

YAXLEY PARISH COUNCIL ACTION PLAN

2018 - 2019

Introduction

Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent.

They:-

- give views, on behalf of the parish, on planning applications and other proposals that affect the parish
- undertake projects and schemes that benefit local residents
- work in partnership with other bodies to achieve benefits for the parish
- alert relevant authorities to problems that arise or work that needs to be undertaken
- help the other tiers of local government keep in touch with their local communities

Parish Councils have a wide range of powers which essentially relate to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks etc. They also have the power to raise money through taxation, the precept, which is the parish council's share of the council tax.

In October 2015 an Action Plan for 2016/17 was approved which detailed the key objectives and actions that the Council hoped to achieve during 2016/2017, in addition to its overall responsibilities. The Table below shows the action taken on these objectives and any new projects which have materialised during the year. It also identifies those schemes being carried forward to 2018/19 and any new objectives (highlighted in yellow).

Council					
Objective	Responsibility	Actions	Response	Timescale	Owner
1 – To maintain strict expenditure control by review of existing contracts	Yaxley Parish Council	Calendarise existing contracts Timely request of tenders		Ongoing	Clerk
2. – Review and update policies and procedures	Yaxley Parish Council	Set up working group Review policies and procedures in line with current requirements	Policy Group met 2016 to review policies. Work ongoing to look at Health and Safety regarding legionnaires.	Ongoing	Parish Council & Clerk
3. – Work with the youth of the village to combat ASB in the recreation ground	Yaxley Parish Council	Set up youth club, look at ways of addressing the needs of various groups	Youth Club in Queens Park launched July 2017. Pavilion area opened up to provide a shelter and approval given for tribute and graffiti wall.	Ongoing	Parish Council & Clerk

4. – To put in LHI bid for a zebra crossing on Broadway	Yaxley Parish Council	Project submitted September 2016 and approval given January 2017.	Installed February 2018.	2017/18 financial year.	Parish Council & Clerk
5. – Registration of Parish Council land	Yaxley Parish Council	Project started 2016 and most of areas registered by Land Registry May 2017. Work ongoing regarding cemetery	Following involvement of Solicitor regarding areas refused by the Land Registry, an another application for registration has been made.	2018	Parish Council & Clerk
6. – To investigate funding for a zebra crossing on Broadway near to Mere View	Yaxley Parish Council	Issued raised with Mac McGuire as cost was high at £35,000 and alternative funding streams to be investigated including possible funding from developer.			Parish Council & Clerk

Community Facilities					
Objective	Responsibility	Actions	Response	Timescale	Owner
1. – To take forward plans for skate park extension / BMX or similar facility	Yaxley Parish Council	Identify costings and look into possible finance streams		Ongoing	Community Facilities committee
2. – To consider the need for a new cemetery.	Yaxley Parish Council	Consider need, timescale, cost of providing a new cemetery.	District Council has been advised that the field on Church St is not suitable.	Parish Council has offered to work with HDC to find an alternative site – awaiting feedback from HDC	Community Facilities committee
3. - Queens Park – pitch maintenance	Yaxley Parish Council	Pitches require to be treated for weeds (outsource)	Weed killer and fertiliser to be arranged for May 2018.	To be undertaken annually	Community Facilities Committee
4. Pooley Way/ Green Lane Open Space	Yaxley Parish Council	Open up area to improve the green space and investigate solar lights	Tree Work undertaken autumn of 2016. Bin installed 2017 , second bench installed February 2018.	Work ongoing with tree maintenance. installation of benches delayed due to vandalism.	Community Facilities Committee`

5. Tree Survey	Yaxley Parish Council	5 yearly tree survey and subsequent maintenance work.	Annual inspections carried out late summer/early autumn 2017 – maintenance carried out October to February.	Work completed	Community Facilities Committee
6. Notice Board	Yaxley Parish Council	To be installed at Mushroom farm end of the village		2018	Community Facilities Committee
7. Disabled play equipment	Yaxley Parish Council	Consult, investigate and report back options	Arrangements made to meet Frances and discuss possible ideas	ongoing	Community Facilities Committee
8. Community Allotment	Yaxley Parish Council	Explore options for Whiteheads	Working Group met and are having discussions with the District Council and Community Care Group – allotment identified		Community Facilities Committee
9. Community Fridge	Yaxley Parish Council	Set up and run a Community Fridge	Fridge launched on 7 th March with the first delivery of food through the Food for Nought	ongoing	Community Facilities Committee

			network.		
10. Bus Shelter Improvements	Yaxley Parish Council	To make provision to install/replace a new bus shelter every other year. To liaise with Stagecoach and Primesights regarding existing bus stops	J Orchard leading		Community Facilities Committee
11. Additional parking at Queens Park	Yaxley Parish Council	To investigate the cost of installing additional car parking at Queens Park – as requested by the Community Facilities Committee at their meeting on 20 th February	Costs to be investigated and subject to approval from Council project included in 2019/20 budget.		Community Facilities Committee

Property					
Objective	Responsibility	Actions	Response	Timescale	Owner
1. – Workshop external walls repair/window replacement and entrance to compound	Property Yaxley Parish Council	Gather quotations	Repairs to the window and entrance of the completed. Brickwork needs replacing	Ongoing	Property Committee
2. – pointing up of the chapel	Property Yaxley Parish Council	Gather quotations	Work to be arranged.	Ongoing	Property Committee
3. – Repair/Paint window frames Pooley Hall	Property Yaxley Parish Council	Gather quotations	Decorators invited to quote only one received – to be requoted in Spring 18.	Ongoing	Property Committee
4. Replacement of Windows at 50 Main Street, Yaxley	Property Yaxley Parish Council	Gather quotations	Work to be budgeted in 2018/19	Ongoing	Property Committee
5. Intruder Alarm upgrade – Amenity Centre and Workshop	Property Yaxley Parish Council	Gather quotations	Work to be budgeted in 2018/19	Ongoing	Property Committee
6. Welfare Facilities for Grounds Team	Property Yaxley Parish Council	Porta building sourced October 2017, additional heater required for drying area	All work completed.	completed	Property Committee
7. Improvements to Pavilion building	Property Yaxley Parish Council	Investigate ways of making pavilion more user friendly and any possible funding sources	Young Persons Working Group looking at ways of using the pavilion including a potential	Ongoing	Property Committee

		to undertake the work	community café.		
8. Upgrade CCTV on the Pavilion	Property Yaxley Parish Council	Quote received	Work Completed	Ongoing	Property Committee

Personnel					
Objective	Responsibility	Actions	Response	Timescale	Owner
1 – Develop training plan for all employees to reduce external workforce requirement	Personnel Yaxley Parish Council	Identify need and prioritise.	ladder and manual handling training undertaken Oct/November for the team. Chainsaw and tree inspections training completed by new Supervisor. First Aid training undertaken by 3 members of staff	ongoing	Personnel Committee
2 – Prepare or review risk assessments for all work areas	Personnel Yaxley Parish Council	Prioritise and undertake assessments	Legionella Assessment completed and new practices in place to record and maintain water systems. Community Fridge risk assessment completed February 2018.	ongoing	Personnel Committee
3 – Install dry area/eating area for Grounds Team	Personnel Yaxley Parish Council	Identify needs and investigate solutions and costings	completed.	Ongoing	Personnel Committee

Planning					
Objective	Responsibility	Actions	response	Timescale	Owner
1 – To represent residents with regard to the proposed Great Haddon Development	Planning Yaxley Parish Council	To monitor and respond when necessary to the application.		ongoing	Planning Committee