



BARTON-LE-CLAY PARISH COUNCIL ACTION PLAN 2026/27

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 2026	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2025/26 - results to be published via parish noticeboard, and website, from 15 th June to 24 th July 2026. External Audit report when received.

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	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 2026 – Notice of Publication to be issued
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 2025
		Calendar of meetings	Clerk	Calendar of Meetings – May 2026	
		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 2025	
To comply with the law	POLICIES - To ensure all council policies (inc. Financial Regulations & Standing Orders) and	Clerk to ensure annual review processes are on May agenda and others as necessary.	Clerk and Parish Council	Main policies - May 2026 Others in line with review dates	

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	procedures are reviewed annually or as documented and updated as necessary	A complete suite of Policies to meet the needs of the Parish Council is maintained		Staffing Policies – as necessary	
To comply with the law	DATA PROTECTION REVIEW - To ensure regulations are met	Review Data Protection and update as necessary – Draw up data map to ensure Assertion 10 compliance. Documents retained/destroyed in line with retention policy. Councillors to assist with identifying historic data and secure destruction.	Clerk & Parish Council	Review progress July 2026	
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	

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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	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. Monthly attendance at Community Café by at least one Councillor	Clerk & Parish Council	Continuous dialogue with local groups. Monthly articles. Website ongoing	Meet & Greet Events to be arranged at events, when appropriate
To provide open spaces, promote biodiversity and encourage wellbeing	COMMUNITY GARDEN – to work with the Community to maintain a garden for the benefit of local residents to aid wellbeing and the environment	Work with the volunteers to establish planting and events programme. Work with the local doctors/BRCC re social prescribing opportunities	Clerk, Councillors, Rotary Club, Blooming Barton and BRCC	Ongoing	
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.	Ensure Budget in place to fund the storage, maintenance and installation of the lights.	Clerk, Policies & Resources Committee	Ongoing	Funding and responsibility taken on from 2024

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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 and Ward Councillors 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 2026	
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 September 2026	
		Risk Management Schedule - reviewed by Policies & Resources Committee annually	Clerk & Policies & Resources Committee	Risk Management Schedule - review March Annually	Last interim review January 2026
		List of areas to be drawn up and risk assessment forms to be completed	Clerk & Appointed Councillors	Risk Assessments – review March 2026 and October 2026	
To comply with the law and ensure safety	ASSETS - To ensure that all council assets are maintained in a safe and proper manner	Grounds/Facility Management person/Parish Rangers 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 Rangers & 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

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To ensure operating costs are managed prudently	FACILITY USAGE – to make better use of facilities and to be more cost effective for the operation of the Parish Council	Complete a feasibility study on the utilisation of Parish facilities, including engaging professionals to assist with costings and implementation proposals	Clerk & Parish Council Professional advisors	Progress review August 2026	
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 2026	
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	

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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 to public Referendum	Steering Committee established to draw up draft plan. Respond, amend, approve. Ensure public fully informed with sufficient publicity	Neighbourhood Plan Committee, Consultant, Clerk	Report progress monthly to PC Ongoing	Referendum February 2026
To put plan in place	NEIGHBOURHOOD PLAN POLICIES & PROJECTS - To progress the identified projects, monitor planning applications and manage future infrastructure plans	Implement the action plan and oversee progress	Parish Councillors, public supported by Clerk and NP Consultant	April 2026 and ongoing	
To upkeep open spaces	GROUND 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	Draw up specification, obtain quotes, agree best value for money contract and monitor on weekly basis. Consider cost effective hedge cutting in Arnold Recreation Ground to include all boundaries	Clerk, Groundsman & relevant Committee	Existing Contracts to be reviewed by October 2026 and new Contracts to be negotiated for 2027.	Additional flail of internal hedges

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	Rd/Old Rd Islands, Churchyard & Burial Ground				approved winter 2025
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/Rangers & Leisure Committee, Assistant Clerk	Regular Inspections by Chairman of Leisure Cttee, Assistant Clerk / Rangers	
		Organise Open Day Event to attract new tenants		Spring 2026	
		Consider suitable area for food glut		September 2026	
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	
To provide play facilities	PLAY AREAS & FITNESS EQUIPMENT - To update children's play equipment, fitness equipment & surfacing	Committee to review equipment including inclusive play equipment and surfacing. Draw-up specification, get quotes and carry out public consultation ready for suitable grant opportunities	Assistant Clerk & Leisure Committee	November 2026	

