



BARTON-LE-CLAY PARISH COUNCIL ACTION PLAN 2024/25

Barton-le-Clay 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	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
	Annual Return	To be agreed at June Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk/RFO Parish Council	Agree June 2024	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2023/24 - results to be published via parish noticeboard, and website, from 17 th June to 26 th July 2024. 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 2024 – 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. Contact details last updated December 2023
		Calendar of meetings	Clerk	Calendar of Meetings – May 2024	
		Review the condition of the existing noticeboards (x3) around the Village and prioritise the replacement, as necessary, ensuring sufficient Budget allowance	Clerk, Policies & Resources Committee	August 2024	
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 2024 Others in line with review dates	
				Staffing Policies – as necessary	
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	

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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 & Policies & Resources Committee	Ongoing	
To comply with the law and ensure smooth running of administration	IT SUPPORT & SECURITY - separate email addresses for Clerk & Councillors used. - Process for remote working for Office staff in place	Email addresses Cloud based. IT Support contract agreed including backup of data to Cloud. Council Laptops used by staff, with remote access to files	Clerk & Councillors	Ongoing	
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	Organise Councillor ‘meet & greet’ events, liaising with local organisations around suitable joint events. Publish Parish Newsletter 3x per year. Regular website / Facebook updates. Annual Report produced.	Clerk & Parish Council	Continuous dialogue with local groups. Monthly articles. Website ongoing	Meet & Greet Events to be arranged at events, when appropriate
To engage with the Community and ensure safety	COMMUNITY EMERGENCY PLAN/CERT- to draw up a Community Plan and contacts list to be used in case of an emergency in the Village	Work with CBC Emergency Planning Team to formulate a plan. Create a working party including members of the Community to agree responsibilities.	Clerk, Policies & Resources Committee, Members of Working Party	July 2024	
To comply with the law	HEALTH & SAFETY - To ensure that the Council meets Health & Safety	Renew insurance	Clerk & Council	Insurance - renewal September 2024	Agreed 3-year term with Aviva – 30/09/2021

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and ensure safety	requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover.	Risk Management Schedule - reviewed by Policies & Resources Committee annually	Clerk & Policies & Resources Committee	Risk Management Schedule - review March Annually	Last interim review October 2023
		List of areas to be drawn up and risk assessment forms to be completed	Clerk & Appointed Councillors	Risk Assessments – review March 2024 and October 2024	
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. Schedule of assets maintained and reviewed quarterly.	Clerk, Groundsman & relevant Committee	Ongoing with annual Risk Management Schedule assessment due March annually. Asset Register to be reviewed at May annual meeting	Asset inspection sheets reviewed monthly at Committee/Council meetings. 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 to - BATPC/NALC/SLCC/ICCM/BRCC, National Allotment Soc, Information Commissioners Office, Compliant Councils Hub/CPRE	Clerk and Parish Council	Upon Annual Renewal	Annual Review
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 & Pay & Personnel Sub-Committee	September 2024	

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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 used to support any large-scale development proposals	Clerk, Planning Committee, Planning Consultant.	Planning comments sent to Central Beds Council within 2 days of Planning Committee Meeting – ongoing	Monthly planning committee meetings held
To get NP through referendum and examination	NEIGHBOURHOOD PLAN To formulate Plan and take the Plan through the draft consultation stage and then to public Referendum	Steering Committee established to draw up draft plan. Public & Independent examination of draft plan. Respond, amend, approve. Ensure public fully informed with sufficient publicity	Neighbourhood Plan Committee, Consultant, Clerk	Report progress monthly to PC Ongoing	
To put plan in place	NEIGHBOURHOOD PLAN POLICIES & PROJECTS - To progress the identified projects, monitor planning applications and manage future infrastructure plans	Draw up an action plan and oversee progress	Parish Councillors, public supported by Clerk and NP Consultant	March 2024	

