

# Necton Parish Council Business Plan 2015 – 2018

## Mission Statement

To promote and enhance our way of life in Necton for the ultimate benefit of everyone.

## Aims

To ensure the Council conducts its business by means that are sustainable, environmentally friendly and present the best value towards achieving the Mission Statement.

## What is the Parish Council's Role?

### Governance

- To ensure best value in relation to local taxes
- To ensure areas of land and properties they hold as owners are administered efficiently and in the best interests of parishioners
- To maintain open spaces including public rights of way
- To produce a Business Plan to guide future activities and expenditure

### Community

- To listen to and represent local peoples' interests
- To improve the local environment
- To submit views on planning applications
- To support voluntary and community groups for the benefit of the parish
- To attract Government, lottery and other grants into the local area
- To provide leadership in the community
- To promote local business growth
- To encourage parishioners to participate in village life/activities
- To produce a Parish Development Plan in association with parishioners and local organisations

### Development

- To ensure its own employees are managed and trained to perform their duties to their best ability
- To ensure its councilors are trained and kept up to date

## How Does the Parish Council Fulfill this Role?

Necton Parish Council has up to 9 parish councilors who, by attending meetings, discuss, debate and decide on matters affecting local people. On occasions it sets up short life working groups for specific tasks and invites relevant parishioners with specific expertise to participate.

Parish Councillors also serve as representatives on local management committees and organisations, as well as having lead responsibilities on governance functions, such as Health & Safety, HR and Finance.

## Precept Information

2015/16 - £36,000.

2016/17 - £50,000.

2017/18 – to be decided during Oct-Dec 2016

2018/19 – to be decided during Oct-Dec 2017

This document incorporates the Council's Action plan, which is reviewed annually in spring and progress updates are provided periodically by the Clerk.

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## Governance

Good governance in managing the business and finances of Necton Parish Council.

### Current practice

- Abides by current Standing Orders, Financial Regulations and Code of Conduct (published on website)
- Policies and procedures reviewed regularly – most of which are available on website
- Conducts Annual Audit (quarterly internal control checks, annual internal audit, annual external audit)
- Pays invoices promptly
- Collects all monies due within reasonable timescale
- Produces budget & publishes on website
- Updates Emergency Plan annually
- Maintains asset register – reviewed by June (Annual Return submission)
- Maintains risk register – reviewed by June (Annual Return submission)
- Produces an annual report for Annual Parish Meeting
- Manages and maintains the village street lighting that belongs to the Parish Council.
- Reviews all contracts regularly or at least annually, to ensure best value and service

## Community

The Council's role in the community and how it engages with residents, organisations and businesses.

### Current practice

- A website with current information about the activities and decisions of the Council
- Public participation at council meetings
- Agendas posted on village noticeboard & published online at least 3 clear working days prior to meeting.
- Draft Minutes are posted on the village noticeboard and website within 2 weeks of meeting.
- "Highlights of Parish Council minutes" is published in the Parish Link
- Council contact details and Councillor Information available on website and the village noticeboard.
- A nominated councillor meets regularly with the community police team.
- The Council has a grant policy, providing small grants to support local causes.

## Amenities

Facilities for the community that provide safety, enjoyment, recreation, education or generally enhance the community's experience of living in the village

### Current Practice

- Leased land provides community allotments and a dog walk area on North Pickenham Road.
- Parish Council land adjacent to the NRCC is utilized by the Football Club to provide enhanced pitch space.
- The Council employs a care-taker to ensure the village is kept clean and free of litter.
- Provides many dog-poo bins around the village to assist dog-walkers to abide by legislation relating to dog fouling.

## Development

Council improvement through the management and development of staff and councillors

### Current practice

- Councillors and Clerk keep current by attending workshops, training courses and seminars within the county.
- Employment policies & procedures (disciplinary, grievance, appraisal, training) regularly reviewed
- Training and Development policy and records are in place for all staff and councillors
- Annual training and development budget to facilitate identified training needs.

