

December 2017

Business Plan 2018/19

For Longstanton Parish Council



Libby White

LONGSTANTON PARISH COUNCIL

VISION

By working with residents, local authorities and others, Longstanton Parish Council's vision is to contribute to making the parish an attractive, safe and vibrant place to live and work.

AIM

To promote, maintain and improve a good quality of life by using the knowledge of the needs of groups and individuals within the parish and by making efficient and positive use of its income.

CORE VALUES

- To work with and listen to local residents, community groups and businesses and try to support them in appropriate local developments.
- To participate fully in the formation and scrutiny of the parish council's policies, budgets, strategies and service delivery including any parish or community-led plan.
- To seek benefits for the local area.
- To take an active part in building community capacity and promoting measures that contribute to the parish council's vision.

OBJECTIVES

All objectives are listed in order of priority in each section.

Parish Benefit

| Aim | Objective |
|--------------------------|---|
| Developing communication | <ul style="list-style-type: none">• Listening to and making representations on resident's views |
| Continuing engagement | <ul style="list-style-type: none">• Regular updates with Longstanton community groups• Using the various methods available: Longstanton Life, website, social media, etc to keep residents informed• Developing suitable methods to allow residents to communicate with the Parish Council with their thoughts and concerns |
| Council website | <ul style="list-style-type: none">• Monitor and update as and when required• Ensure the website is functioning as best it can for the target audience |
| Social Media | <ul style="list-style-type: none">• Monitor and update the council's social media presence as required |
| Grants | <ul style="list-style-type: none">• Bearing in mind the development of communication, to develop a means of supporting local community groups with their projects• Grants to parish organisations on request (where they meet the relevant criteria) |

Village Administration

| Aim | Objective |
|---------------------|---|
| Functioning Council | <ul style="list-style-type: none">• Minimum of 12 meetings per year including the Annual Meeting of the Council and the Annual Meeting of Electors. |

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| Transparency | <ul style="list-style-type: none"> • Ensure that all public meetings have a public session, draft minutes are made available on the website within 10 days of the meeting and replaced with final minutes once signed and available in the office. |
| Risk Management | <ul style="list-style-type: none"> • Risk Management policy to be updated annually in May. • Playground risk assessments to be carried out: <ul style="list-style-type: none"> Visually – weekly Operational – quarterly Annual full assessment • To carry out risk assessment of council assets and functions at least annually. |

Council Development

| Aim | Objective |
|----------------------------|---|
| Parish Clerk | <ul style="list-style-type: none"> • Ensure the Parish Council Clerk has, or is working to, the CiLCA (Certificate in Local Council Administration) qualification • Support the Clerk in any ongoing continuing professional development |
| Councillors | <ul style="list-style-type: none"> • Ensure Councillors attend the introductory training provided by CAPALC as soon as practical after election/co-option • Support Councillors with any ongoing training where necessary |
| Local Council Award Scheme | <ul style="list-style-type: none"> • Achieve Quality status of the Local Council Award Scheme • Plan to work towards Gold Quality status |
| Legislation & Procedures | <ul style="list-style-type: none"> • Ensure Councillors and Officers are kept up to date with current legislation and procedures by attendance at SLCC (Society of Local Council Clerks) and CAPALC (Cambridgeshire & Peterborough Association of Local Councils) meetings, briefings and news items |
| Employment | <ul style="list-style-type: none"> • Ensure capacity is not stretched of officers and provide relevant support where required • To support officers in any ongoing continuing professional development • To develop professional employment documents for current and future council employees |

Financial Planning and Control

| Aim | Objective |
|----------------|--|
| Budget | <ul style="list-style-type: none"> • Annual budget to be reviewed by the Financial Committee and agreed by full council by January. • Precept request to be submitted to SCDC by end of January. • Budget to actual figures to be presented to Finance Committee on a monthly basis. • Budget to be reviewed quarterly. • Payments made to be checked by any Councillor (not on the Finance Committee) quarterly for accuracy and honesty |
| Internal Audit | <ul style="list-style-type: none"> • Internal Audit to be carried out at least once per annum. |

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| External Audit | <ul style="list-style-type: none"> • Ensure the external audit documentation is submitted on time. • Display the Notice to Electors by the published date. • Ensure all external audit actions are completed. |
| Investments | <ul style="list-style-type: none"> • Develop/update the investment strategy for the Council. • Ensure best returns are met on any investments. |

Strategic Planning

| Aim | Objective |
|----------------------|--|
| Engagement with SCDC | <ul style="list-style-type: none"> • Ensure continuing attendance at council meetings by CCC and SCDC councillors. • Develop ongoing relationships with SCDC and CCC officers. |
| Community-Led Plan | <ul style="list-style-type: none"> • Provide support and leadership to start a Community-Led Plan • Encourage participation from parishioners and local organisations • Work towards the Community-Led Plan in such a way that it can be transferred to a Neighbourhood Plan if necessary |
| Succession planning | <ul style="list-style-type: none"> • To encourage residents to stand for office in the May 2018 local elections • To encourage ongoing participation from councillors and support to potential future Chairmen • To develop hand over documents/procedures for the running of the parish office |

Youth

| Aim | Objectives |
|------------------------|---|
| Youth Council | <ul style="list-style-type: none"> • To support the Youth Council with their activities |
| Provision of Amenities | <ul style="list-style-type: none"> • To continue maintaining the Parish Council owned equipment • To communicate with younger residents about their wishes for amenities aimed at their age group |

Community

| Aim | Objectives |
|---------------|--|
| Communication | <ul style="list-style-type: none"> • To enhance communication between the community and the council • To consider various community projects to assist residents in the parish i.e. lonely residents • To create a 'Community Engagement' policy (<i>required for Quality Council status</i>) |
| Northstowe | <ul style="list-style-type: none"> • To continue to look after the interests of residents in Northstowe Phase 1 and 2 until such time as the governance of Northstowe has been decided |
| Engagement | <ul style="list-style-type: none"> • To encourage participation by residents to volunteer in projects to benefit the village • To encourage participation by residents to assist with more events for the parish. |

Highways

| Aim | Objectives |
|-----------------|--|
| Speeding | <ul style="list-style-type: none"> • To continue to support the local SpeedWatch team with their activities • To seek funding for mobile speed sign if LHI is unsuccessful • Consider the concerns of residents and liaise with the police and Highways department on options available |
| Parking | <ul style="list-style-type: none"> • Consider the concerns of residents and liaise with the police and Highways department on options available e.g. outside the Co-op. |
| Funding Options | <ul style="list-style-type: none"> • Investigate various funding options available for various projects. |

Recreation and Open Spaces inc the Environment

| Aim | Objectives |
|-------------------|---|
| Recreation Ground | <ul style="list-style-type: none"> • To implement a maintenance plan of the Recreation Ground to ensure longevity and a superior playing surface • To continue investigating the potential drainage for the area near Spiggots Close (<i>with SCDC</i>) |
| Open Spaces | <ul style="list-style-type: none"> • To consider using the 'Right to Challenge' for SCDC services carried out in the village including street/pavement sweeping, litter bin collections, grass cutting of SCDC areas, etc. • To consider planting options on Open Spaces owned by the council • To consider looking at planting of trees within the Village envelope • To consider art projects in open spaces • To consider environmental projects in open spaces |
| Trees | <ul style="list-style-type: none"> • To continue to monitor and maintain parish council owned trees. • To investigate options to enhance the environment within the parish |