



Thornton le Dale Parish Council

Action Plan 2023 – 2025

Adopted: - 13/08/2024 Minute:- 2425/142(e) Next Review AGM 2025 (May)

This Action Plan summarises the projects and proposals that Thornton Le Dale Parish Council, sometimes in partnership with others, will develop and/or deliver. The document will be subject to alteration and amendment annually and will inform the budget-setting process.

Review and Evaluation:-

The Action Plan will be formally reviewed annually. It is a **‘live’ interactive document** that the Council can add to it and amend as necessary. Progress on projects will be reviewed by Members of the Council at least quarterly.

Department	Description	Key Tasks	Responsible	Timescale	Update	Funding Source
Council Administration	Budget / Precept	- To Prepare balanced Budget. - To ensure No Budget deficit - To review projects to be achieved in year, are within a balanced budget. - To adjust action plan and project expectations to fall within the budget. - Defer projects as budget requires. - To agree a precept to meet budget expectations. - To learn lessons from previous budgets 20/21 -£38028.18 Deficit / 21/22- £18816.62 Deficit / 22/23 -£34534 Deficit	Clerk RFO / TLD Council	Annually Oct / Nov – Ongoing review	Ongoing to be reviewed in the Council Meeting	General Administration Budget
Council Administration	Staff	- To Employ a permanent Clerk/RFO - To review the employment/performance of the permanent Clerk/RFO annually	TLD Council	Dec 2023	Permanent Clerk employed January 2024	General Administration Budget
Council Administration	Staff & Member Training	- Members and staff to attend suitable training courses to assist them in their role. - To build a training schedule for both councillors and staff training carried out. - To Review an appropriate training budget - To ensure training requests are commensurate – the need of the council & budget	TLD Council	2023	Ongoing to be reviewed in the Council Meeting	General Administration Budget (Training)

Community Engagement	Volunteers / Stakeholders / Partners	- To work with existing partners and develop new partnerships to provide new and innovative projects for TLD. - Projects to be within the annual budget of grant funding before Agreement. - To Develop project plans to improve communication, and statutory compliance. - Review Health & Safety, PPE, First Aid etc Requirements - To review Insurance levels are appropriately held by all parties. - To seek external funding through grants and private sponsorship	TLD Council	2023	Ongoing to be reviewed in the Council Meeting	General Administration Budget
Council Administration / Community Engagement	Website Page	- Continue to improve and update website. - To review website accessibility. - To move the website to a gov.uk domain	TLD Council	2023	- New pages added. - Updated content - Improved content formats - Moved to gov.uk domain	General administration budget (Website)
Council Administration / Community Engagement	Grant Policy	- To adopt a grant policy that is open and fair to all organisations, fair and commensurate to parishioner usage. - To encourage and assist clubs and organisations to apply for grants/funding. - To ensure an appropriate Grant level is built into the Budget. - To encourage grant applications within the set grant window periods to allow The Council to budget appropriately. - To ensure grant are awarded with budget	TLD Council	Dec 2023 - Ongoing	Council to consider for adoption at an appropriate time	Grant Budget
Council Administration / Community Engagement	The Local Council Award Scheme	To work towards achieving the Local Council Award Scheme. To show the Councils active Progression	TLD Council	2023 – Foundation 2024 – Quality 2025 - Gold	Foundation Level - to be considered by the council in 2024	General Administration Budget
Community Engagement	Noticeboard Green	To find Grant funding for a Notice Board for the Green	TLD Council	Dec 2023	Ongoing to be reviewed in future Council Meeting	
Community Engagement	Parish Plan	- To consider a review of Parish Plan Initially Task and finish group - to highlight gaps in NPPF & NYMNP PF that a parish plan would serve, - To consider will NYC future plan cover the gaps - to highlight benefit of new parish plan - Cost of plan review, funding available - Who could commit to plan. Council to review evidence of Task & Finish group, & appoint a advisory dependent on results of task and finish group evidence	TLD Council	2024	Parish Plan Group has been set up with Terms of Reference. Regular updates at PCMs	