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To upkeep open spaces	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges at Arnold Recreation Ground, Norman Road Play Area, Grange Road estate, Heritage Garden, Allotments, Church Rd/Old Rd Islands, Churchyard & Burial Ground	Draw up specification, obtain quotes, agree best value for money contract and monitor on weekly basis	Clerk, Groundsman & relevant Committee	Existing Contracts to be reviewed by October 2024 and new Contracts to be negotiated for 2025.	
To provide open spaces, promote biodiversity and encourage wellbeing	COMMUNITY GARDEN – to work with the Community to create a garden for the benefit of local residents to aid wellbeing and the environment	Use funding sourced in 2023 to complete the hard landscaping for the garden in line with the design agreed by the Partnership. Work with the volunteers to establish planting programme. Work with the local doctors/BRCC re social prescribing opportunities	Clerk, Councillors, Rotary Club, Blooming Barton and BRCC	June 2024	Hard landscaping to be completed by contractor by March 2024.
To promote entertainment & the Arts and encourage visitors	CHRISTMAS LIGHTS – to provide Christmas Lights in the centre of the Village, managing the storage, installation and maintenance and encouraging a Switch-on event for the Community	Ensure Budget in place to fund the storage, maintenance and installation of the lights. Consider co-ordinating a Community Switch-on Event, including road closure and working with volunteers and stall holders	Clerk, Policies & Resources Committee	Ongoing November 2024	Funding and responsibility taken on from 2024
To ensure safety for users	VILLAGE HALL – to work with the Village Hall Committee and Doctors surgery to review safety of	Arrange a joint meeting with the Village Hall Committee, Doctors Practice Manager and Parish Council to consider ways to improve the safety of the access	Clerk, Councillors, Village Hall Committee and	April 2024	

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	the shared access road and car park	road for residents and users (gated access/CCTV, etc.). Consider suitable funding for any improvements	Doctors Practice Manager		
To provide allotments	ALLOTMENTS - To provide & maintain allotments	To ensure the allotments remain financially viable. Ensure they are kept clean and tidy so that new tenants can be attracted	Groundsman & Leisure Committee, Assistant Clerk	Regular Inspections by Chairman of Leisure Cttee, Assistant Clerk	
To ensure security at the allotments and encourage biodiversity	ALLOTMENT HEDGEROW – Improve hedgerow at rear of Dunstall Road	To continue to replant and manage hedgerow at rear of site	Assistant Clerk & Leisure Committee and BCC	Ongoing	Woodland Trust grant secured for Spring 2024 planting
To promote entertainment & the Arts	VILLAGE SHOW – to review and redesign an annual Village Show that meets the requirements of the Community	Sub-Committee to consider options in consultation with community and agree suitable budget	Assistant Clerk & Show Sub-committee	November 2024	
To provide play facilities	PLAY AREAS & FITNESS EQUIPMENT - To update children’s play equipment, fitness equipment & surfacing	To set up working party to review equipment and surfacing. Draw-up specification, get quotes and carry out public consultation ready for suitable grant opportunities	Assistant Clerk & Working Party & Leisure Committee	November 2024	
To ensure security of Recreation Ground	PARK GATES – To refurbish/replace gates	To repaint and refurbish/replace as necessary. Review budget allocation for 2025	Assistant Clerk, Leisure Committee and Groundsman	September 2024	

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To ensure security of Play Area	NORMAN ROAD PLAY AREA – To review perimeter fencing and repair as necessary	To repair and replace broken/missing fencing around the perimeter of the Play Area	Assistant Clerk, Leisure Committee and Groundsman	September 2024	
To comply with the law and ensure safety	OPEN SPACES & OUTDOOR GYM - To maintain areas for community use. Keep free from vandalism and anti-social behaviour. To maintain fund for long term maintenance of the Arnold Recreation Ground, Norman Road Play Area and Fitness Equipment	Inspect equipment on weekly basis to ensure safety. Get quotes for necessary maintenance and agree contractors. Weekly Litter picking of areas. Consider installation of additional benches. Maintenance of Arnold Rec gates and review perimeter fencing.	Assistant Clerk & Leisure Committee	Ongoing	Inspections carried out by Groundsman weekly.
		Annual inspection carried out on Playground and Outdoor Gym by registered play inspection companies (Rospa) to help mitigate risks		March 2024	Provision for fund in budget
		Explore flooding in Arnold Recreation Ground Play area		November 2024	
				Playground & Outdoor Gym - May 2024	Last Inspection completed June 2023
To upkeep open spaces & associated facilities	LUTON ROAD SPORTS FIELD - To manage maintenance of sports pitches and Pavilion for community use	Groundsmen to inspect, mark-out and allocate pitches weekly. Litter picking and Legionella testing to be undertaken weekly	Groundsmen, Assistant Clerk and Sports Field Committee	Ongoing	
		Drainage, levelling & reseeding maintenance programme.		Ongoing	
				May/June 2024	

