

Parish Action Plan

The January meeting of the parish council considered the draft budget, and supporting three year plan (which incorporated the proposals of the Estates Committee - **Min. 22.12.10** refers). The draft budget and precept request were approved by full council (**Min. 22.01.14 refers**).

A draft Parish Action Plan, which sets out both a summary of the parish council, its powers and duties and recent achievements, and also of the agreed workplan, and suggested timeline for work planned for the next financial year, is attached as **Appendix A**.

Action:

Councillors are asked to consider the proposals and agree the draft Parish Action Plan.

Reports:

[WPC.EC.21.12.02](#)

[WPC.22.01.10](#)

Minute:

21.12.10

22.01.14.1

WICKHAMBROOK PARISH COUNCIL

Action Plan 2022/23



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Introduction

Context

This is our first Action Plan, prepared at a time of austerity across society when all organisations that provide services to the community, be they public, private or voluntary are facing cost pressures and resource restrictions. The emphasis is on value for money, efficiencies, collaboration and accepting that some things just will not get done. Through a planning process though, we can have a shared vision and direction, protect what is important and consider new ways of getting things done.

Although not new, encouraging others to help themselves and not to rely on things being done for them is as important as ever. The aspiration for West Suffolk has been set out elsewhere as being **‘committed to ensuring that everything we do takes account of the needs and views of local communities, residents, businesses and interest groups’**. That means communities that can help themselves, that have the networks and resources to find local solutions to local problems, and have the means to ensure that wherever possible those that do need services can access them at a time and in a way that is most suitable.

Wickhambrook Parish Council, as the first tier of local government, is uniquely situated to provide the forum for understanding and supporting the needs of this community. It provides advocacy on behalf of its residents, uses linkages to other organisations to bring in services, or directly procures them itself. Liaison with West Suffolk and Suffolk County Councils happens at all levels, and there are linkages to health and social care as well. Day-to-day, the Council will seek solutions for the community, looking for skills and volunteers to make improvements to our surroundings or bringing particular neighbourhood issues to local attention to promote a better quality of life for all.

Above all your Parish Council is here to help, support and encourage. This Plan tells you how.

The Planning Cycle

Planning (and performance) is a continuous process of gathering and assessing information, formulating actions, *doing them*, and then reviewing performance and gathering again.



Of course at key stages one has to pause and reflect, and consider how the plan is evolving – and not just once per year, as the plan is relevant to every significant decision made.

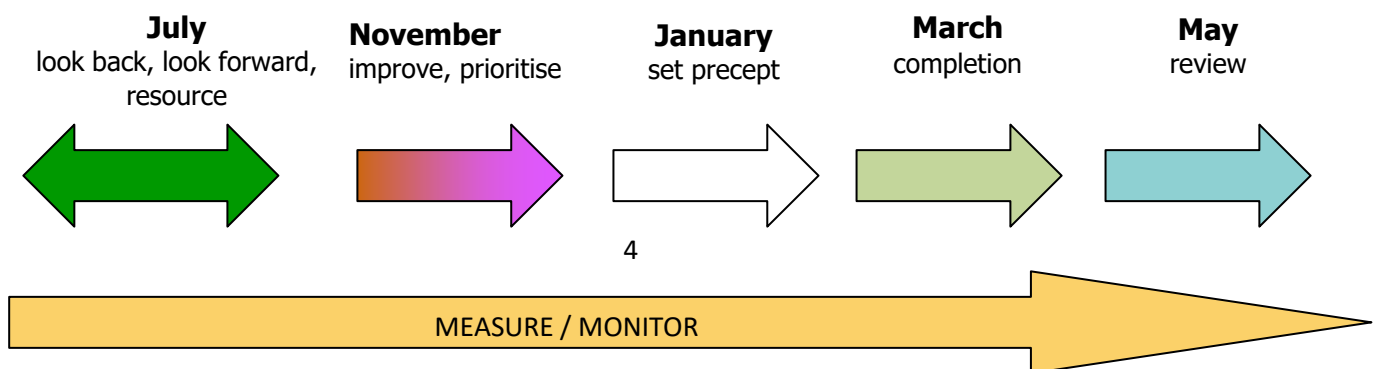
Once specific actions are agreed to deliver this Plan, they are entered on the Actions Register, which will be monitored at every meeting of the Council.

Linkages

This Plan is linked very closely to the allocation of resources – mostly financial, but people’s time and energy too. Our finance is almost entirely derived from the Council Tax system, which follows the financial year April to March. Our precept, or ‘demand’, placed upon the Council Tax system has to be declared every January, in order that West Suffolk Council can calculate the overall tax collection sums for each eligible household and produce the billing required.

