



# Broomfield and Kingswood Parish Council

<http://www.broomfieldandkingswood-pc.org.uk/>



## BROOMFIELD AND KINGSWOOD PARISH COUNCIL ACTION PLAN 2024

Broomfield and Kingswood Parish Council aims to provide their residents with a clear understanding of the Council's priorities and objectives for the coming Council year. Whilst some of the issues facing the parish are areas not directly under the control of the Council, the Parish Council will seek to use its influence to ensure that other providers also respond to the needs and aspirations of the residents.

The Action Plan is a statement of the Parish Council's intentions over the next year and will be subject to monitoring at Parish Council meetings.

	Aim	Objective	Action	Who	Power	Completion Date	Update
<b><u>FINANCE</u></b>							
1	To comply with the law and inform the community	<b>ACCOUNTS &amp; AUDIT</b> - To ensure that there is transparent information about payments, audit documents, budget, precept:	Relevant documents to be published on the website and the audit documents to be on noticeboards	Clerk and RFO	Local Government Act 1972 Section 112	Within 1 month of approval by Council or Auditor	
2		Annual Return	To be agreed at June Council meeting, send to External Auditors & published on website and noticeboards	RFO, Clerk & Council		June 2024	
3		Exercise of Public Rights	Notify Council of conclusion of AGAR at meeting. Publish on website & noticeboards	RFO/Clerk		October 2024	

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<b>ADMINISTRATION</b>							
4	To comply with the law and inform community	<b>WEBSITE</b> – to be kept updated	Website to be kept updated on a regular basis	Clerk		Ongoing	
5	To comply with the law and inform community	<b>PARISH COUNCIL ADMINISTRATION</b> - To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.	Agendas, minutes, and means of contacting the Council to be available on the website/noticeboards	Clerk	Local Government Act 1972 Section 112	Agendas & minutes to be published asap before and after council meeting as appropriate. Contact details to be updated as necessary	
			Calendar of meetings	Clerk		May 2024	
6	To comply with the law	<b>POLICIES</b> - To ensure all council policies (inc Financial Regulations & Standing Orders) and procedures are reviewed annually and updated as necessary	Clerk to ensure annual review process is on May APCM agenda. Clerk to ensure website is kept up to date re policies & procedures	Clerk and Parish Council	Local Government Act 1972 Section 112	May 2024	
7	To comply with the law and ensure safety	<b>ASSETS</b> - To ensure that all council assets are maintained in a safe and proper manor	Clerk to ensure that assets are checked on a regular basis and repairs undertaken as required.	Clerk	Local Government Act 1892, Section 8 (1) (i)	Assets checked weekly and annually by an external company. Asset Register to be reviewed at May APCM.	
8	To comply with the law	<b>DATA PROTECTION REVIEW</b> - To ensure regulations are met	To ensure a DPO is appointed	Clerk & Councillors		Appointed Satswana as DPO to be reviewed annually.	

	<b>Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Power</b>	<b>Completion Date</b>	<b>Update</b>
9	To comply with the law and ensure smooth running of administration	<b>IT SUPPORT &amp; SECURITY</b> - To ensure Councillors are complying with IT security	All Councillors to have and use individual BandK PC email addresses. Councillors to access the OneDrive	Clerk & Councillors		Ongoing	
10	To comply with the law and inform community	<b>PARISH ACTION PLAN</b> – To ensure the action plan is reviewed/updated regularly and at APCM annually.	Councillors to be asked if they wish to add any projects or expenditure to action plan during review. Parishioners to be asked if they have any items they wish to add to it. Add annual review process to Annual Meeting agenda.	Clerk	Local Government Act 1972 Section 112	May 2024	

	Aim	Objective	Action	Who	Power	Completion Date	Update
<b><u>PLANNING</u></b>							
11	To monitor development and planning	<b>PLANNING APPLICATIONS</b> - 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 MBC if necessary. Clerk to post results on MBC site. Clerk to use delegated powers where necessary to ensure timely responses.	Clerk and Councillors.	Town & Country Planning Act 1990, Schedule 1, paragraph 8	Planning comments sent to Maidstone Borough Council within 2 days of Parish Council meeting.	

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<b>HEALTH &amp; SAFETY</b>							
12	To comply with the law and ensure safety	<b>HEALTH &amp; SAFETY</b> - 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	Local Government Act 1972 Section 112 and 111 for insurance	May 2024	
			Risk Management Schedule - reviewed by Parish Council annually	Clerk & Council		May 2024	
13	To ensure continued provision of a defibrillator in the village	<b>DEFIBRILATOR</b> – to ensure defibrillator is in working order for when required	To continue to monitor the defibrillator at the village shop to be regularly inspected and maintenance arranged as appropriate To order replacement electrode pads	Clerk & Paul Beaney (handyman)		Defibrillator is checked weekly.  June 2026	

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<b><u>TRAINING</u></b>							
14	To keep up to date	<b>SUBSCRIPTIONS</b> - To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - KALC/NALC and SLCC	Clerk and Parish Council	Local Government Act 1972 Section 112 and 111 for insurance	May 2024	
15	To ensure Council, Councillors and Staff are adequately trained	<b>CERTIFICATE OF COMPETENCE</b> – to ensure that the Council can obtain the General Power of Competence	At least two thirds of the Councillors to be in post as a result of being declared elected Clerk to complete CiLCA training	Council  Clerk		May 2024  Clerk aiming to complete CiLCA training in 2024/25.	
16		<b>COUNCILLOR TRAINING</b> – to ensure Councillors are adequately trained	New Councillors to undertake Dynamic Councillor Training All Councillors to attend the majority of Council meetings. Clerk to maintain a register of attendance	New Councillors  Councillors  Clerk		On-going	

