

LAUNTON PARISH COUNCIL

DRAFT ACTION PLAN 2021 / 2022

Launton Parish Council constantly strives to work on behalf of parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist.

Listed below is our current schedule of activity; this is regularly reviewed and updated as projects finish and priorities change. Please note this list is not exhaustive as there are many facets to a Parish Council, but below are the main items of work.

Administration and Finance				
Area	Action	Timescale	Responsibility	Completed
Finance	Ensure that monthly finance report is published including state of the bank accounts, confirmation of regular payments and any income received.	Monthly	Clerk	
	Budget and Precept – ensure that a full annual budget is prepared prior to the consideration of the Precept request which must be made in January.	November / December annually	Clerk and Council	
	Budget Monitoring – receive a report.	Quarterly end June, September, December and March	Clerk and Council	
	Ensure that an Internal Auditor is appointed at the beginning of the financial year with a review of provision every three years.	May. Current IA first appointed 2019	Clerk and Council	
	Ensure that the Year End and AGAR is completed and returned to the External Auditor within the required timescale.	Between 1 April and 1 July	Clerk and Council	
	Publish the External Audit Conclusion of Audit report as soon as practical after receipt.	No later than 30 September	Clerk	
	Ensure that Councillors understand their responsibilities.	Ongoing	Council	
	Appoint a Councillor responsible for Internal Financial Control.	Annually in May	Council	

Administration and Finance

Area	Action	Timescale	Responsibility	Completed
	Grant requests to village bodies.	Quarterly in April, July, October and January	Council	
	Insurance – ensure it is renewed and reviewed on at least a three-year programme.	Annually for June	Clerk and Council	
General administration	Ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.	Ongoing	Clerk	
	Publish calendar of meetings and means of contacting the PC on the website and noticeboards.	Annually (at least)	Clerk	
	Publish the meeting agenda within three clear days.	3 clear days of the meeting	Clerk	
	Once the Chairman has had a courtesy check of the draft Minutes, publish as soon as possible after the meeting.	Within 28 days of meeting.	Clerk / Chairman	
	Appoint Councillors to committees and membership of outside bodies.	Annually in May	Council	
	Form a Communication Strategy Working Group to discuss all forms of communication including noticeboards, website and policies.	October	Council	
	Form a Speed and Traffic Monitoring Working Group to look at a portable Vehicle Activated Sign.	October	Council	
Website	Update the website and ensure compliance with Transparency regulations.	Monthly	Clerk	
Standing Orders and Financial Regulations	Ensure that the documents are reviewed every two years or when NALC publishes updated versions.	Ongoing	Clerk to produce / Councillors to consider and agree	

Administration and Finance

Area	Action	Timescale	Responsibility	Completed
Policies	Ensure all current policies are up-to-date and are included in a two-year rolling programme of revision.	Ongoing	Clerk to produce / Councillors to consider and agree	
Health and Safety	Ensure that the Council meets Health and Safety requirements for its staff, councillors and public at events and activities. Ensure that the insurance cover is adequate.	Ongoing	Clerk with Councillors	
Emergency Plan	Ensure all information in the Emergency Plan is up to date and relevant	Ongoing	Clerk and Councillors	
Annual Parish Meeting	Invite all village organisations and groups.	April meeting (unless election year)	Chairman / Clerk	
Planning Applications	Ensure that all planning applications are publicised, discussed at a meeting and responded to in a timely manner.	Monthly - ongoing	Clerk / Councillors	
Training	Source appropriate training for both Clerk and Councillors.	Ongoing	Clerk	
Subscriptions	Ensure that the Parish Council has access to advice to keep well informed by subscribing to OALC, CFO, SLCC etc.	Annual subscriptions in March / April	Clerk with Councillors	

Amenities and Highways

Area	Action	Timescale	Responsibility	Completed
Parish Hall Improvement Project	Work with the church and ensure the smooth transfer of lease.	Three years from September 2021		
	Complete refurbishment to EPC rating of E or higher Plans required from Architect	By August 2024	Clerk, Councillors and Parish Hall	

Amenities and Highways				
Area	Action	Timescale	Responsibility	Completed
	Engage VAT Consultant Consultation with the village Planning application Apply for grants and loan (if necessary) Tender process for work Engage builders and other trades Ensure work is completed		Improvement Working Group	
Litter and dog bins	Rolling programme for inspection and maintenance.	Ongoing		
Bus Shelter	Rolling programme for inspection and maintenance.	Ongoing		
Assets	Allocation of inspection of assets.	June / July	Councillors	
	Reports on all assets to a Parish Council meeting.	July / August	Councillors	
	Maintenance of all assets as required.	Ongoing	Clerk and Council	
Contracts for maintenance of the Glades and Sherwood shrubbery	Maintain contract	Ongoing	Council	
Grit Bins	Ensure sufficient supply of salt for winter and ensure topped up if used.	Annually in October	Council	
Contract for Refuge Maintenance	Review contract in February ensure completion in spring / summer.	Annually February and then ongoing	Council	
Maintain highways urban verges	Review contract every three years and review work regularly.	By November 2021		
Maintain highways rural verges	Review contract every three years and review work regularly.	By November 2021		
Spring Clean	Set date, order equipment, book Parish Hall, mobilise WI for refreshments.	Annually in February		
Planters	Investigate possibility of PC paying for plants for planters.	November 2021		

Amenities and Highways				
Area	Action	Timescale	Responsibility	Completed
Defibrillator	Monthly check of cabinet and device.	Inspect monthly	Cllr Thompson / Clerk	
	Ensure battery is renewed every 4 years and pads replaced as needed.	Inspect annually	Cllr Thompson / Clerk	
	Organise training.	Every three to four years	Cllr Thompson / Clerk	
Yew Tree Play Area	Ensure CDC maintain Yew Tree Play Area.	Ongoing	Clerk / Council	
Allotments	Ensure insurance is maintained.	Annual		
Footpaths	Maintain communication between the Footpath Warden and the PC.	Ongoing	Clerk / Council	
War Memorial	Ensure kept clean and tidy.	Ongoing	Clerk / Council	
	Erect 'Silent Soldiers' by War Memorial and another location (either Pump or Parish Hall).	End of October and mid December	Clerk / Council	

Community Development				
Area	Action	Timescale	Responsibility	Completed
Launton Lines	Ensure that monthly Parish Council report is written and that regular financial support of the publication is considered on an annual basis.	Ongoing		
Friends of Island Pond Wood	Maintain regular communication. One Councillor representative for committee.	Ongoing		
Village Fete	PC to work with Fete Committee. One Councillor to be nominated to attend meetings.	Ongoing		
General Community engagement	Attend community group meetings, invite to PC or other group meetings.	Continuous dialogue		

External Organisations				
Area	Action	Timescale	Responsibility	Completed
Cherwell District Council, Oxfordshire County Council, local Parish Councils, East West Rail and other organisations	Liaise with all organisations and maintain a good working relationship.	Ongoing		