Key dates

Therefore this Plan will be drafted from November in each year, allowing it to evolve as the budget is also prepared, for final precept calculations in January. The Plan cycle will run from April to March, to match the funding available, and will be formally reviewed in May and November to assess achievements in the previous cycle, and progress in the current one.



What is a parish council?

There are two sorts of parishes whose boundaries do not always coincide:

- the Ecclesiastical Parishes centred on an Anglican church with a parochial church council and,
- the Civil Parishes, which are part of local administration, having a parish (or town) council.

A civil parish is an independent local democratic unit for villages, smaller towns, and suburbs of urban areas. Each parish has a Parish (or Town) Meeting consisting of all its local government electors and most (where the electorate exceeds 200) have a Parish or Town Council. Over 13 million people live in such parishes, with approximately 1279¹ in the parish of Wickhambrook.

The parish council is a small local authority. Its councillors are elected for four years at a time in the same way as for other councils. Bye-elections may be held to fill vacancies occurring between elections, or members may be co-opted onto the Council if no election is called. The council is the corporation of its parish in the

¹ Suffolk Observatory 2020

Suffolk area, it covers the village of Wickhambrook and outlying Greens. In May each year the councillors choose a chairperson from amongst their number. In the Wickhambrook Parish, there are eight councillors who make up the Parish Council, which employs a part-time Clerk to manage administration.

What can we do?

Powers and Duties

Parish councils have a number of formal powers, set out in a wide range of legislation. A duty is something that a council must do, a power is something that it may do, if it so decides. A parish council cannot do anything that is not permitted in law.

Parish Councils in Suffolk have lately become more significant, as two District Councils (St Edmundsbury and Forest Heath) have merged to become West Suffolk and may now seem more remote. The parish councillors know the villages and can now represent their views directly to other authorities like West Suffolk and the Area Boards, Health Authorities, Police and Fire Authorities at County level.

The parish council is entitled to be consulted on planning applications, which include work to listed buildings and on proposals in conservation areas, and is often consulted on such things as schools and roads. It puts the parish's case at public inquiries. Recent moves from Government toward greater 'localism' are set to increase the role of Parish Councils even further, especially in the field of development control and planning. An example of this is the Parish Council's support of the Neighbourhood Plan Working Group, a parish led project which will help local people to identify and promote the right development for their community (whilst still meeting local and national planning guidance and requirements).

Accountability

You elect its members every four years - the next time will be May 2023 - and you are entitled to attend the annual parish meeting (9th April 2022) and to say what you think. You can also go to every meeting of the Parish Council and meet the Council members, listen to their business and participate in the time especially set aside for that purpose at the start. The accounts are strictly audited every year and published.

You can find out more about what we do, how we do it, and our meetings on the parish website at <http://www.wickhambrook.org>

What do we do?

The Parish Council provides a number of direct services to the community, and acts as custodian to a number of assets held in the 'public name'.

A full [list of the parish assets](#) is listed on the website, but includes:

- Open Spaces (e.g. Six Acres, the Greens and Cemetery)
- Play equipment
- Street Furniture (Notice boards, benches, waste bins etc)
- The War Memorial, Chapel of Rest and Village Sign
- Office Equipment

The Council is responsible for maintenance, repairs and insurance for these items and facilities.

Although West Suffolk Council is the Planning Authority, the Parish Council is consulted on most planning applications² made in the parish. Councillors consider planning applications at their meetings and inform Wiltshire Council of their views.

At each meeting of the Council, reports from our District and County Councillors are received (and we work with them to resolve issues which affect the parish). Each meeting considers issues for our communities such as:

- planning (for example, housing or tree felling)
- speeding and volume of traffic
- crime and community safety
- responding to consultations on issues which might affect our community.

Some matters, such as, facilities for young people, or items of maintenance in the 'public realm' that need reporting to appropriate authorities are dealt with by our Estates Committee.

The Council can act as advocate for residents, a conduit for communicating information, and will liaise with appropriate departments of other public authorities to ensure that views, comments and necessary actions are dealt with.

