Woodbury Parish Council Action Plan 2023-2028

Adopted: 13th November 2023

Reviewed: Annually

Woodbury Parish Council Action Plan 2023/2028

1. Introduction

Woodbury Parish Council consists of three villages Exton, Woodbury and Woodbury Salterton and is the largest area in East Devon District Council that is parished. This Parish is an area of civil administration in England and provides the statutory tier of local government closest to the people. Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- give views, on behalf of the parish, on planning applications and other proposals that affect the parish,
- undertake projects and schemes that benefit residents,
- work in partnership with other bodies to achieve benefits for the parish,
- alert relevant authorities to problems that arise or work that needs to be undertaken,
- help the other tiers of local government keep in touch with their local communities.

Parish Councils have a wide range of powers which essentially relate to local matters, such as looking after community buildings, open space, allotments, play areas, street lighting, bus shelters, car parks etc. They also have the power to raise money through taxation, the precept, which is the parish council's share of the council tax.

In order to help us plan for the year ahead, we have put together an Action Plan which details the key objectives and actions that we hope to achieve during 2023/28, in addition to our overall responsibilities. This document will be reviewed periodically, annually as a minimum and also sits alongside the Finance Plan documents which gives further details.

We will consider our objectives in line with our forthcoming Neighbourhood Plan and Policies

Abbreviations: Parish Council = WPC East Devon District Council = EDDC Devon County Council = DCC
Clerk = CK

2. Objectives and actions

A)	Key Issue: Finance & Administration				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
Finance	CK	• Ensure that monthly report is published, including payments & receipts. • Budget & Precept – prepare for consideration and ratification for January. • Budget monitoring presented to Councillors quarterly. • Internal Auditor is appointed, and reports presented to Councillors. • Publish Audit reports and the External Audit Conclusion of Audit report. • Make sure signatories are up to date. • Monitor CIL / S106 payments.	2023-2028		Annually
Grants / Funding	CK	• Advertise grants available. • Publish grants awarded. • Seek funding for specific projects.	2023-2028		Annually
Insurance	CK	• Ensure it is renewed and any purchases or relinquished items are advised to the Insurer. • Review every three years. • Make sure PL cover is included and sufficient. • Any events make sure insurance is in place.	2023-2028		Annually
Website	CK	• Update the website and ensure compliance with Transparency Regulations	2023-2028		Annually
Training	WPC / CK	• Ensure appropriate training for councillors, staff, and volunteers. • Records training undertaken.	2023-2028		As required

Key Issue: Finance & Administration

Objective	Responsibility	Actions Recommended	Timescale		Completed
Standing Orders & Financial Regs & Policies	CK	• Ensure the documents are reviewed, up-to-date and published on our website.	2023-2028		Annually
Health & Safety	WPC / CK	• Ensure that the Council meets Health & Safety requirements for staff, councillors, volunteers and public. • Make sure risk assessments are in place.	2023-2028		Annually

B) Key Issue: Improving Recreation Facilities

Objective	Responsibility	Actions Recommended	Timescale		Completed
To take ideas for equipment & activities for young people within the play areas and open spaces across the Parish.	WPC	• Identify ideas and seek funding. • Obtain views of the Community • Assess options.	2023-2028 2023-2028 2023-2028		
Refurbish and improvements to play spaces across the Parish.	WPC	• Obtain Landlord permission. • Source funding • Consult with residents. • Tender for works	2023 2023-2024 2023-2024 2023-2024		Oct 23
Play Spaces & Equipment	WPC / CK	• Make sure Annual Inspections are carried out and recommendations actioned or included in the maintenance programme. • Maintenance programme, consider improvements	2023-2028 2023-2028		Annually

Play Spaces & Equipment cont:		• Source Funding • Safety Inspections by volunteers	2023-2028 2023-2028		Weekly

C)	Key Issue: Education				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
To work with the Primary schools and involve the Children as much as possible.	WPC	• Arrange activities for the Children giving an insight to the Village/Community and what the Parish Council does (litter pick / competitions / visit school)	2023-2028		
To work with home schooled children and involve the children as much as possible.	WPC	• Publicise and undertake activities and events for home schooled children.	2023-2028		

D)	Key Issue: Highways				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
To work with EDDC / DCC to facilitate Traffic Calming along the Broadway and across the Parish.	WPC / DCC	• To try and facilitate traffic calming measures.	2023-2028		

To bring pressure to bear on the Highway Authority to address the speeding and other traffic problems experienced in this Parish.	WPC WPC / DCC CK WPC	• Take advantage of every opportunity to raise speeding issues with authorities. • Continue to explore potential effective traffic calming measures. • Promote awareness in village. • Invite Highways to attend a Parish Council meeting / site visit	2023-2028 2023-2028 2023-2028 2023-2028		Ongoing Ongoing October 2023 Ongoing
Try and get a 20mph speed limit.	WPC / DCC	• Join 20 is Plenty scheme. • Try to get a 20mph speed limit in the villages	2023 2023-2028		July 2023 Ongoing
The Arch Improvements	WPC / DCC	• Work with DCC and potential developers to secure improvements / funding via S106. • Identify an acceptable scheme.	2023-2028 2023-2028		Ongoing Ongoing
Issues on the A376 through Exton	WPC / DCC	• To work with DCC to try and overcome the issues on the A376 including flooding.	2023-2028		Ongoing
Issues on Village Road, Woodbury Salterton	WPC / DCC	• To work with DCC to try and overcome the issues on the Village Road.	2023-2028		Ongoing
Improvements to the road surfaces across the Parish	WPC / DCC	• To work wit DCC to see improvements with the road surfaces and general maintenance.	2023-2028		Ongoing