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To ensure security of Recreation Ground	PARK GATES – To refurbish/replace gates	To repaint and refurbish/replace as necessary	Assistant Clerk, Leisure Committee and Groundsman	September 2026	
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 2026	
		To refurbish play equipment		July 2026	
		To review the safety surfacing and repair/replace		July 2026	
		Explore grant opportunities for replacement		Ongoing	
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. Review perimeter fencing. Annual inspection carried out on Playground and Outdoor Gym by registered play inspection companies (Rospa) to help mitigate risks	Assistant Clerk & Leisure Committee Parish Rangers	Ongoing August 2026 November 2026 Playground & Outdoor Gym - May 2026	Inspections carried out by Ranger weekly. Provision for fund in budget Last Inspection Recreation Ground completed July 2025 Norman Road completed August 2025

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		Explore flooding in Arnold Recreation Ground Play area		Ongoing	
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	Groundsman, Rangers, Assistant Clerk and Sports Field Committee	Ongoing	
		Drainage, levelling & reseeding maintenance programme. Annual reseeding and fertilisation programme, including reseeding of goal mouths and centre spots. Consider Pitchpower Grant funding	Groundsmen, Assistant Clerk & Sports Field Committee	Ongoing May/June 2026 May 2026	
		Progress storage options for BRYFC and the Parish Council		September 2026	
To ensure security of building	LUTON ROAD SPORTS PAVILION – To review/repair shutters	To review and seek quotes for budget / Grant opportunities	Assistant Clerk & Sports Field Committee	Ongoing	Repair to changing room shutter completed December 2025
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	Assistant Clerk & Sports Field Committee	August 2025 October 2025	

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		Consider secure fencing of Sports Field and parking provision, explore grant opportunities		October 2025	
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. Working Party to consider requirements and progress revised lease Consider new leases for the Telemasts	Clerk & Working Party, Valuer and Solicitors, BRFC	April 2026	
To provide outdoor sports facilities	LUTON ROAD SPORTS FIELD – to provide 3G all-weather pitches and associated facilities	Progress project and grant application once S106 money is available	Assistant Clerk & Sports Field Committee, Beds FA, BRYFC	September 2026	
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
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	VILLAGE GATES & VILLAGE SIGNS – annual maintenance	Quarterly inspections. Groundsman to undertake work required.	Clerk & Groundsman Highways & Environment Committee	Ongoing June 2026	

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visitors to the Village		Consider maintenance strategy budget for repairs/replacement			
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 2024 CBC to undertake some improvements Spring 2026
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 & Ward Councillors, Highways & Environment Committee	Ongoing September 2026	
To enhance the environment	TREE PLANTING – to plant sampling trees at Lovers Walk to replace those felled	Obtain tree saplings and plant within Lovers Walk to replenish tree stock	Clerk, Highways & Environment Committee	March 2026	
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. Headstone topple-testing and remedial work to be completed.	Groundsman, Rangers, Assistant Clerk & Burial Grounds Committee	Ongoing March 2026	Topple testing last done May 2021 – due 2026

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		Review tree/hedge works required. Review gravel car park improvements Agree Burial Ground Strategy. Consider a memorial garden within the existing site or extension area. Replace wooden bollards in Burial Ground. Replanting in Garden of Rest		October 2026 September 2026 April 2026 April 2027 June 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, Rangers, Assistant Clerk & Burial Grounds Committee	Ongoing October 2026	Topple testing last done March 2025. Tree survey last done February 2025 - Work completed September 2025
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 and Royal British Legion to arrange and host the annual Remembrance Day Service –	Assistant Clerk & Burial Grounds Committee	Ongoing November annually	War memorial re-lettering last undertaken 2019.

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		including sound system and road closure arrangements. Refurbish Tommy statues before 2026 Remembrance Sunday Service.		November 2026	