

Welton-by-Lincoln Parish Council are committed to fulfilling their obligations and working on behalf of the residents and businesses on issues that matter to the Parish.

This action plan outlines the priority actions over four key areas:

- Community**
- Projects**
- Parish Works**
- Governance and Training**

When completing the Action Plan, the Council will always strive to include ideas and suggestions made by residents and local businesses, and to provide support and assist on any matters or concerns raised.

The plan is drawn from the annual budget and includes proposed expenditure for Community & Parish Projects in addition to the Council's obligations.

This is a working document and will be regularly reviewed and updated by the Council and published on the Council's Website.

## Community

The Council's vision is to provide a service to the parish community through engagement, communication and activities that recognise and supports local initiatives and will always strive to consult with residents on matters affecting their local areas.

### Welton-by-Lincoln Parish Council Action Plan 2024/2025 - Community

Ref:	Objective	Actions	Who	Target Completion	Budget implications
1	Awarding of grants to local organisations and charities within the Parish throughout the year.	Promote the grant application process and keep up to date the policy on the Council's website and provide information through the Welton News and Social Media.	Clerk Governance and Finance Committee	Ongoing	
2	Civic Awards – Recognising those in the community who go above and beyond.	Promote award scheme utilising the Council's website and the March Welton News inviting nominations from the community. Make arrangements to present awards at the Annual Parish Meeting in May.	Clerk Heritage and Events Committee	Ongoing	
3	To improve engagement and communication with residents within the parish.	In line with the social media Policy, fully utilise the Council's Social Media presence in	Clerk Deputy Clerk Admin Assistant	Social media	

		addition to providing regular updates on the Council Website and in the Welton News.			
4	Enhancing the local areas of the community through the provision of floral displays.	To make arrangements for a contractor to plant, floral displays. And for the Facilities team to maintain throughout the parish within agreed area.	Clerk Amenities & Services Committee. Facilities Team	Ongoing	£650.00
5	The Council will purchase a bike shelter, map lectern and new bins for the retail area of the village to encourage residents to use village facilities.	With a grant from West Lindsey District Council's Large Village Retail Fund.	Clerk Amenity and Services Committee	March 2024	Grant
6	To hold an annual Music and Arts Festival	The Welton Arts and Music Festival to be held for the first time in July 2024.	Clerk Deputy Clerk Communities Amenities & Projects Committee	Annual Review	Grant £3000 FROM West Lindsey £10000.00 from budget.
7	To hold annually, a Remembrance Day Service to remember all those that have died in service to their country.	To help with arrangements to conduct a Remembrance Day service in November. Promote the event on social media, the Council's website and via public notice boards.	Clerk Heritage and Events Committee	Ongoing Annual	£50.00
8	Engage with the local community to hold a Christmas Tree Lighting event and Market in December.	The Welton – by - Lincoln Parish Council annual Christmas Tree Lighting and Market event will be held on the first Sunday of advent each year. Consideration for 2024. Agreed for the 1 <sup>st</sup> December 2024.	Clerk Amenities & Services Committee	Annual Review	£3000.00
9	To hold a monthly craft and farmers market as a result of consultation.	To encourage residents to shop locally within their community and reduce their carbon footprint.	Deputy Clerk	Monthly	
10	To complete renovation of the Lagoon area to a wildlife site for the village.	Engage with Bishop Burton College to continue the work being carried out by the students	Clerk	Ongoing	

## Projects

As part of the Council's commitment to improving amenities within the Parish and support with enhancing the local areas, the Council welcomes ideas & suggestions from residents on matters and issues concerning them and the local community for them to consider.

### Welton by Lincoln Parish Council Action Plan 2024 / 2025 - Projects

Ref:	Objective	Actions	Who	Target Completion	Budget Implications
1	Re write Neighbourhood Plan for the Parish of Welton-by-Lincoln supporting the community in a shared vision to help shape development and growth of the local area.	NDP Working group lead the project on behalf of the council. Public consultations to take place at venues across the parish in 2023/24. Public Referendum to take place towards the end of 2024. Engage and promote the consultations and encourage feedback via Social Media Platforms / and Annual Parish Meeting. External Communication and every household to receive a Plan Summary Leaflet communicating the plan.	NDP Workng Group Clerk Full Council Admin Assistant	End of 2024	Grant from Locality
2	Continue liaising with Beal Homes on the transfer of 22 acres off Prebend Lane	Complete a feasibility study for the land incorporating flower beds, nature reserve, walks etc.	Clerk/Planning and Development Committee	Ongoing	
3	Create and implement a Community Emergency Plan to include snow clearance with a community emergency volunteer team.	The completed plan will improve safety in times of critical need.	Clerk and Admin Assistant	May 2024	£300.00
4	Consider updating the Council vehicle to an	To research benefits of changing to an Electric	Clerk Full Council	May 2024	

	electric model on a rental basis and make provisions for a charging unit at Manor Park.	Vehicle and obtain quotations on a lease basis. Obtain quotations to install an electric vehicle charging point at Manor Park.			
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## Parish Works

Ensuring that our obligations are fully met to benefit the local communities is a priority for the Council. This includes the upkeep of assets within the parish, regular litter picking and maintenance of our open spaces for the benefit of the community, in addition to maintaining public paths and rights of way within the Parish's designated areas.