E)	Key Issue: Pavements				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
To approach the Highways Authority regarding the state of the pavements/highways and issues with pedestrian railings	WPC WPC CK DCC but WPC funding	• Contact Highways Authority listing areas of concern. • Regularly review pavements/highways • Timely follow up for response to correspondence • Fund resurfacing of pathway from Mirey Lane to The Church Rooms	2023-2028 2023-2028 2023-2028 Feb 2024		Ongoing Annually Ongoing

F)	Key Issue: Environment / Open Spaces				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
To work with the relevant Authorities/ Landowners and the Community to try and save the Green Wedges. Try linking the footpath, cycle, bridleway networks.	WPC	• Liaise with EDDC / Developers • Investigate funding / costs. . • Investigate Watery Lane as a cycleway and possibly a bridleway.	2023-2028 2023-2028 2023-2024		Ongoing
Environment Group who looks at the implications of planning applications, development and other matters on the Environment / Biodiversity	WPC	• Working Group and work with other bodies to improve the biodiversity and environment. • Sewage Concerns / raise awareness. • Water testing • Liaise with South West Water	2023-2028 2023-2028 2023 2023-2028		Ongoing Ongoing Ongoing
Grass / Hedges	WPC / CK	• Review grass & hedge contract every three years	2023		New contracts agreed for next 3 years

Footpaths, bridleways, and cycle tracks.	Wardens / CK	• Maintain communication between footpath wardens and WPC • Annual P3 Scheme grant request submitted. • Expenditure recorded.	2023-2028 Annually Annually		Ongoing Annually Annually
New and Old Plantations Woodbury Salterton The Village Green, Woodbury Orchard / Cricket Field / The Green Spot	WPC	• Maintenance programme • Utilise area for better use. • Review of rents	2023-2028 2023-2028 2023-2028		
Allotments	WPC	• Maintenance & Improvement programme including provision for additional plots. • Review of rents	2023-2028 2023-2028		Annually

G)	Key Issue: Houses and Planning				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
To represent residents with regards to the proposed housing & building developments and any other planning issue across the Parish	WPC	• Liaise with the developer/s. • Have meetings with neighbouring parishes / District Council • Involve the Community by having meetings for residents providing information. • Consider applications in line with our policies, and consultations and “build for benefit” development policy. • Consider residents representations for and against proposed developments.	2023-2028 2023-2028 2023-2028 2023-2028 2023-2028		Ongoing Ongoing Ongoing Ongoing Ongoing

To represent Residents with other proposed housing & building developments and any other planning issues that are outside the Parish but effect our residents	WPC	• Liaise with other Parish Councils and Town Council • Liaise with the Developer and EDDC/DCC	2023/2028 2023-2028		Ongoing Ongoing
Planning Applications	WPC / CK	• Ensure that all planning applications are publicised, discussed publicly or by delegation and a response given to EDDC.	2023-2028		Ongoing
Neighbourhood Plan	WPC / NP Steering Group	• Support Steering Group. • Carry out consultations and review feedback and changes made to the NP prior to submission to EDDC.	2024		Ongoing
To engage with EDDC and participate in consultations to review / update Local Plans and other regional policies.	WPC	• Respond to consultations. • Attend workshops and working parties. • Provide local information.	2023-2028		Ongoing

H)	**Key Issue: Information and Communication**				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
To continue to provide information on our website, Facebook page and on X (used to be twitter).	CK	• Identify information to be included. • Collate and produce data in a clear and friendly format. • Identify new contacts and means of distributing information.	2023-2028 2023-2028 2023-2028		Ongoing Ongoing Ongoing
To update our Policies / Procedures	WPC / CK	• Review our Policies / Procedures and draft and adopt additional ones.	2023-2028		Ongoing

To engage with other Groups / Organisations in Woodbury Parish to see how we can help each other, promote and possibly work together on projects.	WPC / CK	• Arrange to meet with the different groups. • Arrange a combined event and discuss how we can work together. • Promote the groups in the Community.	2023-2028 2023-2028 2023-2028		
Parish Councils Powers, Roles and Responsibilities	WPC / CK	• Inform and educate residents especially with regards to planning.	2023-2028		

I)	Key Issue: Assets				
Objective	**Responsibility**	**Actions Recommended**	**Timescale**		**Completed**
Update our Asset Register	WPC	• Review and value all our assets. • Compile a maintenance programme and action accordingly including making sure there is enough in our budget & ensure work is completed.	2023-2028 2023-2028		Ongoing
Street Furniture • Litter and dog bins • Bus shelters • Benches • Noticeboards • Planters • Grit Bins	WPC	• Set up Annual Inspections of our assets. • Rolling programme of inspection and maintenance. • Provide new street furniture when and where required.	2023-2028 2023-2028 2023-2028		Annually
Defibrillators	WPC/ CK	• Monthly checks • Battery renewed every 4 years. • Pads replaced when needed. • Training in use	2023-2028 2026 - As required		Ongoing

Memorial / Pound Cross	Contractor	• Annual Inspection / Maintenance • Make sure clean and tidy especially for Remembrance Service	2023-2028 Annually		
Old Fire Station	WPC	• Annual Inspection • Review of Lease	2024 2024		
Flower Street car park	WPC / CK	• Refurbishment works. Barrier Resurfacing project Wall repair / Sign Landscaping • Ongoing maintenance • Review Parking Orders • Mural Community Project	2023 2023 2023 2023 2023 2023-2028 2023 2024		September 2023 As required. Annually
Flower Street Toilets	WPC / CK	• Implement cleaning schedule. • Maintenance programme	2023/2024 2023-2028		
The Green car park	WPC / CK	• Refurbishment works. • Ongoing maintenance • Set up Parking Orders	2023/2024 2023-2028 2024		