



# EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

## East Donyland Parish Council Action Plan 2019-20

### Mission statement:

East Donyland Parish Council is committed to promoting community values, the local economy, general well-being and pride in Rowhedge.

### Objectives:

- To engage, whenever possible, in an open dialogue with residents, to understand their needs, and to explain how the Council will address these needs within the resources and powers available.
- To understand the issues and aspirations of residents and promote these ideals for the future.
- To provide high standard cost-effective services within the resources and powers available.
- To enable, support and encourage other local organisations and agencies to provide services.
- To promote and represent the best interests of the village for the betterment of the local community.
- To encourage and promote the economic and commercial vitality of the village through partnerships and other means.
- To encourage and promote social and community values in the village by working in co-operation and supporting, where practicable, local organisations and groups.
- To embrace progress, improve the quality of life and healthy living.

To assist in delivering the council's objectives, EDPC will publish an action plan annually in April. The plan will be informed by the agreed budget for the financial year, matters arising from public consultation, and actions identified and agreed by the council.

The council will routinely review the action plan at their meetings throughout the year and add any additional items as required. The Clerk shall be responsible for ensuring that the plan is kept up to date regarding progress on all items and informing the council if there are any barriers that may impede completion of agreed actions.



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Action	Detail	Objectives	Budget	Lead	Measures	Date for completion
Hold meetings	<ul style="list-style-type: none"> <li>Parish Assembly Annual Meeting</li> <li>Monthly council meetings</li> <li>Bi-monthly committee meetings</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with statutory requirements.</li> <li>Engage with local residents.</li> <li>Carry out business of council and make decisions following proper process.</li> </ul>	No direct associated budget, falls within Admin budget £38,200	Clerk and Chairs	<ul style="list-style-type: none"> <li>Meetings held; notices, agendas and minutes published as required</li> </ul>	Assembly 25.04.19 AGM 09.05.19 (Dates for all meetings listed on EDPC website)
Review and adhere to policies and procedures	<ul style="list-style-type: none"> <li>All policies and procedures as detailed on the internal control document to be reviewed annually including all risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with statutory requirements.</li> <li>Ensure safe and proper working practices are adhered to.</li> <li>Risk management</li> </ul>	No direct associated budget, falls within Admin budget £38,200	Clerk	<ul style="list-style-type: none"> <li>Internal controls document updated with review dates. Minute references for all reviews.</li> </ul>	As per internal control document, all to be completed by 31.03.20
Maintain accurate and effective financial controls	<ul style="list-style-type: none"> <li>Fully detailed in Financial Regs, includes annual internal audit, monthly reporting, banking, payments, preparing accounts, insurance etc</li> </ul>	<ul style="list-style-type: none"> <li>Compliance with statutory requirements.</li> <li>Ensures proper financial practices are maintained.</li> <li>Safeguard council against errors, fraud</li> </ul>	Audit budget £460	RFO	<ul style="list-style-type: none"> <li>Annual return submitted and audit satisfactorily completed.</li> <li>Accurate and full records held in accordance with</li> </ul>	Annual return submitted by June 2019 Exercise of public rights July 2019 Conclusion of audit Sept 2019



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		and mismanagement of public funds			legal requirements.	Monthly records as per Financial Regs.
Data archiving	<ul style="list-style-type: none"><li>Review and archiving of all paper and electronic records to ensure appropriate secure storage and ease of access to files.</li></ul>	<ul style="list-style-type: none"><li>Improve efficiency of Clerk team when accessing historical information.</li><li>Ensure electronic files are securely held and protected.</li><li>Compliance with the council's Document Retention &amp; IT Policies.</li></ul>	Software & hosting fees budget £2,100	Clerk & Asst Clerk	<ul style="list-style-type: none"><li>All paper records archived as required.</li><li>All electronic data securely stored on the cloud with backup in place.</li></ul>	September 2019
Review and update of Parish Plan	<ul style="list-style-type: none"><li>Review of the current parish action plan to update progress on actions listed, identify areas where further action is needed and ensure the plan still reflects current needs within the community.</li></ul>	<ul style="list-style-type: none"><li>Identify actions that have now been completed to meet identified needs.</li><li>Allocate resources as appropriate to agreed actions outstanding.</li><li>Identify areas where other agencies need to be involved to meet needs.</li><li>Where new needs have been recognised add these to the plan with appropriate resources and targets.</li></ul>	No direct associated budget, falls within Admin budget £38,200	Clerk and full council	<ul style="list-style-type: none"><li>Plan approved by council, distributed to locations throughout the community and published on the website.</li></ul>	July 2019