What we have achieved in the past eighteen months

Between April 2020 and November 2021, we have achieved a wide range of improvements, both to the way we work, and to the community we serve:

Adopted

- new rules and procedures based on a national model from the National Association of local Councils which included public participation for part of our meetings when we had to move on-line at the height of the pandemic;
- A range of new policies, including:
 - Asset Valuation Policy
 - Requests for Dispensation of S.106 Agreement (Housing Allocations)
 - Reserves & Internal Control Policy
 - Risk Management Policy
 - Safeguarding Policy

² There are some exceptions, for example, Discharge of Conditions

- Scheme of Delegation
- Training Policy

Reviewed its policy statements and procedures for:

- **Governance** – including Financial Regulations, Financial Risk Assessments and Standing Orders
- **Information** – including Complaints, Data Protection, Document Retention, Media, Publication Scheme, Requests for Information and Social Media
- **Organisation** - including Equal Opportunities, Health and Safety, Training Policy
- **Assets** – including Cemeteries Regulations and Fees; a specification for Memorial Seating and review of parish lands

Considered and responded to a range of consultations, including:

- Planning White Paper & West Suffolk Issues & Options for Local Plan
- Model Code of Conduct
- Environmental Permitting Regulations
- West Suffolk Services and Facilities
- Police & Crime Plan Consultation
- Over 30 Planning applications, most of which were supported by this Council

Delivered

- A new multi-play unit at Bury Road Pocket Park
- Cleaned and refurbished the War Memorial and Gates leading to it
- Commissioned new railings to install at the War Memorial Entrance to the Cemetery
- An upgrade to the steps leading down onto Footpath 25 from Six Acres
- Installed new lockdown bins at Six Acres to increase capacity
- Refurbished the parish notice board and
- Commissioned and installed a Memorial Heart to the Village sign, in recognition of the kind of parish residents during the pandemic

Worked with partners to:

- Install a new surface to part of Footpath 25
- Improve Road Safety in the parish, including:
 - Setting up a Road Safety Working Group (and producing “Slow Down” signs from a school competition)
 - Requesting a Speed Survey as part of a plan to reduce the speed limit in Wickham Street from 40mph to 30mph
 - Identify (ten) Quiet Lanes for designation across the parish
- Set up a Neighbourhood Plan Working Group to prepare a Neighbourhood Plan for the Parish
- Deliver a Street Art Workshop at the Skatepark (postponed to February '22)

What do we want to do next?

The Parish Council reviewed its priorities for the next three years as part of the draft budget review in November.

The table below sets out the Action Plan adopted by the Council and arranged over the next three years:

Ser	Issue	Action	Lead Partners	Resource Implications	Timescale
Long-term Overview					
1	Maintain impetus of Action Plan	Formal and regular overview by Parish Council	WPC	Nil Time for Clerk @ 3 hours per quarter	Quarterly (suggest combining with Quarterly Budget Report)
2	Maintain relevance of Parish Plan	Annual review by WPC Presentation at Annual Parish Meeting	WPC	Nil	April 2022
Facilities and Services					
3	Providing facilities for children, young people and families	Review the recreational area facilities and capture ideas for future consideration <ul style="list-style-type: none"> Skate park refurb New MUGA space Replacement equipment for children's play 	WPC, Estates Committee A working group? West Suffolk Families & Communities	Small consultation expenses & display boards Time for Clerk	Complete by September 2022 to feed into 2023/24 budget Delivery of project in Year 3 ('24/25)
4	Providing facilities for adults, vulnerable adults and older residents	Re-development of old MUGA space as outdoor fitness	WPC Estates Committee West Suffolk Families & Communities	Clerk Time Consultation Expenses for Parish Meeting	Year 1 Complete by March 2023
Community Safety					
5	Emergencies and public health risks	Consider and adopt Emergency plan & publish	WPC West Suffolk Council Residents, Businesses and Volunteers	Some assistance available from Suffolk County Council for Emergency Plan advice	1 st Draft Adoption April '22

Ser	Issue	Action	Lead Partners	Resource Implications	Timescale
6	Accident and Public Health Risk	Encourage reporting of fly tipping to West Suffolk DC Maintain periodic 'litter pick'.	Residents, Businesses and Volunteers	Promotion time for Clerk	Ongoing 3 – 4 times a year
Culture, Leisure and Recreation					
	See items 3 & 4				
Local Economy and Tourism					
7	Assisting the local economy, including encouraging tourism	Continued marketing of the church, countryside, walks, B&Bs, etc	WPC Estates Committee (Footpaths Officer) Clerk & Web Master	Will evolve out of preparation of Neighbourhood Plan	Continuing
Education and Communications					
8	Improve communication of Parish Council activities	Monthly Parish News Facebook Page Noticeboards	WPC	£200	Continuing
Environment and Countryside					
9	Maintain support for conservation and restoration in village, greens and outlying and countryside	Continue recruiting volunteer support for: <ul style="list-style-type: none"> Litter picking Cemetery maintenance Footpaths Hedging and tree planting 	WPC Volunteers Residents Farmers	<£100 (spring and winter bulbs annually)	Ongoing
10	Improve knowledge and understanding of Rights of Way, their use and accessibility	Advertise Rights of Way Standard Request feedback on condition of rights of ways walked by parishioners	WPC Footpaths Officer Farmers Residents	Time spent by clerk collating, reporting and liaising with PROW	By 2023/4
11	Designation of Quiet Lanes where no objection following consultation	Parish Council to work with the Quiet Lanes Project and Suffolk County Council	WPC, Quiet Lanes Suffolk County Council Volunteers	£500 (approved in 2021)	By Summer 2023
Health and Social Care					

