CLOTTON HOOFIELD PARISH COUNCIL

Action Plan 2027-28

	Issue	Action	Lead	Resource Implications	Timescales
Crime & Community Safety					
1.	Fly Tipping	Report to CWaC	Parish Councillors	NIL	As and when required
2.	Build Relationship with Police	Request PCSO to attend future Parish Council Meetings	Clerk	NIL	On-going.
Events & Activities					
3.	Remembrance	Poppy Wreath Lamp-post Poppies	J Nicholas J Nicholas & R Roberts	£25 Purchase of Poppy Wreath NIL	October-November Mid-October
Communication					
4.	Communication of Parish Council activities	Include information of Parish Council meetings, vacancies and other important information in:- PC Website Facebook	 Clerk Clerk	 NIL NIL	 Quarterly Quarterly
5.	Parish Meeting	Organise Annual Parish Meeting to allow groups within the Parish to report activities that have been carried out to the Parish Council	Chair	NIL	March – May Yearly
6.	Annual Report	Prepare an Annual Report and circulate via PC Website and Facebook	Chair/Clerk	NIL	April
Environment					
7.	Street Furniture	Undertake Audit of all PC Street Furniture Assets and establish any maintenance requirements	Councillors	£150	Review Annually
8.	Planters	Ensure the Planters are maintained throughout the year	J Nicholas & R Roberts	£120	½ yearly

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Planning, Enforcement & Neighbourhood Plan					
9.	Neighbourhood Plan	Review every five years and or when CWaC's Local Plan is revised	All Councillors	NIL	Next Review – Once CWaC have adopted their Local Plan.
10.	Planning Applications	Review all planning applications against neighbourhood plan and circulate suggested response around Parish Council for approval.	All Councillors /Clerk	NIL	As and when required.
11.	Enforcement Issues	Report Enforcement Issues brought to the Parish Council's attention to CWaC and monitor.	All Councillors /Clerk	NIL	As and when required.
Highways					
12.	Speed Monitoring	Encourage Police to undertake regular Trucam Speed Monitoring.	All Councillors	NIL	On-going
13.	Potholes and Highways/signs Damage	Report all potholes and highways/signs damage issues brought to the parish council's attention to CWaC and monitor.	Councillors /Clerk	NIL	As and when required.
14.	Gullies, Gutters, Grid & Ditches	Monitor and report any blocked gullies, gutters, grids & ditches	All Councillors & Residents	NIL	Monthly review
Footpaths					
15.	Footpath Accessibility	Report all footpath accessibility issues brought to the parish council's attention to CWaC and monitor.		NIL	As and when required.
16.	Maintenance /replacement of stiles	Report all stile damage issues brought to the parish council's attention to CWaC and monitor.		NIL	As and when required.

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Community Resources					
17.	Defibrillator	- Explore the opportunity to have Defibrillator Machines in Clotton	Councillors/ Clerk	£750	Within next 12 months.

Training					
18.	Training	Identify training needs of Clerk & Parish Councillors	Councillors/ Clerk	£150	