

CLIFTON PARISH COUNCIL ACTION PLAN 2025/26

Clifton 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.

Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and inform community	ACCOUNTS & AUDIT - To ensure that there is transparent information about payments, audit documents, budget, precept Annual Return	Publish on the website and on noticeboards (audit)	Clerk / RFO	Within 1 month of approval by Council or Auditor	Website updated weekly, noticeboards as required
		To be agreed at June Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk/RFO Parish Council	Agree June 2025	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2024/25 - results to be published via parish noticeboard, and website. External Audit report when received.
	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk/RFO	30 days across the Summer including the first two weeks of July	Annual Governance & Accountability Return for the Year ended 31st March 2025 – Notice of Publication to be issued

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To comply with the law and inform community	PARISH COUNCIL ADMINISTRATION - To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.	Publish agendas, minutes, and means of contacting the Council on the website / noticeboards	Clerk and Parish Council	Agendas & minutes ongoing, to be published within one month of availability/approval by Council. Contact details updated as necessary	Agenda/Minutes published within deadlines.
To comply with the law	POLICIES - To ensure all council policies (inc. Financial Regulations & Standing Orders) and procedures are reviewed annually or as documented and updated as necessary	Clerk to ensure annual review processes are on May agenda and others as necessary. A complete suite of Policies to meet the needs of the Parish Council is maintained	Clerk and Parish Council	Main policies - May 2025 Others in line with review dates	
To comply with the law	DATA PROTECTION REVIEW - To ensure regulations are met	Review Data Protection and update as necessary – documents retained/destroyed in line with retention policy	Clerk & Parish Council	Ongoing	
To comply with the law and engage with community	WEBSITE – to review requirements and keep updated	Keep updated on a regular basis Ensure Accessibility requirements are met	Clerk & Appointed Councillor	Ongoing	

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To engage with the Community	COMMUNITY ENGAGEMENT To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Pro-active use of Website and village magazine	Liaising with local organisations around suitable joint events. Regular website / Facebook updates and articles in village magazine. Annual Report produced.	Clerk & Parish Council	Continuous dialogue with local groups. Monthly articles. Website ongoing	Meet & Greet Events to be arranged, when appropriate
To comply with the law and ensure safety	HEALTH & SAFETY - To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover.	Renew insurance	Clerk & Council	Insurance - renewal June 2025	Agreed 3-year term with Hiscox. Review May 2027
		Risk assessment forms to be completed for events organised by Council.	Clerk & Appointed Councillors	Risk Assessments – review as required.	
To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manor	Grounds/Facility Management person to check on a regular basis that Council assets are maintained and in good working order.	Clerk, Groundsman & relevant Committee	Ongoing with annual Risk Management Schedule assessment due March annually. Asset Register to be kept updated.	Inspections ongoing
To keep up to date	SUBSCRIPTIONS - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions.	Clerk and Parish Council	Upon Annual Renewal	Annual Review

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To provide Staff to undertake duties on behalf of the Council	STAFFING – Annual Appraisals to review staff performance and development	Review roles and responsibilities annually. Complete Annual appraisals, with feedback provided by Councillors	Clerk & Finance Committee	September 2025	
To ensure staff and Councillors are suitably trained to undertake their role	TRAINING & DEVELOPMENT – to provide suitable opportunities to ensure councillors and employees are up to date on all relevant legislation and procedures for their roles	All new councillors to attend New Councillor training workshop and other training as required. All employees to be supported in attending training & development courses, workshops & conferences.	Clerk & Parish Council	Ongoing	
To monitor development and planning	PLANNING APPLICATIONS - To consider all planning applications which fall within, and impact upon, the Parish	Clerk to ensure planning applications are notified to councillors and placed on agenda. Clerk to seek time extensions from CBC if necessary. Planning consultant (if deemed necessary) used to support any large-scale development proposals	Clerk, Planning Committee, Council or Planning Consultant.	Planning comments sent to Central Beds Council within 2 days of Council Meeting – ongoing	
To put plan in place	PROJECTS -To identify projects and events, monitor progress and manage future infrastructure plans.	Draw up specification, obtain quotes, agree best value for money contract and monitor on monthly basis	Parish Councillors supported by Clerk	Ongoing	

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To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges at Clifton Playing Field, verges around the village and All Saints Cemetery.	Draw up specification, obtain quotes, agree best value for money contract and monitor on weekly basis	Clerk & relevant Committee	Existing Contracts to be reviewed by November 2025 and new Contracts to be negotiated for 2026.	
To provide play facilities	CLIFTON PLAYING FIELD PLAY AREA - To update children's play equipment & surfacing	Review safety surfacing and equipment, Draw-up specification, get quotes and agree contractor, as necessary.	Clerk & Playing Field & Community Centre Committee	Ongoing.	
To comply with the law and ensure safety	OPEN SPACES & BASKET BALL COURT - To maintain areas for community use. Keep free from vandalism and anti-social behaviour.	Inspect equipment on weekly basis to ensure safety. Get quotes for necessary maintenance and agree contractors. Weekly Litter picking of areas.	Clerk, Groundsman & Playing Field & Community Centre Committee	Ongoing	Inspections carried out by Groundsman weekly.
		Annual inspection carried out on Playground and Basket Ball court by registered play inspection companies (RoSPA) to help mitigate risks		Playground & Basket Ball Court - May 2025	Last Inspection completed May 2024

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To comply with Health & Safety	TREE SURVEY - To undertake a survey of all Parish Council owned trees and establish condition of trees	Undertake Survey and complete urgent works identified. Budget for works required.	Clerk, Tree Warden & Highways & Environment Committee	Survey to be undertaken every 3 Years, with periodic inspections by Groundsman	Next Survey 2025
Provision of bins	DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty.	Annual review of bins. Respond to public complaints. Monitor and report any litter or fouling problems to CBC	Clerk & Highways & Environment Committee	Ongoing	
To renovate facility, encouraging visitors to the Village	VILLAGE SIGNS – annual maintenance	Regular inspections. Groundsman to undertake work required. Consider maintenance strategy budget for repairs/replacement	Clerk, Groundsman Highways & Environment Committee	ongoing	
To provide and maintain bus shelters	BUS SHELTERS - To refurbish bus shelters in the village	Maintenance schedule to be established for repairs and refurbishment of the 6 bus shelters around the Village. Groundsman to undertake works as required.	Clerk & Highways & Environment Committee	ongoing	Weekly Bus Shelter inspections carried out by Groundsman
To provide traffic calming measures	TRAFFIC CALMING & ROAD SAFETY – to review key areas in the village and install suitable measures to ensure safety	Work with the Highways Dept at CBC to draw up specifications, liaising with the community as appropriate.	Clerk & Highways & Environment Committee	Ongoing	
		Investigate ways to improve parking around the Village, particularly around the schools, shops & recreation facilities.		Ongoing	

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To enhance the environment	TREE PLANTING – to plant trees around the village	Work with CBC to secure Tree Planting Grant, and arrange planting and ongoing maintenance.	Clerk, Tree Warden & Highways & Environment Committee	Ongoing	
To provide and maintain War Memorial	WAR MEMORIAL – undertake routine maintenance of the War Memorial and arrange annual Remembrance Day Service	Monthly inspection of the War memorial with any issues highlighted to the Council. Work in liaison with the Church, Lord Lieutenants Office and Royal British Legion to arrange and host the annual Remembrance Day Service – including sound system and road closure arrangements (signage). Consider renovation of the War Memorial area and agree interim measures (location of Tommy statues?)	Clerk, Groundsman & Highways & Environment Committee	Ongoing November annually Ongoing	War Memorial Inspection June 2025