

COLNEY HEATH PARISH COUNCIL

Highfield Park Visitor Centre

Hill End Lane

St Albans AL4 0RA

Tel: 01727 825314

Email: clerk@colneyheathparishcouncil.gov.uk



COLNEY HEATH PARISH COUNCIL ACTION PLAN 2022-23

Council should note that this plan is for regular business only and should be considered by members with a view to identifying and planning community projects and including visions for the future along with strategies for management and budgets

Category & Aim	Objective	Action	Who & Budget	Completion Date	2022/23 Update
ACCOUNTS & AUDIT <i>To comply with the law and inform community</i>	To ensure transparent information about payments, audit documents, budget, precept	Publish annual audit on the website and on at least one parish noticeboard	Clerk and Parish Council (Salary & Admin budget)	Within 1 month of approval by Council or Auditor	
	Publish the Annual Return	To be agreed at May 2022 Council meeting, then sent to External Auditors & published on website and at least one parish noticeboard	Clerk & Parish Council (Salary & Admin budget)	To be completed by statutory timescales	
	Advertise to the public and advise Council of the Exercise of Public Rights	Complete notification form and publish on website & at least one parish noticeboard. Notify Council of conclusion at the first available Council meeting.	Clerk (Salary & Admin budget)	May 2022	

Category & Aim	Objective	Action	Who & Budget	Completion Date	2022/23 Update
PARISH COUNCIL ADMINISTRATION <i>To comply with the law and inform community</i>	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 and at least one parish noticeboard.	Clerk and Parish Council (Salary & Admin budget)	Monthly updates for agendas and minutes. Contact details as necessary.	
		Calendar of meetings to be issued	Clerk (Salary & Admin budget)	Full Council meetings to be confirmed at April 2022	
COUNCIL GOVERNANCE POLICIES & PROCEDURES <i>To comply with the law</i>	To ensure all council policies (inc Financial Regulations & Standing Orders) and procedures are reviewed annually and updated as necessary	Clerk to ensure annual review processes are in place and governance register is kept updated.	Clerk, Parish Council & Finance Committee (Salary & Admin budget)	New policies are reviewed by Council and updating policies reviewed by Committee	Next review due May 2022
PLANNING APPLICATIONS <i>To monitor development and planning</i>	To consider all planning applications which fall within, and impact upon, the Parish	Clerk to ensure planning applications are circulated to all Councillors and Neighbourhood Plan Co-ordinator (voluntary) Clerk to submit comments before deadline and extensions agreed where required.	Clerk (Salary & Admin budget)	Review by Council regularly	
HEALTH & SAFETY <i>To comply with the law and ensure safety</i>	To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities.	Renew insurance	Clerk & Council (insurance budget £4000 2022/23)	Insurance on 3 years contract 2021-2024	
		Risk Management Schedule - reviewed by Finance Committee annually	Clerk & Finance Committee (Salary & Admin budget)	To be reviewed April 2022	

Category & Aim	Objective	Action	Who & Budget	Completion Date	2022/23 Update
	To ensure there is adequate Insurance Cover.	Risk assessment forms to be completed	Clerk & Finance Committee (Salary & Admin budget)	Reviewed yearly	Risk Assessments – review June 2022
ASSETS To comply with the law and ensure safety	To ensure that all council assets are maintained. Assets include seats, bus shelters, noticeboards, signs are maintained in good working order.	Council assets are maintained and in good working order. Annual risk assessment of assets and buildings with references in risk management schedule. Asset register to be reviewed with Annual accounts in May 2022	Clerk, Staff & Parish Councillors (Salary & Admin budget)	Ongoing – review annually.	
SUBSCRIPTIONS <i>To keep up to date</i>	To ensure the Parish Council has access to advice and training to keep well informed	Council approve annual subscriptions when they come for renewal currently these include - HAPTC/NALC/OSS/SLCC/CPRE, Herts & Middx, Information Commissioners Office	Clerk and Parish Council Direct Debits/Standing Orders to be approved by Council April 2022.		
GROUNDS MAINTENANCE <i>To upkeep open spaces</i>	To manage the cutting of the grass and hedges at Recreation Ground, Roestock Park, Sleafshyde, Smallford, Tyttenhanger, Community Park To manage maintenance of sports pitches.	Draw up specification, agree best value for money contract and monitor on monthly basis	Clerk & Environment Committee (Environment budget)	New contract commenced 2020-2023	
RECREATION PLAY AREAS <i>To provide play facilities</i>	To provide safe and enjoyable children's play equipment at Roestock Park, Tyttenhanger, Sleafshyde and High Street Recreation Ground	To manage play areas and inspect as legally required	Clerk & Environment Committee (Environment Budget & inspections budget)	Inspections early in 2022 – Outcome to Env Comm meeting	

Category & Aim	Objective	Action	Who & Budget	Completion Date	2022/23 Update
To comply with the law and ensure safety	To maintain areas for community use. Keep free from vandalism and anti-social behaviour.	Inspect equipment on weekly basis to ensure safety. Get quotes for necessary maintenance and agree contractors. Consider use of CCTV to deter vandalism.	Clerk & Environment Committee (Environment Budget)	Member of staff was suggested and budgeted for no progress made on agreement for staff to carry this out so monthly or quarterly checks done	
DOG & LITTER BINS <i>Provision of bins</i>	To ensure there are sufficient bins, they are emptied regularly and replaced/repared if faulty.	Annual review of bins and collection contract. Respond to public complaints. Monitor and report any litter or fouling problems to SADC	Clerk & Environment Committee (Environment Budget)	Issues with flytipping of dog waste ongoing	North Mymms Parish Council refuse to install bin in their part of Colney Heath Village despite requests
NEIGHBOURHOOD PLAN POLICIES & PROJECTS <i>To put plan in place</i> <i>To get NP through referendum and examination</i>	To progress the identified projects, monitor planning applications and manage future infrastructure plans To take the Plan through the final draft consultation stage and then to public Referendum	Draw up an action plan and oversee progress Public & Independent examination of final draft plan. Respond amend, approve. Ensure public fully informed with sufficient publicity	Steering Group, Volunteer Co-ordinator, Parish Councillors, public supported by Clerk (Neighbourhood Plan Budget & EMR)		
COMMUNITY ENGAGEMENT <i>To engage with the Community</i>	To engage with community groups and individuals to help shape Parish Council plans for the parish. To provide articles and update website to inform residents.	Represent Council on other organisations and group meetings where possible. Council newsletter issued 4 times a year Keep website updated	Clerk & Parish Councillors (Salary & Admin budget)		