**Vale of Allen Parish Council**

**WORK PLAN 2022-26**

**Introduction**

This Work Plan is a summary of the hopes and aspirations of what the parish council would like to achieve in the medium term.

(NB Grey shade indicates completed)

**Plan**

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **Actions** | **Outcomes** | **By Date** | **Lead** | **Update at July 2022** |
|  |  |  |  |  |  |
| **1. Council:** |  |  |  |  |  |
| Review policies, Financial Regulations and Standing Orders | Review and update and add missing policies as per Table of Policies, as and when review dates arise.  Update website | Comprehensive, up to date set of policies for members, staff, and updated website.  Updated website | On going.  On going | Clerk  Clerk | All up to date as at May 23. Next review Jul 23. |
| Undertake work on website to meet gov.uk requirements  Set up new email accounts for all members and staff using gov.uk | Engage consultant.  Discuss with web provider.  Undertake changes.  Launch new website.  Engage consultant.  Discuss with consultant.  Undertake changes.  Launch new emails | Engage Vision ICT  Web designer briefed.  Changes implemented.  Engage Vision ICT  Open discussions  Changes implemented. | Jun 22  Jul 22  July/Aug 22  Sept 22  Jun 22  Jun 22  Sep 22  Oct 22 | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk  All  All | Report approved  Work underway  Problems with Web administrator  Live February 2023  Report approved.  Work underway.  Live Oct 2022 |
| Review training and development needs | Undertake a need assessment.  Complete corporate training matrix  Identify training opportunities.  Review training budget | Agreed Training and Development Policy  Training Plan agreed but needs updating.  Training Plan reviewed periodically.  Budgets considered | Oct 20  Nov 22  On going.  Oct 22 | Clerk  All  All  FWG | Completed Oct 20  On going.  Issued weekly DAPTC bulletin.  Annual. |
| Introduce ID photo cards | Agree use of ID cards  Seek quotes.  Design card  Take member photos.  Place order | Investigate  Quotes obtained.  Cards designed.  Photos taken.  Obtain badges and issue to members. | Oct 22  Oct 22  Nov 22 | Clerk  Clerk  Clerk  Clerk  Clerk | Completed  Completed  Completed.  All except MP.  With Printers May 23.  Issued to members Jun/Jul 23 |
| Neighbourhood Plan | Committee to consider. | Await outcome of Governance Review  Set up cross-Ward working group to establish:   * Work involved. * Time to produce a plan. * Costs involved. * Funding sources outside precept. | Oct 22  TBA | Dorset Council  TBA | Further review taking place Oct 23 |
| **2. Wards** |  |  |  |  |  |
| 1. **Crichel** |  |  |  |  |  |
| Fingerposts  Footpaths  Noticeboards | Undertake a survey of all fingerposts for refurbishment.  Prioritise refurb list.  Consider budget request for next year.  Order refurbs  Footpaths in Ward  Review provision  Identify landowner for permission.  Budget provision.  Undertake installation | Survey completed.  List produced.  Budget proposal to committee  Ordered  Walk and log all footpaths and bridle ways.  Advise Dorset Council of any repairs/maintenance needed.  Identify shortages.  Seek permission.  Identify funds.  Install | Oct 22  Oct 22  Oct 22  2023  2023  2023  2023  2024  2023  2024 | Clerk  Clerk  FWG  Clerk  KL  KL  KL  KL  KL  KL | Completed Dec 22  Completed Dec 22  Completed Nov 22  All completed Apr 23 |
| 1. **Hinton** |  |  |  |  |  |
