



**Cringleford Parish Council Parish Council  
Action Plan April 2019 – March 2020**

Cringleford Parish Council will publish its action plan annually in March, for the forthcoming financial year. The Plan will be drawn from the annual budget which includes project expenditure for the forthcoming year; from matters raised by members of the public during the year; and from matters identified within parish council meetings.

**Ongoing Projects.**

	<b>Action</b>	<b>Objective</b>	<b>Action By:</b>	<b>Complete By</b>	<b>Year-end Review</b>
1	Meet requirements of the Transparency Code 2014 by ensuring that the relevant information is published annually and quarterly.	To meet legal requirements to make all relevant information easily accessible to the public.	Clerk	Ongoing	Completed quarterly.
2	To update policies and procedures where required. To write new policies where required, in conjunction with Council.	To ensure the councillors and the clerk work to current legislation and best practice.	Clerk / appropriate committee.	Ongoing	Completed as and when required.
3	Review risk register on a regular basis.	Good risk management.	FAG / Clerk	Ongoing	Reviewed by FAG each quarter.
4	To continue good governance of the parish by making it mandatory for new councillors to attend New Councillor training and other training as required.	To have councillors and clerk who are up to date on all relevant legislation and can manage the parish council appropriately.	Clerk / Councillors / staff	When required	Ongoing

Agreed April 2019  
Review March 2020



	To support staff in attending training, courses and conferences.				
5	To ensure that the purpose and manner of processing personal data is according to the law.	To ensure information is handled appropriately.	Clerk, staff and Councillors.	Ongoing.	Ongoing
6	To carry out a streetlight replacement programme to: <ul style="list-style-type: none"> <li>• Ensure that all columns are replaced within recommended timescales</li> <li>• Improve energy usage efficiency by changing the older lights and obsolete lights to LED.</li> </ul>	To ensure streetlights are safe. To improve energy efficiency which will reduce CPCs electricity bills. To protect the environment.	EPAG / Clerk	Ongoing 2-3 years	Streetlight order for year three (2020/21) has been made. This will complete replacement of the oldest concrete posts. All bulbs in new lights are LED.

### Special / One-Off Projects for 2019/20

	Action	Objective	Action By:	Complete By	Year-end Review
7	To look further into construction of a Committee room / staff room at The Willow Centre.	To allow for confidential staff meetings and confidential calls to take place. To allow a permanent location for Council meetings, meaning all quadrants can be hired	Clerk / FAG	November (for budget setting)	Now being taken forward by the CIL / Commuted Sum Working Group. It is hoped the extension



		out, thereby improving the revenue stream of TWC.			can be built from these funds.
8	To decorate The Willow Centre.	To maintain the quality of the building.	Clerk	December 2019	Completed in February.
9	To carry out a tree survey of all parish council owned trees.	To ensure that the health of the trees and the safety of parishioners is protected.	Clerk / RAAG	Summer 2019	Completed. High priority works complete, with medium priority being undertaken in 2020/21.
10	To work to improve road safety within the parish in conjunction with the relevant authorities: 1. To push through the agreed works in relation to the junction of Intwood Road and Keswick Road 2. To work to find a solution for the ongoing problem around on-road parking in Colney Lane, Intwood Road, and surrounding areas.	To enable safer journeys for parishioners. To ensure that parishioners have safe access to and from their properties.	Clerk / EPAG	Ongoing	1.Hedge removal and installation of speed humps now complete.  2.Work still ongoing – NCC consultation with affected parishioners is imminent.
11	To scan the legal documentation of the parish council to store in the Cloud.	To ensure legal documents are protected in the event of the loss of The Willow Centre.	Clerk	Summer	Completed February.
12	To investigate a fence around The Willow Centre field playground, to give a safer and secure environment.	To protect users and keep the area clean.	Clerk / RAAG	When S106 funds received.	Unable to carry out until land transfer is complete.



13	To participate in Cringleford Hub events where appropriate.	To support initiatives to bring the community together.	Clerk / RAAG	Ongoing	RAAG has liaised with The Hub where appropriate.
	To improve energy efficiency, by looking at energy improvements in the Pavilion and by investigating an electric car charging point for TWC.	To improve energy efficiency which will reduce CPCs electricity bills. To protect the environment.	EPAG / Clerk	December 2019	Solar panels and an electric car charging point were both investigated but neither taken forward.

Sonya Blythe – Parish Clerk  
March 2020