

# DUDDON AND BURTON PARISH COUNCIL

## Action Plan 2024-25

|                                     | Issue                    | Action                                                                                                                                                                                 | Lead                                | Resource Implications | Timescales                                        |
|-------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------|---------------------------------------------------|
| <b>Crime &amp; Community Safety</b> |                          |                                                                                                                                                                                        |                                     |                       |                                                   |
| 1.                                  | Crime & Community Safety | <ul style="list-style-type: none"> <li>- Monitor PCSO Newsletters and raise issues with PCSO</li> <li>- Develop relationship with PCSO encourage attendance at PC Meetings.</li> </ul> | All Parish Councillors<br><br>Clerk | NIL<br><br>NIL        | Regular and frequent monitoring<br><br>Bi-monthly |

|                                |                     |                                                                                          |                                    |                                                                                             |                                                  |
|--------------------------------|---------------------|------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Events &amp; Activities</b> |                     |                                                                                          |                                    |                                                                                             |                                                  |
| 2.                             | Remembrance         | Poppy Wreath<br><br>Lamp-post Poppies<br><br>Put Lamp-post Poppies and Willow-Poppies Up | Chairman<br><br>Clerk<br><br>Clerk | £30 Purchase of Poppy Wreath<br><br>£30 Purchase of additional Lamp-post Poppies<br><br>NIL | October-November<br><br>September<br><br>October |
| 3.                             | Festive Decorations | Festive Wreaths – put up Wreaths around village                                          | Chairman/PC                        | NIL                                                                                         | December                                         |

|                      |                                            |                                                                                                                             |                    |                |                              |
|----------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|------------------------------|
| <b>Communication</b> |                                            |                                                                                                                             |                    |                |                              |
| 4.                   | Communication of Parish Council activities | Include information of Parish Council meetings, vacancies and other important information on Noticeboards<br><br>PC Website | Clerk<br><br>Clerk | NIL<br><br>NIL | Bi-Monthly<br><br>Bi-monthly |

|                    |                      |                                                                                                                                 |                                  |                 |                             |
|--------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-----------------|-----------------------------|
| <b>Environment</b> |                      |                                                                                                                                 |                                  |                 |                             |
| 5.                 | Street Furniture     | Undertake Audit of all PC Assets and establish any maintenance requirements                                                     | Chairman                         | £150            | Annually                    |
| 6.                 | Playground Equipment | <ul style="list-style-type: none"> <li>- Undertake Annual Inspection.</li> <li>- Undertake any maintenance required.</li> </ul> | Externally<br><br>Parish Council | £60<br><br>£250 | Annually<br><br>As required |

| Planning, Enforcement & Neighbourhood Plan |                       |                                                                                                                                                                        |                                                 |     |                       |
|--------------------------------------------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----|-----------------------|
| 7.                                         | Planning Applications | <p>Circulate all planning applications to Parish Councillors</p> <p>Agree responses in support/neutral or objecting.</p> <p>Submit comments to Planning Department</p> | <p>Clerk</p> <p>Parish Council</p> <p>Clerk</p> | NIL | As and when required. |
| 8.                                         | Enforcement Issues    | Report Enforcement Issues brought to the Parish Council's attention to CWaC and monitor.                                                                               | All Councillors /Clerk                          | NIL | As and when required. |

| Highways |                                    |                                                                                                                     |                             |     |                       |
|----------|------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------|-----|-----------------------|
| 9.       | Potholes and Highways/signs Damage | Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor. | Councillors /Clerk          | NIL | As and when required. |
| 10       | Gullies, Gutters, Grid & Ditches   | Monitor and report any blocked gullies, gutters, grids & Ditches                                                    | All Councillors & Residents | NIL | Monthly review        |
| 11.      | Highways Weeding                   | Report all highways weeding issues brought to the parish council's attention to CWaC and monitor.                   | Councillors /Clerk          | NIL | As and when required. |

| Footpaths |                        |                                                                                                         |                        |     |                       |
|-----------|------------------------|---------------------------------------------------------------------------------------------------------|------------------------|-----|-----------------------|
| 12.       | Footpath Accessibility | Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor. | All Councillors/ Clerk | NIL | As and when required. |

| Community Resources |        |                                          |       |     |                 |
|---------------------|--------|------------------------------------------|-------|-----|-----------------|
| 13.                 | Grants | Develop Grant Giving Policy and roll out | Clerk | NIL | Within 6 months |

| Parish Council |                            |                                                                                                                                        |                    |      |                      |
|----------------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------|------|----------------------|
| 14.            | Training                   | Identify any training needs of Clerk & Parish Councillors.                                                                             | Councillors/ Clerk | £200 | As and when required |
| 15.            | Parish Meeting             | Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council | Chairman/ Clerk    | NIL  | March                |
| 16.            | Local Council Award Scheme | Apply for Foundation Award                                                                                                             | Clerk              | £60  | May 2024             |