

Swaffham Prior Parish Council – Activities Plan for 2024-25

The Action Plan sets out Swaffham Prior Parish Council’s current schedule of priorities, activities and aspirations. It will be regularly reviewed and updated as projects finish and priorities change. Priorities may change for a number of reasons, including unexpected events, matters identified by residents, budgetary constraints and central and local government initiatives. Swaffham Prior Parish Council strive to work on behalf of its community on the issues that matter to the parish. The Parish Council is always keen to receive ideas and suggestions on particular areas of interest or concern and where it is felt the Parish Council may be able to assist.

Area of responsibility	Action	Who	Timescale	Review
Cemetery	To ensure that the cemetery and burial records are adequately maintained. a) Update burial records in a timely manner. b) Photographic record of gravestones c) Safety checks and occasional routine maintenance as required. d) Monitor income and expenditure. e) Regular grass-cutting and strimming by contractor.	Clerk Contractors Councillors	Ongoing	
Allotments	To maintain allotments and promote their use. a) To offer the available plots to potential renters. b) Annual inspection of both sites by Councillor	Clerk Councillors	May 2024 November 2024	
Play Area	To maintain play are and provide new equipment as required. a) Regular visual inspection of all equipment. b) Yearly inspection by RoSPA. c) Arrange for necessary works to be carried out in a timely fashion. d) Regular grass-cutting by contractor.	Clerk Contractors	Ongoing April 2024 Ongoing Ongoing	
Planning and Development	Respond to local planning issues in a timely fashion.			

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	a) Review planning applications and respond to consultations as appropriate.	Councillors Clerk	Ongoing	
Transport and Highways	<p>To be proactive in responding to matters raised about highways issues.</p> <p>a) Explore potential improvements to traffic matters, including regarding speed reduction on Mill Hill/B1102.</p> <p>b) Engage with GCP regarding greenways.</p> <p>c) Deploy SID at various locations around the village to monitor traffic speed.</p> <p>d) Monitor and collate incident reports and concerns from residents on highways matters. Report to CCC Highways where appropriate.</p>	Councillors Clerk	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Village maintenance	<p>To ensure the village is tidy, safe and in good order.</p> <p>a) Maintain/replace street furniture as required.</p> <p>b) Monitor and review the rewilding project</p>	<p>Contractors Clerk</p> <p>Councillors</p>	<p>Ongoing</p> <p>Ongoing</p>	
Governance administration	<p>To ensure that Parish Council administration is efficient, effective, open and transparent.</p> <p>a) Agendas to be published within legislative timescales.</p> <p>b) Draft minutes to councillors within 10 working days of the meeting.</p> <p>c) Minutes to be published within agreed timescales on the website.</p> <p>d) Meeting dates published once a year in advance.</p> <p>e) Maintain legislative compliance through website accessibility.</p> <p>f) Complaints report drawn up and circulated as required.</p>	Clerk to implement. Council to monitor.	Ongoing	

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Finance	<p>To ensure that public money is used wisely and accounted for.</p> <ul style="list-style-type: none"> a) Determine the annual expenditure, reserves and contingency budgets and set an acceptable annual precept. b) Monitor expenditure and income on a monthly basis c) Investigate and take advice on insurance policies and payments d) Review annually and update the asset register. e) Publish on the website and noticeboard information on payments, annual return, audit documents, budget, precept. 	Clerk/RFO Treasurer Council	Ongoing	
Parish Councillors	<p>To ensure a range of views represent the community and that councillors understand their role in order to make informed decisions.</p> <ul style="list-style-type: none"> a) Endeavour to fill any councillor vacancies as soon as practical. b) Encourage diversity. c) Provide relevant information on documentation and training courses for new councillors. 	Clerk Councillors	Ongoing	
Training and advice	<p>To enable councillors and clerk to be more effective in their roles and to allow the PC to be better informed in its decision-making processes.</p> <ul style="list-style-type: none"> a) Subscribe to organisations providing information and advice. b) Encourage attendance at relevant courses and conferences. c) Provide new councillors with information regarding relevant training and documents. 	Clerk Councillors	Ongoing	

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Policy and legislation	<p>To provide consistency and clarity to stakeholders when dealing with accountability or activities of critical importance.</p> <p>a) Review current policies when required</p> <p>b) Create new policies as required.</p> <p>c) Review and update risk assessments.</p> <p>d) Check that all current policies are on the website.</p>	Clerk Councillors	Ongoing	
Communications	<p>To ensure that information is shared consistently, efficiently and openly between all stakeholders.</p> <p>a) Keep website and Facebook presence updated with council events and information pertinent to the parish.</p> <p>b) Promote Annual Parish Meeting – encourage residents to attend.</p> <p>c) Consult with community as needed.</p> <p>d) Contribute regularly to the Swaffham Crier.</p>	Clerk Councillors	<p>Ongoing</p> <p>May 2024</p> <p>Ongoing</p> <p>Ongoing</p>	
Data protection	<p>To ensure that the Parish Council complies with General Data Protection Regulations (GDPR).</p> <p>a) Monitor compliance.</p> <p>b) Keep up to date with new legislation</p>	Clerk	Ongoing	