

DEEPING ST JAMES PARISH COUNCIL

ACTION PLAN

Deeping St James Parish Council constantly strives to work on behalf of Parishioners on the issues that matter to the community. We are always keen to receive ideas and suggestions from Parishioners on particular areas of interest and concern where it is felt that the Council may assist.

Action	How will it be tackled	Responsibility	Resource Implications	Monitoring Responsibility	Current Status
1. Reinstate Councillor surgeries in Deeping St James – venue to be confirmed	Advertise in Deepings Advertiser Posters Notifications in local press and magazines Appointments or drop in Councillors rota Face Book page and Website	Parish Council	Cost of advertising Possible costs of stationary and postage	DSJ Parish Council	Reinstatement to be discussed
2. Joint Neighbourhood Plan with Market Deeping Town Council	Joint working party set up with members from DSJPC and MDTC and local professionals. Consultation and meetings with community Advice from professional bodies Ongoing monitoring of plan and updating	Deeping St James Parish Council and Market Deeping Town Council	Cost of stationary and postage	Cllr Kate Shinkins-Hoppe DSJ Parish Council	Neighbourhood plan adopted in May 2021. Review and monitoring ongoing.
3. Clearance of litter	Community action	Parish Council and local community	Parish contribution towards refuse sacks, skips etc	DSJ Parish Council	Action agreed - ongoing
4. New footbridge over River Welland at the of Eastgate	Partnership with Northern Footpath Forum, the Landyke Trust, John Clare Countryside Alliance and Peakirk Parish Council.	DSJ Parish Council and liaison between various organisations south of the Welland	Public and private funding required	Councillors Kate Shinkins-Hoppe and David Denman	Planning Permission renewed in May 2022. Updated quoted sought for updated projected costs in October 2022.
5. Lighting of the Beacon and raising of the flag for appropriate events	DSJ Parish Council to agree dates annually in advance. Parish Council maintenance	DSJ Parish Council	Advertising and administration, refreshments and maintenance costs		Calendar of events will be led by public calendar, as issued by the Government or

	team (or occasionally a PC Volunteer) to raise the flag and light the beacon.	Responsibility	Purchase of flags needed for various events	Monitoring Responsibility	the Royal Household.
6. Annual Parish Meeting	To be held in a function room in Deeping St James. Local groups invited to speak and have table top displays. Chairman to report on progress of the Parish Council, refreshments served. The making a difference awards presented.	Parish Council and venue providers Nominations for those who may receive an award Judging entries and deciding on group winners	Costs of stationary and postage Cost of refreshments Costs of publicity Cost of MAD trophies Cost of hiring venue	DSJ Parish Council	Date to be agreed Venue to be booked Invitations sent out Refreshments to be arranged Promotional posters to be circulated Ongoing – annual event
7. Speeding within the community	Reactive and passive speed signs located and rotated around streets. Archer surveys Parish Council attendance at police community events	Parish Council	Dependent upon type of activity	Parish Clerk and Maintenance team to rotate signs. Planning and Transport committee to monitor	Speed signs rotated over 6-8 week cycle to 8 different locations in village. Archer survey information provided to Lincolnshire Road Safety Partnership when requested. Additional speed sign ordered in 2022 making a total of 3.
8. Improving Community Engagement	Parish Council newsletter (3 times per year) Engagement with neighbourhood plan team And community consultations	Parish Council and Community	Printing costs Advertising costs	DSJ Parish Council	To continue to promote Deeping St James Parish Council as an organisation working hard for the community. Engage in