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<b><u>SPORTS FIELD</u></b>							
17	To upkeep open spaces	<b>GROUND MAINTENANCE</b> - To manage the cutting of the grass and hedges at Sports Field and other areas around the parish.	Draw up specification, obtain quotes, agree best value for money contract and monitor	Clerk & Council		March 2024	
18	To upkeep open spaces	<b>CCTV</b> – to improve security at Sports Field	CCTV to be reviewed when necessary and kept in good working order	Clerk		On-going	
19	To upkeep open spaces and improve access to areas	<b>PERMISSIVE FOOTPATH</b> – to ensure permissive footpath is maintained in an adequate condition and that trees bordering path are trimmed once a year	Obtain quotes, PC to agree best value for money	Clerk & Council	Highways Act 1980, ss43, 50	On-going	
21	To comply with the law and ensure safety	<b>OPEN SPACES</b> - To maintain areas for community use. Keep free from vandalism and anti- social behaviour. To maintain fund for long term maintenance of the Recreation Ground	Inspect equipment on weekly/annual basis to ensure safety. Get quotes for necessary maintenance and agree contractors.  Inspect <u>entire</u> Sports Field once a month.	Clerk & Council	Local Government (Miscellaneous Provisions) Act 1976, Section 19	On-going	
			Annual inspection carried out on Playground and Outdoor Gym by registered play inspection company to help mitigate risks Opening and closing of Sports Field gate			September 2024	On-going

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22	To comply with Health & Safety	<b>TREE SURVEY</b> - To establish condition of trees	Tree survey to be completed and report written. To undertake works identified from survey.	Clerk	Highways Act 1980, Section 96	Survey to be undertaken once a year	
23	Provision of bins	<b>DOG &amp; LITTER BINS</b> - to continue to provide adequate dog and litter bins	To ensure there are enough bins, and that they are emptied regularly and replaced/repared as required	Clerk		Ongoing	

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<b><u>COMMUNITY ENGAGEMENT</u></b>							
24	To engage with the Community	<b>COMMUNITY ENGAGEMENT</b> To engage with community groups and individuals	Attend Village Hall meetings. Run Pop Up Cafés. Extend invitations to Parish Council meetings to residents. Produce a Parish Magazine 3 times a year. Ensure regular website updates. Ensure regular Facebook page updates. Ensure noticeboards are up to date.	Clerk		Ongoing	
25	To ensure adequate transport for residents	<b>LOCAL TRANSPORT</b> – to continue to ensure adequate public transport is provided for residents	To continue to undertake an active part in the Parish Councils Group with Boughton Malherbe PC and others. To ensure residents are kept up to date with transport initiatives	Clerk & Chairman  Clerk	Local Government (Miscellaneous Provisions) Act 1953, Section 4/Prevention of Crime Act 1957 Section 2	Ongoing	
26	To engage with the community	<b>ENGAGEMENT WITH RESIDENTS</b> – Parish Council to ensure events for residents take place	Three Parish Events to be planned and advertised <ul style="list-style-type: none"> <li>- Village fete</li> <li>- Reverse Santa</li> <li>- Pop Up Cafes</li> </ul>	Clerk & Councillors		December 2024	
27	To maintain a pleasant environmnet	<b>LITTER PICKING</b> – Parish Council to contribute to keeping the Parish free of litter.	Litter picking events to be organised throughout the year.	Clerk & Councillors	Highways Act1980, Section 96	December 2024	

28	To engage with the community	<b>FIRST AID COURSES</b> – Parish Council to organise First Aid course/s for residents.	£1000 of funding has been secured for this purpose from the Community Resilient Fund.	Clerk		December 2024	
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<b><u>VILLAGE ASSETS</u></b>							
29	To ensure adequate facilities provided for groups and Parish Council staff	<b>JOINT VILLAGE HALL PROJECT</b> – provision of a building to be progressed	To progress building of a village hall extension To liaise with residents accordingly To identify funding as appropriate	Clerk, Cllrs and VH Committee		On-going	
30	To ensure continued provision of planters in the village	<b>PLANTERS</b> – to ensure planters are maintained adequately throughout the year	To ensure planters are replanted as required, topped up with water	Village Handyman		On-going	
31	To maintain sign-posts	<b>FINGER POSTS</b> - to refurbish finger post signs when necessary	Obtain quotes and agree contractor as required	Clerk & Councillors	Road Traffic Regulations Act 1984, Section 72 (1)	On-going	
32	To ensure provision of salt and salt bins	<b>SALT BINS</b> – to ensure Parish Council owned salt bins are kept in good working order and refilled.	Obtain quotes and top up salt as and when required.	Clerk & Village Handyman		On-going	
33	To provide residents with somewhere to remember those who served our country	<b>SILENT TOMMY STATUE X2</b> – to ensure the statues are kept in good working order for all to enjoy	To maintain and repair when required.	Clerk & Village Handyman		On-going	