

STARSTON ACTION PLAN 2023/24

<u>Aim</u>	<u>Objective</u>	<u>Action</u>	<u>Lead Responsibility</u>	<u>Date to be completed.</u>
To ensure the Parish Council is a good employer.	Hold annual appraisal meeting of the Parish Clerk and an informal six-month review.	<ul style="list-style-type: none"> Chair & Lead on finance 	Chair	January
All Councillors understand their role and are competent.	Secure suitable training including induction of all new councillors.	<ul style="list-style-type: none"> Attend training in line with individual need and budget. 	All Councillors	March 2024
Represent the views of all residents within the Parish.	To identify issues that are important to the lives of residents.	<ul style="list-style-type: none"> Reporting of village maintenance issues to the Parish Clerk (including Highways defect) Respond within the consultee deadline on planning applications. Initiate improvements to the village through local projects e.g. village tree planting plan, quiet lanes. Work in partnership with other village groups for the well being of the community. 	All Councillors	Ongoing
To be legally compliant with financial accounting requirements of a small parish council.	To produce end of year accounts by the deadlines set out by the external auditor.	<ul style="list-style-type: none"> Reconcile banking at least quarterly 	Cllr K O'Keefe RFO	At least quarterly
		<ul style="list-style-type: none"> Provide financial reporting and Parish Council to appoint an internal auditor Ensure banking mandate is up to date Ensure the Asset Register is up to date. Annual renewal of GPC (General Power of Competence) and Delegate Powers. Annual CIL return (Provided to South Norfolk Council by December) Reclaim paid out VAT 	RFO	31st March – May Agenda

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To ensure the Parish Council remains solvent.	To set a precept so expenditure is in line with budgeted income and reserves are maintained in line with auditor recommendations (3-12 months)	<ul style="list-style-type: none"> Chair and 1 councillor to review the details of a draft budget prior to the January Parish Council meeting. Parish Councillors review options. 	RFO	November
To maintain adequate insurance cover for the Parish Council	To renew public and employee liability insurance cover.	<ul style="list-style-type: none"> Undertake risk assessments for all Parish Council led initiative e.g. litter pick Achieve best value for insurance cover Provide up to date asset register to insurer. 	RFO	April
		<ul style="list-style-type: none"> Annually review the insurance which shall cover the maximum risk exposure. 	RFO Cllr O'Keeffe	
The Parish Council has up to date standing orders and policies	The policies are reviewed as appropriate (see policy index)	<ul style="list-style-type: none"> Clerk to convene a meeting with 2 councillors at least once a year and report to the Council. 	Clerk Chair Cllr O'Keefe	Annually reporting at the May PC Meeting
To keep residents well informed and meet statutory deadlines	A well organised Parish Council with a regular meeting structure, relevant agendas and access to historical village information.	<ul style="list-style-type: none"> Grants reviewed (March) AGM and Annual Parish Meeting (May) Annual meeting dates arranged (November) Regular Parish Clerk updates for the PP. Parish Council information on the village website regularly updated (ongoing) Access to Parish Council land ownership records. Maintain a list of Starston associated residents/agricultural workers who seek rental accommodation within Starston and a list of available Starston rented properties. 	Clerk	Ongoing

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The Parish Council to comply with the transparency code	Public access to draft and confirmed minutes and end of year finances. (AGAR)	<ul style="list-style-type: none"> • Ensure the website is up to date. 	Clerk	Ongoing
To maintain accessible clearly signposted PROW's.	Ensure timely replacements of missing signposts and way markers.	<ul style="list-style-type: none"> • Report defects via NCC interactive website. • Maintain working relationship with Countryside Access Officer • Maintain and develop voluntary footpath warden network • Maintain Starston PROW RAG status sheet. 	Cllr J Broadhurst	Ongoing
To maintain the Starston Emergency plan.	Emergency Plan to hold current data	<ul style="list-style-type: none"> • All new residents to be given an Emergency Plan survey and a copy of the current Emergency Plan. • Maintain relationship with area leads and ensure Chair & Clerk are provided with up-to-date contact details annually. • Actively promote the EP village database. • Ensure the database is managed and used in line with Data protection/GDPR requirements. 	Cllr J Broadhurst	Ongoing

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Starston Parish to contribute to reducing the impact of climate change.	To increase the numbers of trees in Starston Parish and to report maintenance requirements of Parish Council hedges.	<ul style="list-style-type: none"> • Gather and disseminate information about trees and play an active role in encouraging practical projects relating to trees in Starston, as well as conserving and enhancing local trees. • Participate in the South Norfolk Tree Wardens Network • Lead on the development of a tree planting plan for Starston Parish. • Monitor Parish Council hedges. • Liaise with Jubilee Hall trustees in relation to Ash Die Back on the Glebe Meadow. 	Cllr P Astor	Ongoing
To maintain a high-quality environment for residents.	Minimise the amount of litter in verges and ditches across the parish.	<ul style="list-style-type: none"> • Organise a litter pick twice a year (one in conjunction with SNC Big Litter Pick). This includes completion of the litter pick equipment grants application and promotion of the event. • Liaise with the Parish Clerk to complete the risk assessment. 	Cllr A Knowles	<p>Annually - Between 1st February and 31st May.</p> <p>One to take place in the autumn.</p>

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To maintain a strong community spirit and continue to have volunteers willing to serve on the Parish Council, JH Management committee, Glebe Meadow or St Margaret's PCC	To hold a 'Welcome to Starston Event' at least once a year.	<ul style="list-style-type: none"> • Visit new residents and welcome them to the village. • Maintain a log of new residents to ensure everybody is invited. • Notify the Pigeon Post team of new residents in line with residents wishes. • Liaise with the Clerk with regards to the promotion and organisation of the 'Welcome Event'. 	Cllr A Leitch	March-September
To encourage compliance with the speed limits through Starston.	Monitor speeds of travelling vehicles in 30mph zones in locations prescribed by Norfolk County Council Highways department.	<ul style="list-style-type: none"> • Liaise with neighbouring parishes undertaking speed surveys. • Relocate SAM camera on a monthly basis between Harleston Road, The Street and Railway Hill. • Analyse data and provide a report to Starston Parish Council and Starston Speed watch team with recommendations. • Councillor point of contact for the Starston Community Speedwatch Team 	Cllr S Griffin	Ongoing