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		Annual reseeded and fertilisation programme, including reseeded of goal mouths and centre spots. Consider Pitchpower Grant funding		May 2024	
To ensure security of building	LUTON ROAD SPORTS PAVILION – To review shutters	To review and seek quotes for budget / Grant opportunities	Assistant Clerk & Sports Field Committee	November 2024	
To upkeep open spaces and improve access to areas	ACCESS ROAD – SPORTS FIELD – to ensure it is compliant with Health & Safety requirements	Review maintenance in conjunction with Football Club and other users. Assess and obtain quote for Access Road repairs and review budget requirements Review lighting requirements.	Assistant Clerk & Sports Field Committee	August 2024 October 2024 September 2024	
To comply with the law and provide recreational facilities	BARTON ROVERS FC LEASE – to undertake a rent review and negotiate a new lease to tidy up current documents and clauses	Arrange up to date Valuation of site for rent review. Establish Working Party to consider requirements and progress revised lease	Clerk & Working Party, Valuer and Solicitors	April 2024	
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 & Highways & Environment Committee	Survey to be undertaken every 3 Years, with periodic inspections by Groundsman	Last survey Summer 2023 – Tree works for Y1 scheduled for completion March 2024

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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	4 New bins requested January 2024
To renovate facility, encouraging visitors to the Village	VILLAGE GATES & VILLAGE SIGNS – annual maintenance	Quarterly inspections. Groundsman to undertake work required. Consider maintenance strategy budget for repairs/replacement	Clerk & Groundsman Highways & Environment Committee	ongoing	Last painted Autumn 2020
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	Last painted 2019
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, Ward Councillors and Police/PCC to draw up specifications, liaising with the community as appropriate. Investigate ways to improve parking around the Village, particularly around the schools, shops & recreation facilities.	Clerk & Highways & Environment Committee	Ongoing September 2024	
To enhance the environment	TREE PLANTING – to plant sapling trees at Lovers Walk to replace those requiring felling	Dead/diseased trees to be felled Spring 2024. Obtain tree saplings and plant within Lovers Walk to replenish tree stock	Clerk, Highways & Environment Committee	October 2024	Tree felling completion Q1 2024.

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To provide and maintain Burial Ground	BURIAL GROUND – to maintain existing Burial Ground and agree strategy for future needs of the community	Bi-weekly inspections with any issues highlighted to Council. Annual maintenance of the memorial benches. Agree Burial Ground Strategy. Headstone topple-testing and remedial work to be completed. Review tree/hedge works required. Review gravel car park improvements Review condition of entrance gates and posts, obtain quotes for Budgeting	Groundsman, Assistant Clerk & Burial Grounds Committee	Ongoing March 2024 October 2024 March 2024 November 2024	Topple testing last done May 2021 – due 2026 Tree survey done June 2023
To maintain the Closed Churchyard	ST NICHOLAS CHURCHYARD – to maintain the churchyard and ensure health & safety needs are met	Bi-weekly inspections with any issues highlighted to Council. Assess and obtain quotes for relaying of pathway to the Garden of Rest and budget accordingly	Groundsman, Assistant Clerk & Burial Grounds Committee	Ongoing October 2024	Topple testing last done February 2020 (due 2025) Tree survey last done October 2023 (due 2026)
To provide and maintain War Memorial	WAR MEMORIAL – undertake routine maintenance of the War Memorial and arrange annual Remembrance Day Service	Bi-weekly 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	Assistant Clerk & Burial Grounds Committee	Ongoing November annually	War memorial re-lettering last undertaken 2019.

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		Service – including sound system and road closure arrangements. Consider ongoing renovation of the War Memorial and surrounding area and agree additional bench/planters		October 2024	New bench installed October 2023
To promote entertainment and the arts, including Village Celebration	D-DAY 80th ANNIVERSARY BEACON LIGHTING EVENT – To organise event to mark the occasion	To arrange event on 6 th June, including Beacon Lighting ceremony arrangements	Assistant Clerk & Burial Grounds Committee	June 2024	