas and initiatives. Promote Borough, County and National initiatives as appropriate. 	Chairman Chairman Parish Council	No budget line – grant funding to be sought where applicable.
Preserve and protect the environment. Upkeep open spaces.	COMMONS To ensure Earlstone and Burghclere , together with the Herbert Plantation are adequately managed and maintained.	<ul style="list-style-type: none"> Appoint representatives to Earlstone Common committee. Liaise with others on a future plan for the management of Burghclere Common. Secure funding by progressing registration for rural payments. 	Parish Council Parish Council	No budget line – grant/govt funding to be sought where applicable
Community				
To comply with the law and ensure safety	CRIME AND POLICING – To monitor, promote and raise awareness of issues that concern the parish.	<ul style="list-style-type: none"> To continue to engage with the local PSCO's and invite to Parish Council meetings To continue to monitor concerns raised regarding speeding concerns. Consider formation of a working group to establish extent of the problem and investigate methods of reducing speed. 	Parish Council Parish Council Parish Council	No budget line – grant funding to be sought where applicable
To engage with the Community	COMMUNITY ENGAGEMENT – To engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish	<ul style="list-style-type: none"> To invite and encourage the public to attend Parish Council meetings and events To submit articles to the Parish magazine To regularly update the website and noticeboards. 	Clerk and Parish Council Clerk and Parish Council	Budget lines: Clerk's Salary Admin expenses

		<ul style="list-style-type: none"> To provide information and encourage residents to report issues –parking, overgrown hedges etc directly to the appropriate organisation To encourage and assist clubs and organisations to apply for grants/funding Appoint representatives to the Sports Club committee 	<p>Clerk, Chairman and Vice-Chairman</p> <p>Clerk and Parish Council</p> <p>Clerk and Parish Council</p>	<p>S137 funding (grant already agreed for churchyard maintenance)</p>
To engage with the Community and enhance safety	EMERGENCY PLAN – To maintain an emergency plan for the village	To maintain and review the Parish Council’s emergency plan	Chairman	No budget line
To engage with other organisations and Parish Councils	EXTERNAL ENGAGEMENT – To continue to improve links with external organisations	<ul style="list-style-type: none"> To continue to liaise with other parish councils in the Evingar ward and beyond. To continue to engage with District and County councillors and invite to meeting regularly To send a representative to external meetings as appropriate. 	<p>Parish Council</p> <p>Parish Council</p> <p>Parish Council</p>	No budget line
To engage with the community	COMMUNITY EVENTS To enhance community spirit and well-being by working with others in the parish on events as appropriate.	<ul style="list-style-type: none"> Continue to work with church on arrangements for annual remembrance service. Assist with the co-ordination of parish events where appropriate – eg Coronation, village fete. Promote events and encourage community involvements. Seek grant funding to support costs where appropriate. 	<p>Parish Council</p> <p>Parish Council</p> <p>Parish Council</p> <p>Clerk and Parish Council</p>	<p>Budget lines:</p> <p>Parish events</p> <p>Clerk’s salary</p> <p>Expenses</p> <p>Other Misc costs</p>
To engage with the community and raise awareness.	ANNUAL PARISH MEETING To present reports from Parish Council, Pinder Recreation Trust and other Parish groups and organisations.	<ul style="list-style-type: none"> Set date, venue and publicise agenda. Arrange key speaker. Liaise with other groups to secure reports. 	<p>Clerk and Parish Council</p> <p>Clerk and Parish Council</p>	<p>Budget lines:</p> <p>Clerk’s salary</p> <p>Expenses</p> <p>Other Misc costs</p>

			Clerk and Chairman	
The Council				
To ensure staff and councillors are trained to the highest standard and keep up-to-date with legislation.	<p>TRAINING AND DEVELOPMENT - To support continued training and development for Councillors and staff</p>	<ul style="list-style-type: none"> To support the Clerk with additional training as agreed. To encourage all new councillors to attend the training required to help them perform their role. Attend appropriate conferences. Provide a budget for training and development. Appoint staffing committee Conduct Clerk's Annual Appraisal 	<p>Parish Council</p> <p>Clerk, Training Officer and Parish Council</p> <p>Clerk and Parish Council</p> <p>Clerk and Parish Council</p> <p>Parish Council</p> <p>Staffing Committee</p>	<p>Budget lines:</p> <p>Clerk's salary</p> <p>Administration Expenses</p> <p>Clr expenses</p> <p>Training</p>
To comply with legislation and ensure council spaces are filled. Community engagement	<p>COUNCILLOR NUMBERS To council business to be conducted in well attended & quorate meetings.</p>	<ul style="list-style-type: none"> Inform B&DBC of vacancies that arise and publicise in accordance with requirements to enable calling of an election. Promote vacancies within the parish, including noticeboards, website and parish magazine. Follow correct procedures for co-options. 	<p>Clerk</p> <p>Clerk and Parish Council</p> <p>Clerk and Parish Council</p>	<p>Budget lines:</p> <p>Clerk's salary</p> <p>Expenses</p>
To maintain positive well-being amongst staff and councillors.	<p>WELLBEING To enable staff and councillors to feel supported, involved and motivated.</p>	<ul style="list-style-type: none"> Regularly review well-being policy and ensure procedures are being maintained. Encourage communication and mutual support. 	<p>Clerk and Staffing</p>	<p>Budget lines:</p> <p>Clerk's salary</p> <p>Expenses</p>

		<ul style="list-style-type: none"> • Introduce Vexatious complaints policy. • Publish zero tolerance towards bullying & harassment statement on website. • Monitor SLCC's Civility & Respect project and adopt further procedures and policies as necessary. 	<p>Clerk and Parish Council</p> <p>Clerk</p> <p>Clerk and Parish Council</p>	
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