Assets		- To adopt a Bench Policy (installation permission / Maintenance / Lifespan) - To ensure that all council assets are maintained in a safe and proper manner. - Benches are review Annually	TLD Council	- Ongoing with annual Risk Management Schedule assessment. - Asset Register to be reviewed in May annual meeting	New Bench Policy adopted and further revised to meet community needs.	General Administration Budget
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Cemetery	Mapping of Graves	- To map all areas - To review Burial Register accuracy - To review EROB Register accuracy. - To review Grave Register accuracy	Burial Clerk	2024	Scribe access restricted Nov23 - Aug 24	Cemetery Budget
Cemetery	Memorials / Headstones	- To ensure all memorials are erected to BS8415:2018. - To review memorials safety in Cemetery, at least 6 monthly or as environment factors require. - To initiate appropriate action plan for memorials to be found unsafe.	Burial Clerk / TLD Council	2023 - Ongoing	- Some Owners Contacts Found - September 1st Deadline set for current list	Cemetery Budget
		To consider Tree survey ROW / Green / Church Yard / Cemetery / Allotments annually noting age condition / Life span.				
Cemetery	Trees	- To adopt a Tree policy - Stumps – Removal - Replacement Tree Planting - To create a tree register	TLD Council	Oct 2023 - Stumps Spring 2024- Planting	New Tree Policy adopted. Tree Survey undertaken and maintenance work undertaken. Rolling Review and assessment	Cemetery Budget
Cemetery / Church Yard	Grass cutting	- To monitor areas cut - To monitor number of Cuts per annum - To consider rewilding - To review contract for 2024 - To advertise tender for 2024	TLD Council	Oct 2023	New Contractor successfully obtained through tender process. Ongoing to be reviewed in the Council Meeting	Cemetery Budget
Cemetery	Stone Shed	Review Roof – Consider Repair to make weatherproof & reduce deterioration	TLD Council	Oct 2023	Ongoing to be reviewed in the Council Meeting	Cemetery Budget

Allotments		• To provide & maintain allotments. • To ensure the allotments remain financially viable. • Ensure they are kept clean and tidy so that new tenants can be attracted. • To review any surplus income from the allotments that can be reinvested in the allotments to aid improvement. • To investigate any match funding available to aid improvement	TLD Council	2023 - Ongoing	Ongoing to be reviewed in the Council Meeting	Allotment EMF
Bull field		• To ensure Bull field rent is at the current market value for the income to benefit the parish. • To review Bull field purpose is fulfilling the most appropriate benefit to the community, • To consider change of use to allotments – Part or all	TLD Council	2023 - Ongoing	Currently on a Annual Tenancy.	Bull field EMF

Village Green		• Tree Survey - To establish condition of trees. • Railings – To review condition, and any maintenance required. • To Ensure any work carried out is as per budget, by appropriately trained, and insured parties	TLD Council	• Ongoing with annual Risk Management Schedule assessment. • Asset Register to be reviewed in May annual meeting	Ongoing annually	Village Upkeep Budget
Village Upkeep	Caretaker	• To review requirements for a Caretaker duties • To review tasks required to be Completed. • To consider if contracted caretaker Mar – Oct or quotes per tasks • To review contract requirement for 2024	TLD Council	2024	New Contractor successfully obtained through tender process. Ongoing to be reviewed in the Council Meeting	Village Upkeep Budget
		• Cllr workshop to review & understand village maps / contract.				
Village Upkeep	Grass cutting	• To monitor areas cut • To monitor number of Cuts • To consider areas for rewilding • To consider returning grass cutting to NYC • To review the contract for existing selected contractors • To advertise tender for 2024-25	TLD Council	Oct 2023 Feb 2025	New Contractor successfully obtained through tender process. Ongoing to be reviewed in the Council Meeting	Village Upkeep Budget