



Dodderhill Parish Council

2022/23 – Action Plan

Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and inform community	ACCOUNTS & AUDIT - To ensure that there is transparent information about payments, audit documents, budget, precept -	Publish on the website and on noticeboards (audit)	Clerk and Parish Council	Within 1 month of approval by Council or Audit	Website updated; noticeboards as required
To comply with the law	To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.	Publish agendas, minutes, and means of contacting the Council on the website	Clerk and Parish Council	Council Agendas & minutes ongoing, to be published within one week of availability to Council	Agenda/Minutes published within deadlines.
To provide play facilities	To maintain the play and fitness equipment	To conduct the weekly / monthly / annual play equipment inspections and action any issues	Lengthsman / Contractor	Ongoing Annual Inspection due January 2022	Consider including monthly inspections in Grass cutting contract
Provision of bins	DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repared /reported if full or faulty.	DPC bins covered by Lengthsman and other bins covered by Wychavon District Council	Clerk and Parish Council / Lengthsman / Wychavon DC	Ongoing	Two bins in recreation area belong to DPC not covered by Contract. All others covered by Wychavon
To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manor	Councillors to check on a regular basis that council assets are maintained and in good working order.	Parish Council / Lengthsman	Ongoing	Councillors assigned to specific asset owned by Dodderhill Parish Council
To enhance the Parish and its amenities	To continue to seek funding for established projects, in particular children's holiday activities, and enhancement of open spaces and improvement of assets	To complete relevant grant funding applications as appropriate and in a timely manner	Administration Team and Councillors	Ongoing	



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To comply with Health & Safety	TREE SURVEY - To establish condition of trees (Recreation Area)	Tree survey to be completed and report written. To undertake works identified from survey.	Clerk and Contractor	Survey to be undertaken every 3 years	Due February 2022
To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges at the Recreation Area	Draw up specification, obtain quotes, agree best value for money contract and monitor on quarterly basis	Clerk, Admin team and Contractors	April 2022	New two year contractor for 2020/23 to be issued January 2022
To upkeep parish areas as per WCC lengthsman contract	To manage the signage, gullies, cutting of hedges as per the contract	Draw up specification, obtain quotes, agree best value for money contract and monitor on quarterly basis	Clerk, Admin team and Contractors	April 2022	New two year contractor for 2020/23 to be issued January 2022
To provide car parking for recreation area	CAR PARKS - to provide and maintain car parking areas	To ensure that the car park remains in good repair and to start to accrue funds annually towards the cost of future surface replacements / funding grants for extending the car parking area	Parish Council	Ongoing	
To work together with community groups	To strengthen existing positive involvement with community groups.	Groups will be invited to the Annual Meeting of the Parish on Tuesday 17 th May 2022 at 7pm	Clerk and Admin team	Ongoing	Groups will be offered "whistlestop tour" to understand how Parish Councils work



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To comply with the law and engage with community	To keep the website updated	Keep updated on a regular basis	Administrator	Ongoing	
To engage with the Community	COMMUNITY ENGAGEMENT To engage with community groups and individuals to help shape the Parish Council plans for the parish.	Ongoing as projects evolve	Clerk, Admin team and Contractors	April 2022	
Communication	To provide articles to inform residents. Also use Website and the Council's Facebook page	Booklet type Newsletter for deliver to whole community	Clerk, Admin team	June 2022	
To ensure that the Clerk, Admin team and Councillors maintain good practice	To ensure that the clerk, admin team and councillors undergo relevant training to their roles	All new Councillors must attend the Councillor Essential Training as a minimum requirement and attend other training courses relevant to their roles on committees and identified in monthly training The clerk must identify new legislation and keep abreast of change and source the relevant training	Clerk, Admin and Councillors	Ongoing	
To keep up to date	SUBSCRIPTIONS - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to – 365 / Scribe / SLCC /NALC / CALC / ICO (3 yr)	Clerk and Admin team	Ongoing	



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To comply with the law and ensure safety	HEALTH & SAFETY - To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover	Renew insurance Risk Management Schedule - reviewed by Full Council Annually List of areas to be drawn up and risk assessment forms to be completed	Clerk, Administration & Council	Insurance – renewal May/June 2022 Risk Management Scheduled in Journal Risk Assessments – as required	All organised activities on the recreational area must be authorised by the Parish Clerk and covered by risk assessments
To monitor development and planning	PLANNING APPLICATIONS - To consider all planning applications which fall within, and impact upon, the Parish	Applications are sent direct to councillors and also placed on agenda. Clerk to seek time extensions from WDC if necessary.	Clerk and Planning Committee.	Planning comments sent to Wychavon District Council within 3 days of Parish Council Meeting - ongoing	
To comply with the law	POLICIES - To ensure all council policies (including Financial Regulations & Standing Orders) and procedures are reviewed annually and updated as necessary	Clerk to ensure annual review processes are adhered to as per 2022 Journal	Clerk and Parish Council	See Journal - ongoing	
To comply with the law	Calendar of meetings advertised on website	Advertise the meeting schedule	Administration	Dates completed for 2022	
To comply with the law and inform community	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk	Ongoing	
To comply with the law and inform community	Audit return	To be agreed at April Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk and Parish Council	April 2022	



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Projects

Project Area	Objective	Start Date	Completion Date
Pump Track	To provide an area for cycles, skateboards and scooters plus disability provision	February 2022	June 2022
Natural Network	Enhance the orchard and wildlife provision of the Recreational area	January 2022	December 2022
Village Hall Refurbishment	Improve the environmental / ecological footprint of the hall to provide sustainability	August 2022	October 2022
Arts and Culture	Capture the history and artwork for the interpretation panels for the recreational area	January 2022	June 2022
Legacy Grant	Heat Pump installation for Village Hall	January 2022	October 2022