

Swaffham Prior Parish Council – Activities Plan for 2023-24

The Action Plan sets out Swaffham Prior Parish Council's current schedule of priorities, activities and aspirations. It will be regularly reviewed and updated as projects finish and priorities change. Priorities may change for a number of reasons, including unexpected events, matters identified by residents, budgetary constraints and central and local government initiatives. Swaffham Prior Parish Council strive to work on behalf of its community on the issues that matter to the parish. The Parish Council is always keen to receive ideas and suggestions on particular areas of interest or concern and where it is felt the Parish Council may be able to assist.

Area of responsibility	Action	Who	Timescale	Budget	Review
Cemetery	To ensure that the cemetery and burial records are adequately maintained. a) Update burial records in a timely manner. b) Photographic record of gravestones c) Safety checks and occasional routine maintenance as required. d) Monitor income and expenditure. e) Regular grass-cutting and strimming by contractor.	Clerk Contractors Councillors	Ongoing	£6250 (total grass-cutting budget)	
Allotments	To maintain allotments and promote their use. a) To agree a quote to clear the area for the new plots on the B1102 site and mark out three new plots. b) Complete map of B1102 site including numbering of new and old plots for identification. c) To offer the available plots to potential renters. d) Annual inspection of both sites by Councillor	Clerk Councillors	Autumn 2023 August 2023 Autumn 2023 November 2023		
Play Area	To maintain play are and provide new equipment as required. a) Liaise with installers of new equipment.	Clerk	August/Sept	£18,146.28 (purchase of	

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	<ul style="list-style-type: none"> b) Regular visual inspection of all equipment. c) Yearly inspection by RoSPA. d) Arrange for necessary works to be carried out in a timely fashion. e) Regular grass-cutting by contractor. 	Councillors Contractors	2023 Ongoing April 2024 Ongoing Ongoing	equipment, install plus VAT). £100.00 £6250 (total grass-cutting budget)	
Planning and Development	Respond to local planning issues in a timely fashion. <ul style="list-style-type: none"> a) Review planning applications and respond to consultations as appropriate. 	Councillors Clerk	Ongoing		
Transport and Highways	To be proactive in responding to matters raised about highways issues. <ul style="list-style-type: none"> a) Explore potential improvements to traffic matters, including regarding speed reduction on Mill Hill/B1102. b) Engage with GCP regarding greenways. c) Deploy SID at various locations around the village to monitor traffic speed. d) Monitor and collate incident reports and concerns from residents on highways matters. Report to CCC Highways where appropriate. 	Councillors Clerk	Ongoing Ongoing Ongoing Ongoing	£7000.00 (Road Improvement reserve).	
Village maintenance	To ensure the village is tidy, safe and in good order. <ul style="list-style-type: none"> a) Maintain/replace street furniture as required. 	Contractors Clerk Councillors	Ongoing	£1000.00 (general maintenance).	
Governance administration	To ensure that Parish Council administration is efficient, effective, open and transparent. <ul style="list-style-type: none"> a) Agendas to be published within legislative timescales. b) Draft minutes to councillors within 10 	Clerk to implement. Council to	Ongoing		

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	<p>working days of the meeting.</p> <p>c) Minutes to be published within agreed timescales on the website.</p> <p>d) Meeting dates published once a year in advance.</p> <p>e) Maintain legislative compliance through website accessibility.</p> <p>f) Complaints report drawn up and circulated as required.</p>	monitor.			
Finance	<p>To ensure that public money is used wisely and accounted for.</p> <p>a) Determine the annual expenditure, reserves and contingency budgets and set an acceptable annual precept.</p> <p>b) Monitor expenditure and income on a monthly basis</p> <p>c) Investigate and take advice on insurance policies and payments</p> <p>d) Review annually and update the asset register.</p> <p>e) Publish on the website and noticeboard information on payments, annual return, audit documents, budget, precept.</p>	Clerk/RFO Treasurer Council	Ongoing		
Parish Councillors	<p>To ensure a range of views represent the community and that councillors understand their role in order to make informed decisions.</p> <p>a) Endeavour to fill any councillor vacancies as soon as practical.</p> <p>b) Encourage diversity.</p> <p>c) Provide relevant information on documentation and training courses for new councillors.</p>	Clerk Councillors	Ongoing		
Training and advice	To enable councillors and clerk to be more				

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	<p>effective in their roles and to allow the PC to be better informed in its decision-making processes.</p> <p>a) Subscribe to organisations providing information and advice.</p> <p>b) Encourage attendance at relevant courses and conferences.</p> <p>c) Provide new councillors with information regarding relevant training and documents.</p>	Clerk Councillors	Ongoing	£500.00	
Policy and legislation	<p>To provide consistency and clarity to stakeholders when dealing with accountability or activities of critical importance.</p> <p>a) Review current policies when required</p> <p>b) Create new policies as required.</p> <p>c) Review and update risk assessments.</p> <p>d) Check that all current policies are on the website.</p>	Clerk Councillors	Ongoing		
Communications	<p>To ensure that information is shared consistently, efficiently and openly between all stakeholders.</p> <p>a) Keep website and Facebook presence updated with council events and information pertinent to the parish.</p> <p>b) Promote Annual Parish Meeting – encourage residents to attend.</p> <p>c) Consult with community as needed.</p> <p>d) Contribute regularly to the Swaffham Crier.</p>	Clerk Councillors	<p>Ongoing</p> <p>May 2024</p> <p>Ongoing</p> <p>Ongoing</p>		
Data protection	<p>To ensure that the Parish Council complies with General Data Protection Regulations (GDPR).</p> <p>a) Monitor compliance.</p> <p>b) Keep up to date with new legislation</p>	Clerk	Ongoing		