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Upgrade litter bins	<ul style="list-style-type: none"> <li>Continuation of the project to upgrade existing bins by replacing with lidded bins</li> </ul>	<ul style="list-style-type: none"> <li>Reduce litter and improve quality of life for residents.</li> </ul>	Benches & bins budget £2,000	Maintenance Committee	<ul style="list-style-type: none"> <li>Four new bins installed</li> </ul>	January 2020
Develop Heath Road Garden	<ul style="list-style-type: none"> <li>Install composting bins, host gardening days for volunteers, and continue development of planting</li> </ul>	<ul style="list-style-type: none"> <li>Provide opportunities for volunteers to get involved in the local community.</li> <li>Develop this new facility to improve the quality of open spaces and amenities in the village for residents.</li> <li>Promote healthy living.</li> </ul>	No direct associated budget, falls within Grants and community projects budget £10,200	Maintenance Committee	<ul style="list-style-type: none"> <li>Compost bins built and installed.</li> <li>Four gardening days held in 19-20.</li> <li>Team of volunteers established.</li> </ul>	April 2019 for installation, ongoing events and activities throughout year.
Target and reduce dog fouling	<ul style="list-style-type: none"> <li>Work with CBC to educate public and achieve FPN's for offenders; increase dog fouling clear up; promote use of dog bag dispensers.</li> </ul>	<ul style="list-style-type: none"> <li>Improve quality of life for residents through a cleaner, safer environment.</li> <li>Support CBC in their work to reduce anti-social behaviour.</li> </ul>	Litter and dog waste budget £1,800	Clerk / CBC Zone Wardens	<ul style="list-style-type: none"> <li>Dispensers stocked and regularly being used.</li> <li>Weekly dog fouling clear up by contractor.</li> <li>Visible reduction in fouling.</li> </ul>	Ongoing from April 2019
Develop festive lighting	<ul style="list-style-type: none"> <li>Utilise the remaining balance of the £2,000 CBC grant</li> </ul>	<ul style="list-style-type: none"> <li>Improve the High St area of the village, promoting economic</li> </ul>	£1,000	Maintenance Committee	<ul style="list-style-type: none"> <li>Lighting installed.</li> </ul>	November 2019



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	awarded for festive lighting by installing further lamppost motifs on the High Street.	and social wellbeing through increased visitors and community spirit.				
Improve open space and sports and recreation facilities	<ul style="list-style-type: none"> <li>Utilise allocated S106 funding of £285,000 from the wharf developments to install canoe racks on the quayside, to develop facilities at the Recreation Ground, and potentially purchase land for use as allotments if possible.</li> </ul>	<ul style="list-style-type: none"> <li>Improve quality of life for residents through improved facilities and open spaces.</li> <li>Promote healthy living.</li> <li>Safeguard the future of the allotments and reduce ongoing costs to users of this amenity.</li> <li>Work in co-operation with local groups and organisations to help support their aims.</li> </ul>	£285,000	Full council and Recreation Ground Working Party	<ul style="list-style-type: none"> <li>Canoe racks installed.</li> <li>Allotment site purchase agreed.</li> <li>Planning permission for Recreation Ground facility improvements granted.</li> <li>New facilities installed or installation plan agreed.</li> </ul>	Canoe racks Sept 2019 Plans for Recreation Ground facility improvements will be dependent on level of funding available, after potential purchase of allotment site. Negotiations with landowner ongoing – dates TBC.
Achieve funding for a village handyman	<ul style="list-style-type: none"> <li>Apply for a Local Service Fund grant to match fund provision of a handyman to carry out maintenance /repairs of street furniture, open spaces etc.</li> </ul>	<ul style="list-style-type: none"> <li>Provide more cost effective and responsive service to meet the needs of the community.</li> <li>Improve quality of life through improved public spaces and amenities.</li> </ul>	£15,000 over 3 years from within the £17,700 maintenance budget	Clerk and Maintenance Committee	<ul style="list-style-type: none"> <li>Application for funding successful</li> <li>Handyman employed.</li> </ul>	Application April 2019; if successful aim to have a handyman in post within 3 months of funding being made available.



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Achieve Quality Level within the Local Council Award Scheme	<ul style="list-style-type: none"> <li>• Meet the criteria within the scheme for the Quality level award, and have the application verified by NALC.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver high standard of service to residents.</li> <li>• Demonstrate achievements and an ongoing commitment to improvement.</li> </ul>	N/A	Clerk and full council	<ul style="list-style-type: none"> <li>• Council resolves that it meets the criteria and application submitted.</li> <li>• Application verified and award confirmed.</li> </ul>	Resolution and application submitted April 2019.
Deliver community policing resources within the parish	<ul style="list-style-type: none"> <li>• Work with CBC, Colchester Police and neighbouring parish(es) to provide a shared Special Constable to deliver on-the-ground policing via a new match funding scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce crime and antisocial behaviour, improving safety and quality of life for residents.</li> <li>• Deliver services in a cost-effective way, working in partnership with other local councils and organisations</li> </ul>	TBC – potentially £1,500 to be met from Grants & Community projects budget of £10,200 (if shared with another PC and match funded by CBC)	Clerk / CBC Ward Cllrs	<ul style="list-style-type: none"> <li>• Agreement made with other parish(es) for a shared police resource.</li> <li>• CBC match funding achieved.</li> <li>• Special constable appointed.</li> <li>• Reduction in crime / anti-social behaviour.</li> </ul>	December 2019
Achieve 20mph speed limits throughout the village	<ul style="list-style-type: none"> <li>• Work with ECC to progress the application for the village to be designated a 20mph speed limit zone</li> </ul>	<ul style="list-style-type: none"> <li>• Improve safety for pedestrians and road users and reduce accidents and near misses.</li> </ul>	£500 agreed to pay for two speed tests required by ECC	Clerk / ECC Cllr Bentley	<ul style="list-style-type: none"> <li>• Speed tests completed.</li> <li>• Decision on application made.</li> <li>• 20mph zone implemented.</li> </ul>	Timetable tbc as determined by ECC; Cllr Bentley to advise