## Necton Parish Council Business Plan 2015 – 2018

### Actions achieved April 2015 to March 2016

Actions	Achieved
<ul style="list-style-type: none"> <li>▪ Produce and publish a 3 year Business Plan</li> <li>▪ Continue to review and update</li> </ul>	<p>June 2015 Annually 2016 - 2018</p>
<p>Seek Local Council Award Scheme status</p> <ul style="list-style-type: none"> <li>▪ Foundation level</li> </ul>	<p>September 2015</p>
<ul style="list-style-type: none"> <li>▪ Establish a clear reserves policy, providing for asset replacement.</li> <li>▪ Build reserves in accordance with policy</li> </ul>	<p>August 2015  Annually 2015 - 2018</p>
<p>Establish a Parish Office, a central place for administration and records, where councillors and staff may utilize for council business.</p>	<p>October 2015</p>
<p>Establish a schedule of refurbishment of the street lights and columns according to age/condition.</p>	<p>Phase one completed April 2016</p>
<p>Make copies of minutes accessible to public by putting full un-adopted minutes on notice board and the website within 2 weeks of meeting</p>	<p>June 2015</p>
<p>Establish a funding plan for the installation of new bus shelters</p> <ul style="list-style-type: none"> <li>▪ A47 Norwich bound side</li> </ul>	<p>Funding secured but still waiting for payment. Project delayed as result.</p> <p>Carried forward to 2016/17</p>
<p>Trod along Hale Road</p> <ul style="list-style-type: none"> <li>• Apply for NCC Parish Partnership scheme 2015/16</li> </ul>	<p>Installation delayed by NCC Highways. Scheduled for 23 May 2016</p>
<p>Trod along North Pickenham Road</p> <ul style="list-style-type: none"> <li>• Apply for Parish Partnership Funding 2016/17</li> </ul>	<p>Funding confirmed March 2016</p>
<p>Consider becoming the sole trustee of the Community Centre (NRCC, a registered charity)</p>	<p>October 2016 transfer of trusteeship took place.</p>
<p>The Clerk to achieve an industry appropriate qualification - CiLCA</p> <p>September 2015 commenced training.</p>	<p>Portfolio submitted for assessment April 2016</p> <p>Anticipate results May 2016</p>
<p>An induction training event for new councillors</p>	<p>May 2015 (following elections)</p>
<p>Village Play area</p> <ul style="list-style-type: none"> <li>• Transfer financial responsibility to Parish Council (funding from precept)</li> <li>• Secure funding to resurface with sustainable bonded surface</li> <li>• Commission the new surface installation</li> </ul>	<p>October 2015 (budget planning) December 2015 Feb/March 2016</p>

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### Action plan April 2016 to March 2017

Action	By when	Owner
Phase 3 & 4 of light stock upgrade – 73 lights left to change <ul style="list-style-type: none"> <li>• Schedule a timeline</li> <li>• Seek funding (external sources, precept planning)</li> <li>• Execute in accordance with timeline</li> </ul>	Phase 3 by end March 2017  Phase 4 during 2018/19	Clerk
Set up an IT facility within the Parish Office for residents to access public bodies. <ul style="list-style-type: none"> <li>• Research need – Is this wanted by residents?</li> <li>• Prepare secure IT/WiFi infrastructure</li> <li>• Develop delivery model</li> </ul>	Secure network in place April 2016	Clerk to research first
Produce a leaflet providing rights of way and footpaths that are available for community enjoyment. <ul style="list-style-type: none"> <li>• Research routes &amp; footpaths</li> <li>• Investigate printing and publication costs</li> <li>• Identify markets &amp; methods of distribution</li> <li>• Find and secure funding for project</li> </ul>	Project delivered by March 2018	Cllr Hayton & Cllr Pellett
Establish “Councillor on Duty” at the parish office. <ul style="list-style-type: none"> <li>• Research need</li> <li>• Produce rota</li> <li>• Identify other organisations to invite</li> </ul>	Working group did not think this was needed.	
Local Council Award Scheme <ul style="list-style-type: none"> <li>• Upgrade to quality status</li> </ul>	Before end of August 2016	Clerk
Review the current status of village grit-bins <ul style="list-style-type: none"> <li>• Add or re-allocate as appropriate</li> </ul>	By end May 2016	Cllr Pellett
Bus-shelters on A47 (ongoing) <ul style="list-style-type: none"> <li>• Progress negotiations with developer for site options</li> <li>• Continue to pursue committed funding (Statoil)</li> <li>• Apply for NCC parish partnership funding (June 2016)</li> <li>• Publish tender for supplier</li> </ul>	By end March 2017	Clerk
Bike parking shelter at community centre <ul style="list-style-type: none"> <li>• Complete funding application for S106</li> <li>• Once secure, commission contractor</li> <li>• Once installed, generate PR</li> </ul>	Suggest this is incorporated into car-park plan	
Bus shelter on Hale Road <ul style="list-style-type: none"> <li>• Research need, type, funding</li> </ul>	Suggest 2018	
Traffic issues raised by residents <ul style="list-style-type: none"> <li>• Speeding – consider a SAM2 (funded within PPS 2017/18)</li> <li>• Parking – consider signage</li> </ul>	By 2018	