### Welton-by-Lincoln Parish Council

#### Action Plan 2024 / 2025 - Parish Works

Ref:	Objective	Actions	Who	Target Completion	Completed
1	Designated rights of way within the Parish kept clear and accessible.	Using a local contractor to complete the scheduled works. Review the effectiveness of the cutting schedule annually and provide feedback where required.	Clerk Amenities & Services Committee Contractor	Ongoing	
2	Maintain weed control treatment on paths and pavements within the designated areas.	To maintain a contractor to complete weed treatment. Review the effectiveness of the weed control contract annually and provide feedback where required.	Clerk Amenities & Services Committee Contractor	Ongoing	
3	To maintain the Parish assets.	Grounds Person to complete and document checks and associated maintenance and remedial works on the Parish Assets in line with the Health & Safety Policy.	Grounds Person Clerk Relevant Committees	Ongoing	
4	To provide grounds maintenance at the open spaces in Manor Park and Ryland Road.	Grounds Person to complete and document checks and associated maintenance and remedial works on the open spaces and council buildings in line with the Health & Safety Policy. To retain a contractor to complete the grass cutting on both spaces.	Grounds Person Clerk Relevant Committee	Ongoing	
5	To provide litter picking throughout the parish on a regular basis	Litter picking tasks on a daily basis.	Facilities Team Clerk Amenities & Services Committee	Ongoing	

6	To achieve the local Quality Council Award scheme	In order to apply for the Quality Award, the Council needs to prove that it complies to the criteria for the Foundation Award.	Deputy Clerk Full Council	May 2024	£150.00
7	To provide high quality play equipment for children of all ages.	Purchase and install playground equipment as a result of consultation.	Deputy Clerk Facilities and Recreation Committee	May 2024	Partly funded by a grant from West Lindsey District Council

## Governance & Training

To ensure that Welton-by-Lincoln Parish Council conducts its business in a proper manner and meets its legal obligations, the Council commits to providing ongoing training and supporting the development of its employees and Councillors to enable them to effectively carry out their responsibilities.

The Council regularly reviews and updates its Policies & Procedures in line with current legislation and actively follows the Local Government Transparency Code.

### Welton-by-Lincoln Parish Council Action Plan 2024/ 2025 - Governance & Training

Ref:	Objective	Actions	Who	Target Completion	Completed
1	That Welton-by-Lincoln Parish Council meet the legal requirements of the 2014 Transparency Code by making all relevant information easily accessible to the public.	The Clerk's Office will publish relevant information in line with the requirements of the 2014 Transparency Code.	Clerk	Ongoing	
2	That all Welton-by-Lincoln Parish Council Policies & Procedure documents are kept up to date incorporating best practice and current legislation.	All policies and procedures of the council are reviewed at least annually. Amendments or updates made are approved by Full Council.	Clerk Full Council Committees	Ongoing	
3	Effective Risk Management policy and control measures in place to mitigate any risk, both financial and health & safety.	New projects are Risk Assessed ahead of approval Risk Management Policy and Risk Assessments are reviewed at least annually or as and when required.	Clerk All committees.	Ongoing	
4	To promote and provide training for all Council Employees and Councillors in the execution of their roles.	New employees of the council to receive training as part of their induction. Annual or as required refresher training to be completed relevant to their role. New Councillors	Clerk Committees Full Council	Ongoing	

		should receive training upon appointment to the council and provide training for appropriate committees and can attend new or refresher training when available.			
5	To provide a structure and policy for annual appraisals and support development plans for all Council employees	To create an appraisal policy to be approved by Employment and Personnel the Clerk to schedule in appraisals to be held annually.	Clerk/ Employment and Personnel Committee	Annually	
6	That Welton-by-Lincoln Parish Council maintain the arrangement of an internal auditor to fully evaluate that internal financial control measures and procedures are adequate to comply with the councils' legal obligations.	That an internal audit is completed monthly, and submission made for an external annual audit.	Clerk Governance and Finance Committee	Ongoing	

Adopted at Parish Council Meeting 11<sup>th</sup> March 2024