**Trimdon Parish Council**

**Action Plan 2021 - 2022**

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| **Key Areas of Activity** | **Objectives** | **Actions**  |
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| Continuity of the Council’s service during the Covid-19 Pandemic |

 | In response to COVID-19 restrictions, to ensure the Full Council continues to meet and provide the opportunity to members of the public and press to attend and participate, while at all times complying with social distancing measures  | * Maintain social distancing during meetings
* Ensure surfaces cleaned before and after use
* Provide hand sanitizer
* Provide regular updates to the Council and members of the public as, and when, required
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| Open spaces, greens and activity areas | To maintain the areas of open space for which the Council is responsible including children’s play areas  | * Conduct weekly inspections of play equipment at children’s play areas, and repair/replace as necessary
* Provide ROSPA approved refresher training for grounds staff
* Ensure regular emptying of public bins provided by the Council
* Support to groups providing littering picking upon request
* Removal of waste abandoned or fly tipped on land controlled by the Council
* Spring and autumn planting of bedding plants
* Regular seasonal cutting of grassed areas controlled by the Council
* Purchase a rotovator
* Extend the contract of the Seasonal Gardiner
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| Planning | To consider all planning applications which fall within, and impact upon the Parish  | * Ensure that Planning applications are placed on the agenda of meetings, including the Allotment and Environment Committees for consideration
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|  Burials | To maintain and operate Trimdon Grange Cemetery;  | * Ensure the Cemetery is maintained to a high standard
* Provide an updated Information for Families booklet to relatives
* Purchase a motorised wheelbarrow (Max Truck) backfilling graves
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| Community engagement |

 | To ensure the Council is represented on the various Committees/Groups within the Parish as requested as well as on those of a wider County Durham | * Agree Councillor representation to bodies to which the Council is linked
* Provide grants to local voluntary organisations and groups which are active within the Trimdons
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| Information to residents of the Parish and wider community |

 | To continue to provide an up to date Council website detailing all the latest information regarding the workings of the Council  | * Ensure all Agendas and Minutes of Council meetings are placed on the website and in Parish notice boards
* Publish all policies and procedures on the Council’s website
* Allow the use of Parish notice boards for advertising community events
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| Efficient use of Council resources and accountability | To ensure that the Council’s resources are used effectively and ensure best practice and accountability | * Maintain systems and procedures which ensure that the Council complies with the requirements of internal and external auditors
* Publish on the Council’s website the annual accounts and internal/external auditor reports and certification of compliance
* Ensure all decisions are made in accordance with the Council’s Standing Orders with all Minutes of Council Meetings published on the Council’s website
* The Clerk to the Council to achieve the CiLCA qualification
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| Community cohesion |

 | To listen, investigate and respond to issues identified by the parishioners of Sedgefield and, if appropriate, to signpost to the correct person/organisation for resolution/further progression  | * To place on the Agenda for discussion by Council of any communications regarding complaints or concerns by residents of the Parish
* Carry out directions of the Council in support measures raised by residents
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| Allotments | To improve the tidiness of allotments and reduce fly tipping at the Council’s three allotment sites | * Enquire to the cost of new fencing to the entrance side of the Trimdon Grange site and the Trimdon Village site
* Enquire to the cost of providing a second gate at the Trimdon Village site
* Undertake a minimum of two site visits each year by the Allotment Committee
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|  Environment | To reduce the environmental footprint of the Council and ensure environment impacts are taken into consideration of its decisions | * The Council will form an Environment Committee to consider the environmental impact of its decisions
* The Council will work with Durham County Council to identify areas for tree planting and/or rewilding
* The Council will explore the possibility of leasing an Electric van for 2022 once the current leasing contract expires
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|  Bus shelters | To maintain bus shelters in good order | * Purchase of a petrol power washer to allow ground staff to clean bus shelters regularly
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