Ser	Issue	Action	Lead Partners	Resource Implications	Timescale
12	Improve support to older people	Maintain communication with COVID-19 Support Group Volunteers Consider establishing Suffolk Good Neighbour Scheme	WPC Volunteers West Suffolk Families and Communities Community Action Suffolk	To be established	Ongoing Year 2 ('23/24)
Housing, Development and the Built Environment					
13	Taking forward local preferences when considering local planning applications.	Consider how profile of Planning applications can be raised	WPC	Clerk time	Ongoing
14	West Suffolk Council's respect for local views in determining housing strategy allocations	Preparation of the Neighbourhood Plan Housing Survey Kept updated	WPC West Suffolk AECOM	Grant Funding from Locality Time spent by Clerk supporting project	To be made Year 2
15	Development of Rural Exception Site if evidenced through NP preparation	Delivery of a Housing Needs Survey with the NP Household Questionnaire	WPC West Suffolk Strategic Housing Cams ACRE/CAS	<£1000	Establish evidence in Year 1
Transport and Traffic					
16	HGV use of B1063 and C Routes through parish	Monitor	WPC	Clerk Time	Continuing
17	Road Safety/Reduction of speed in vicinity of School	<ul style="list-style-type: none"> VAS Monitoring & Reporting ANPR Project Visit by Highways Engineer for road re-design Increased use of footpaths and cycling Cross parish working 	WPC Road Safety Working Group Suffolk County Council Highways Suffolk Police	<ul style="list-style-type: none"> Clerk time Grant funding 	Year 1 '22/23
18	Road Safety/Reduction of Speed in Wickham Street	<ul style="list-style-type: none"> Speed Survey If evidenced, RTO to reduce speed Join work with Stradishall 	WPC SCC Highways	<ul style="list-style-type: none"> Clerk time Locality Grant £2500 (RTO) 	Year 1 '22/23

Parish Assets					
19	Cemetery Notice Board	<ul style="list-style-type: none"> Purchase Cemetery Plan (legal requirement) 	WPC	Estimated £610	Year 1
20	Drive leading to Chapel of Rest	<ul style="list-style-type: none"> Clean up and cut back edges 	WPC	Estimated £500	Year 1
21	Repair to Cemetery Gates leading to Chapel of Rest	<p>To replace the posts and re hang the gates and railings</p> <p>To remove gates and railings, powder coat</p> <p>Paint existing top finials</p>	WPC	<p>£ 2980.80 inc vat</p> <p>£ 2191.20 inc vat</p> <p>£ 417.60 inc vat</p>	Year 2
• 22	Draining of Pond & work to Culvert on Coltsfoot Green	Riparian Responsibility	WPC	Upto £3,000	Year 1
23	Re-negotiation of Lease for Children's Play area at Cemetery Road	Engage Solicitors to re-negotiate Lease	WPC Trustees of Wickhambrook Memorial Social Centre	Up to £1500	Year 1 By February 2023
24	Parish Lands	Updating HM Land Registry and registering Six Acres & Cemetery Land	WPC Suffolk County Council	Valuation £600 per parcel of Land £1500 plus Disbursements	Year 2
25	Cemetery Extension Project	Purchase of parcel of land to east of Cemetery for additional burial space. The priority for this may increase if changes to Environmental Permitting Regulations force larger burial plot sizes	WPC Local Land Owner SALC	£10 - £40K	Year 3
26	Cemetery Layout and marking	<ul style="list-style-type: none"> Reserved Grave Space Marking Appoint sole Contractor 	WPC	<p><£500</p> <p>No Cost Implications</p>	<p>Year 1</p> <p>Year 1</p>
Organisation/Governance					
27	Cemetery Records	<ul style="list-style-type: none"> Improving accessibility to Councillors 	WPC	No Cost Implications	Year 1

28	Health & Safety	<ul style="list-style-type: none"> Engage Health & Safety Consultancy to advise, review risk assessments & provide inspection apps for play equipment 	WPC	£336 Annual Subscription	Year 1 & Ongoing
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