



CLOTTON HOOFIELD PARISH COUNCIL

Action Plan 2024-25

	Issue	Action	Lead	Resource Implications	Timescales
Crime & Community Safety					
1.	Fly Tipping	Report to CWaC	Parish Councillors	NIL	As and when required
2.	Build Relationship with Police	Request PCSO to attend future Parish Council Meetings	Clerk	NIL	Within next 12 months.

Events & Activities					
3.	Remembrance	Poppy Wreath	J Nicholas	£25 Purchase of Poppy Wreath	October-November
		Lamp-post Poppies	J Nicholas & R Roberts	NIL	Mid October
4.	Community Engagement	Explore introducing a PC surgery/ or drop-in event every six months	Parish Councillors	£200	½ Yearly

Communication					
5.	Communication of Parish Council activities	Include information of Parish Council meetings, vacancies and other important information in:-			
		PC Website	Clerk	NIL	Quarterly
		Facebook	Clerk	NIL	Quarterly
6.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chair	NIL	March – May Yearly
7.	Annual Report	Prepare an Annual Report and circulate via PC Website and Facebook	Chair/Clerk	NIL	April

Environment					
8.	Street Furniture	Undertake Audit of all PC Street Furniture Assets and establish any maintenance requirements	Councillors	£150	Review Annually

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Planning, Enforcement & Neighbourhood Plan					
9.	Neighbourhood Plan	Review every five years and or when CWaC's Local Plan is revised	All Councillors	NIL	Next Review – 2026 or before if required depending on when CWaC revised Local Plan is adopted.
10.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested response around Parish Council for approval.	All Councillors /Clerk	NIL	As and when required.
11.	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					
12.	Speed Monitoring	Encourage Police to undertaken regular Trucam Speed Monitoring.	All Councillors	NIL	On-going
13.	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.
14.	Gullies, Gutters, Grid & Ditches	Monitor and report any blocked gullies, gutters, grids & ditches	All Councillors & Residents	NIL	Monthly review

Footpaths					
15.	Footpath Accessibility	Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.		NIL	As and when required.
16.	Maintenance /replacement of stiles	Report all stile damage issues brought to the parish council's attention to CWaC and monitor.		NIL	As and when required.

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Community Resources					
17.	Grants	Develop Grant Giving Policy and roll out.	Councillors		Within next 6 months.
18.	Defibrillator	<ul style="list-style-type: none"> - Explore the opportunity to have Defibrillator Machines in the Area - Explore Grant Funding that is available to support the installation of Defibrillator Machines 	Councillors/ Clerk Clerk	£1,000	Within next 12 months. On-going

Training					
19.	Training	Identify training needs of Clerk & Parish Councillors	Councillors/ Clerk	£150	