| Fountain  Noticeboards  Bench by fountain  Housing Needs Survey  Footpaths | Seek tenders for village fountain refurbishment.  Consider budget request for next year.  Undertake fountain refurb.  Repairs to all noticeboards  Replace bench by fountain.  Housing Needs Survey  Footpaths in Ward | Tenders issued.  Budget requested.  Agree company, undertake work.  Identify repairs.  Budget requested.  Public donation, then fix securely.  Work with Dorset Council  Issue Survey  Examine results.  Consider housing needs suitable sites.  Walk and log all footpaths and bridle ways.  Advise Dorset Council of any repairs/maintenance needed. | Dec 23  Oct 23  TBA  Sept 23  Oct 22  Oct 22  TBA  TBA  TBA  2023  2023 | SW  SW  SW  TC  TC  SW  SW/TC  SW/TC  SW/TC  SW/TC  SW/TC  SW/TC | Restart process with contractor dropping out. Apr 23  New one Gaunts Common May 23  Completed Apr 23  Clerk chased Dorset Council Jul 22 – Gone quiet no action at present. |
| 1. **Gussage All Saints** |  |  |  |  |  |
| Community engagement  Verges  Planters  Crime and Theft  Younger villagers  Digital inclusion  Footpaths | Draft up a proposal for committee consideration on community engagement in village (as pilot for all council)  Tidy up verges in village.  Install community planters (to aid Villages in Bloom)  Reduce crime and theft in village.  Engage younger community to help shape future ideas in village.  Set up extensive electronic communication network initially in village for digital engagement but extend to neighbouring villages.  Footpaths in Ward | Report and presentation to members  Arrange and carry out with volunteers.  Draft proposals for designs and locations, seek provisional costs.  Set up Community Watch Scheme  Meetings arranged, digital platforms set up, younger people actively engaged in a wide number of issues and events.  Set up base platforms, advertise and engage high level of participation.  Walk and log all footpaths and bridle ways.  Advise Dorset Council of any repairs/maintenance needed. | Feb 21  Autumn 22  Dec 23  Summer 23  Summer 23  Summer 23  2023  2023 | SB/SG  SB  SB  SB/SG  SB/SG  SB/SG  SB/SG  SB/SG |  |
| 1. **Gussage St Michael** |  |  |  |  |  |
| Bus shelter  Grass  New Bus Shelter  Footpaths | Undertake minor repairs to bus shelter.  Seek volunteers to cut grass fortnightly at Roman Road picnic bench area.  Replacement of Bus shelter  Footpaths in Ward | Engage volunteers to undertake and complete.  Engage volunteers to undertake and complete.  Seek quotes.  Build up suitable budget.  Replacement ordered.  Walk and log all footpaths and bridle ways.  Advise Dorset Council of any repairs/maintenance needed. | Sept 22  Mar 22  Sep 23  On going.  TBA  2023  2023 | SH  SH  KM  KM  KM  SH/KM  SH/KM | Completed Nov 22  On going – being covered. |
| 1. **Witchampton** |  |  |  |  |  |
| Burial ground  Fingerposts  Bus shelter  Housing needs  Footpaths | Get new ground consecrated by Salisbury Church diocese.  Signage for burial grounds  Undertake a survey of all fingerposts for refurbishment.  Prioritise fingerpost refurb list.  Consider budget request for next year.  Order refurbs.  Bus Shelters  Housing Needs Survey  Footpaths in Ward | Apply to CoE Salisbury  Arrange a date for the consecration.  Agree wording.  Get quotes.  Install signage.  Survey completed.  List produced.  Budget proposal to FWG  Arrange funds handover from village.  Place Orders  Undertake works survey.  Estimate costings.  Undertake repairs.  Work with Dorset Council  Issue Survey  Examine results.  Consider housing needs suitable sites.  Walk and log all footpaths and bridle ways.  Advise Dorset Council of any repairs/maintenance needed. | Jun 22  Jul 22  Dec 21  Sep 22  Dec 22  Oct 22  Oct 22  Oct 22  Dec 22  Jul 23  Aug 23  Oct 23  Nov 23  2022  TBA  TBA  2023  2023 | Clerk  Clerk  Clerk  Clerk  Clerk  TR/Clerk  TR  TR  TR  Clerk  Clerk  Clerk  Clerk  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM  TR/MP/  DBM | Completed Jun 22  Completed Sept 22  Completed Dec 21  Completed Oct 22  Completed Feb 23  Completed Dec 22  Completed Dec 22  Completed Nov 22  Completed  All completed Apr 23 except Pound Hill – expected Sept  Awaiting estimates Feb 23  Report to June 23 committee  On Order – Nov 23  Clerk chased Dorset Council Jul 22 – gone quiet. No action. |