

**Wood Dalling  
Parish Council  
Action Plan  
2022 - 2025**

# Wood Dalling Council Action Plan 2022-2025

## 1. Introduction

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- give views, on behalf of the parish, on planning applications and other proposals that affect the parish
- 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
- help the other tiers of local government keep in touch with their local communities

Parish Councils have a wide range of powers which essentially relate to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks etc. 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 to help us plan for the year ahead, we have put together an Action Plan which details the key objectives and actions that we hope to achieve during 2022-25, in addition to our overall responsibilities. This will enable Councillors and parishioners to be kept fully informed of what is being planned and what has been achieved in the village.

## 2. Objectives and actions

<b>Key Issue: Legal &amp; Financial</b>				
<b>Objective</b>	<b>Responsibility</b>	<b>Actions Recommended</b>	<b>Timescale</b>	<b>Action By</b>
1. To review the ongoing action plan.	Parish Council	<ul style="list-style-type: none"> <li>Obtain objectives from councillors</li> <li>Obtain views from parishioners</li> <li>Review on an annual basis</li> </ul>	October 2022, then annually	Full Council / Clerk
2. To maintain the asset register.	Parish Council	<ul style="list-style-type: none"> <li>Clerk to maintain a comprehensive asset register for the Parish Council</li> <li>Review the asset register annually</li> </ul>	July 2022, then annually	Clerk
3. To review grass cutting provider	Parish Council	<ul style="list-style-type: none"> <li>Obtain quotations annually for contract</li> </ul>	January 2022, then annually	J Topp
4. Review insurance provider	Parish Council	<ul style="list-style-type: none"> <li>Obtain quotations annually for insurance</li> </ul>	June 2022	Clerk
5. To ensure Transparency code requirements are met in full	Parish Council	<ul style="list-style-type: none"> <li>Clerk &amp; councillors to attend relevant training as required</li> <li>Website active and kept up to date</li> <li>Internal auditor appointed annually</li> <li>External auditor appointed</li> </ul>	Ongoing	Full Council / Clerk
6. To review policies and documents	Parish Council	<ul style="list-style-type: none"> <li>To ensure all legally required and necessary policies are in place</li> <li>To review policies on annual basis or as required</li> </ul>	July 2022, then ongoing	Clerk
<b>Actions Achieved</b>				

<b>Key Issue: Town House</b>				
<b>Objective</b>	<b>Responsibility</b>	<b>Actions Recommended</b>	<b>Timescale</b>	<b>Action By</b>
7. To review the rental income for the Town House	Parish Council	<ul style="list-style-type: none"> <li>Rent to be reviewed at November meeting annually by Full Council</li> </ul>	Nov 2022	Full Council

8. To review the Town House Maintenance programme	Parish Council	<ul style="list-style-type: none"> <li>Improvement programme reviewed annually at the November budget meeting</li> <li>Annual boiler check undertaken</li> <li>Financial regulations allow for emergency repairs if necessary</li> </ul>	Nov 2022	Full Council / Clerk
9. Town House insurance provision review	Full Council	<ul style="list-style-type: none"> <li>To review annually the buildings and liability cover</li> </ul>	Jul 2022	Clerk
<b>Actions Achieved</b>				

<b>Key Issue: Community</b>				
<b>Objective</b>	<b>Responsibility</b>	<b>Actions Recommended</b>	<b>Timescale</b>	<b>Action By</b>
10. Annual litter pick	Parish Council	<ul style="list-style-type: none"> <li>Obtain safety equipment</li> <li>Ensure insurance cover in place</li> <li>Training provided as necessary</li> <li>Provision to remove large items in place with BDC</li> </ul>	Ongoing	J. Rawlinson / Clerk
11. To improve community engagement and involvement.	Parish Council	<ul style="list-style-type: none"> <li>To ensure minutes and agendas are published sufficiently prior to meetings</li> <li>To continue to fund the parish magazine</li> <li>To include minutes in the magazine</li> <li>To encourage the community to attend PC meetings.</li> <li>To support the Village Hall.</li> </ul>	Ongoing	Full Council / Clerk
12. To ensure the defibrillator is accessible to everyone	Parish Council	<ul style="list-style-type: none"> <li>To install the defibrillator on the external wall of the Village Hall</li> <li>To publicise its location</li> <li>To arrange and promote training in its use</li> <li>To ensure insurance cover is in place</li> </ul>	Ongoing	Full Council / Clerk
<b>Actions Achieved</b>				

<b>Key Issue: Highways</b>				
<b>Objective</b>	<b>Responsibility</b>	<b>Actions Recommended</b>	<b>Timescale</b>	<b>Action By</b>
13. To improve the condition of the public highways.	Norfolk County Council	<ul style="list-style-type: none"> <li>• Encourage the public to report potholes etc, by advertisement by Clerk</li> <li>• Standing agenda item in meetings</li> <li>• Report all potholes and other issues directly to NCC</li> </ul>	Ongoing	Full Council / Clerk
<b>Actions Achieved</b>				