	<p>Attendance at local events</p> <p>Posting on social media sites – website and face book . Press releases</p> <p>Chairman to wear chain of office at appropriate events.</p> <p>Continue to provide and maintain appropriate street furniture, planters etc.</p> <p>Recognition of public/national events and the impact on the Community</p>				<p>consultations where possible.</p> <p>Use of Noticeboards to signposts</p> <p>Parishioners</p>
9. Parish Walks	<p>Three walks along public footpaths in the Parish to ensure they are kept open.</p> <p>Refreshments provided at local venue.</p>	<p>Parish Council and members of the community who wish to attend.</p>	<p>Advertising costs</p> <p>Refreshment costs</p>	<p>Deeping St James Parish Council and the Recreation and open spaces committee of the parish council</p>	<p>Dates to be selected (can be subject to weather conditions)</p> <p>Routes to be agreed</p> <p>Walk leaders to be agreed</p> <p>Venue for refreshments to be confirmed</p> <p>Ongoing Annual event</p>
10. Assessment and review of council practices	<p>Review of policies as required</p> <p>Council practices to be reviewed</p> <p>Evaluation – how can the council improve?</p>	<p>Individual councillors and staff</p>	<p>Membership of LALC, NALC and other organisations providing up to date information and training.</p>	<p>Expense claims – mileage etc.</p> <p>Training costs if applicable for both staff and councillors</p> <p>The clerk to monitor</p> <p>Staff appraisals annually completed</p>	<p>Various courses already booked</p> <p>Ongoing</p>
11. Provision of allotments	<p>Allocate allotments from the waiting list</p> <p>Monitoring of plots to ensure</p>	<p>Parish Council and allotment association</p>	<p>Costs of issuing rental agreements</p> <p>Maintenance and repair costs,</p>	<p>Deeping St James Parish Council and the allotments and</p>	<p>Continue to give priority to DSJ residents when a plot becomes available</p>

	they are kept in good order Issue rental agreements to plot holders Collect rents Repairs and maintenance as required Attend annual show		Advertising costs Provision of Skips etc Water rates costs	open spaces committee	Ongoing Requirement of a Parish Council to provide allotments.
12. Jubilee Park (Acquisition/transfer of ownership)	Improve and develop the facilities on Jubilee Park (as acquisition is confirmed) Hold events organised by DSJ Parish Council and FOJP eg, Dog Show, Carols in the Park. Inspection and maintenance of play equipment owned by Parish Council. Bulb planting. Litter Picking. Working with friends of Jubilee Park. Engagement with police	Parish Council and Friends of Jubilee Park Mini friends of Jubilee Park Police	Dependent upon type of activity being organised	Parish Council Maintenance Team Recreation and open spaces Committee	Notice boards erected Regular checks of play equipment Litter picked daily Electricity now connected and working CCTV to be installed Ambition to improve and extend children's play area Ongoing – transfer of ownership awaited
13. Land Acquisition Possible burial ground	Future proofing of land provision – burial grounds	Deeping St James Parish Council	Continue to budget Cost of either purchase or rental	Deeping St James Parish Council Cemetery Committee	Ongoing as burial ground will always be needed
14. Regular inspection of Council Tree stock	Council have agreed an ongoing tree maintenance programme	Deeping St James Parish Council	Costs of tree inspections and associated works – annual and bi annual inspections, or emergency work needed	Deeping St James Parish Council Recreation and open spaces committee	Continue to work with local tree surgeon Ongoing – rolling programme of maintenance
15. Installation of storage facilities	Council have agreed that storage facilities are needed for equipment	Deeping St James Parish Council	Costs of installation - ground works	Deeping St James Parish Council Maintenance Team	Ongoing Installation of ground works and purchase of units

	owned by Council at the Cemetery and Allotments		Costs of purchase of storage units	Councillors	
16. To continue to investigate the possible purchase or long term lease of the Institute Building	The Council aims to own the building from which it operates.	Deeping St James Parish Council	Purchase costs Mortgage costs Maintenance and improvements to building may be needed	Deeping St James Parish Councillors	Ongoing Continue to investigate Local options
17. Update and review of staff employment contracts	Aim to ensure that all current employment legislation is adhered to and that the National Joint Council Contracts are updated from the 2004 version. The contracts which are not governed by the National Joint Council are regularly updated. Updating of staff handbook.	Deeping St James Parish Council	Increased annual salary costs	Staffing Committee	Ongoing Continue to liaise with HR advisor and other advisory bodies.
18. To continue to pursue to Council's intention to take ownership of the Riverbank between Hereward Way and High Locks	Work with local agencies, including Angling Club, Environment Agency and legal advisors	Parish Council	Legal costs for the transfer of rights	Parish Council	Ongoing
19. To continue to pursue the Permissive Footpath rights to Bell Lane	Work with local land owners to obtain land ownership and prove access rights over a period of many years	Deeping St James Parish Council and local land owners	And legal costs which may arise	Parish Council Recreation and open spaces committee	Ongoing.