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<b>Training</b> <ul style="list-style-type: none"> <li>To organise whole council training on planning policy</li> <li>To carry out a training needs analysis among members</li> </ul>	By Dec 2016 By Sept 2016 (to feed into budget)	Clerk ?
<b>Personnel</b> <ul style="list-style-type: none"> <li>To nominate 2 Members to carry out Clerk's appraisal</li> <li>To conduct Clerk's appraisal</li> <li>To conduct other employee appraisals</li> </ul>	At May meeting By end of June By end of June	Chairman ? Clerk
<b>Apprentice Parish Assistant</b> <ul style="list-style-type: none"> <li>Research options</li> <li>Investigate suitable training to link to</li> <li>Develop a delivery model</li> </ul>	Consider 2018	Clerk
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Review existing RA for PC</li> <li>Review existing RA for NRCC</li> <li>Produce RA where missing</li> <li>Consider current practice with goalposts on playing field</li> </ul>	By end May 2016	Chairman & Clerk
<b>Welcome Pack</b> <ul style="list-style-type: none"> <li>Review current model</li> <li>Source more volunteer support for production &amp; distribution</li> </ul>	By end Mar 2017	Clerk
<b>Asset Register</b> <ul style="list-style-type: none"> <li>To review ahead of May insurance renewal</li> </ul>	By end April 2016	Clerk
<b>Parish land (two areas)</b> <ul style="list-style-type: none"> <li>Review current records – land registry entries, property deeds</li> </ul>	By end May 2016	Cllr Pellett
<b>Internal Control</b> <ul style="list-style-type: none"> <li>Review current procedures</li> </ul>	By May meeting	Council
<b>Playing field</b> <ul style="list-style-type: none"> <li>Review current grass-cutting contract &amp; requirement</li> <li>Establish a risk management control for the fixed goal posts (NRCC asset)</li> <li>Nominate a member to carry out regular inspections (weekly)</li> </ul>	Prior contract end By end May 2016 By end May 2016	Clerk Council (Cllr Sisto?)
<b>Tree Warden</b> <ul style="list-style-type: none"> <li>Advertise for a volunteer</li> <li>Connect with local Breckland Scheme</li> </ul>	The working group did not think this was needed.	

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<b>Play area</b> <ul style="list-style-type: none"> <li>• Seek funding for new see-saw</li> <li>• Commission once funding in place</li> <li>• New outdoor table tennis</li> </ul>	In progress  By end Jun 2016	Clerk
<b>Finances</b> <ul style="list-style-type: none"> <li>• Set up regular SO from NRCC to PC for administration</li> <li>• Produce supporting documentation for audit trail</li> <li>• Establish new Internal Control system for NRCC</li> <li>• Document new systems for NRCC</li> </ul>	Completed completed system in place in progress	Clerk
<b>Community Centre</b> <ul style="list-style-type: none"> <li>• Commission probation service for internal painting</li> <li>• Establish plan for car-parking improvements – why not increase this to a full-scale landscape redesign involving the community in a consultation of what they would like to see.</li> <li>• Establish funding to support (Tesco one option)</li> </ul>	By April 1 <sup>st</sup>	Clerk  Council – member to be nominated  Clerk
<b>Community noticeboards</b> <ul style="list-style-type: none"> <li>• To support the sharing of community news and events and to help alleviate the problem of posters on street furniture</li> <li>• Locations – Chantry Lane, School Road, Elizabeth Drive?</li> <li>• Key holders – designated community members</li> <li>• Spend authority – S137</li> <li>• Funding – to apply small grants Breckland ?</li> </ul>	By end Sep 2016	Clerk & nominated Cllr
<b>Bin replacement</b> <ul style="list-style-type: none"> <li>• To support safe work practice for our NRCC cleaner, removal of 8 existing rubbish bins in car-park and play areas and replace with only 2 wheelie bins which can be brought to the kerbside for collection.</li> <li>• Budget – PC &amp; not NRCC as they are public use</li> <li>• Research required, maybe some funding possible</li> <li>• Collection research – current contract Viridor</li> </ul>	For consideration	
<b>Footpath improvements to aid reduced mobility users</b> As identified by a partially sighted resident to the Annual Parish Meeting on 28 April. <ul style="list-style-type: none"> <li>• Provision of a safe crossing of Hale Road linking the shop and surgery. The area has no dropped kerb or adapted surface markings.</li> <li>• Continuation of footpath to safe conclusion at junction of School Road and Chantry Lane, currently leads to grass slop</li> </ul>		

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Action	By when	Owner
which is dangerous when wet. <ul style="list-style-type: none"><li>• Research team to investigate</li><li>• NCC obligations under H&amp;S and DDA regulations?</li></ul>		

**Space for more ideas to consider at working group meeting.**