

SILKSTONE PARISH COUNCIL - FORWARD PLAN 2013 – 2014

LAND & ASSETS

	Status as @ November 2013	Actions	Action by
ALLOTMENTS	3 large plots split to allow more people to garden on the site. Now 15 plots.	<ul style="list-style-type: none">- notice board required on site listing rules and regulations- Inspect site annually to ensure all allotments are in use.	asap May
BENCHES	All Benches recorded on a schedule	<ul style="list-style-type: none">- enter location of benches on online mapping system- handyman to continue repairing and varnishing/painting benches on a worst first basis in accordance with the Benches schedule which highlights whether benches are owned by PC, Berneslai Homes or BMBC Highways.	asap Ongoing

<p>BOUNDARY STONES</p>	<p>The following Boundary stones have been adopted by the Parish Council.</p> <ul style="list-style-type: none"> * Blacker green Lane wall plaque *Trans Pennine Trail sculpture/bench *Housecarr Lane/bridge boundary stone *PALS monument in Silverwood Scout Camp *Lunn Memorial Orchard Meadow <p>The Huskar Memorial in Knabbs Wood is not formally adopted by the Parish Council since it is on Woodland Trust Land.</p> <p>Hillside 'Silkstone' stone sign</p>	<ul style="list-style-type: none"> - enter locations on online mapping system - Handy man to inspect stones annually and repair any damage following approval of PC. - Handy man to inspect annually, any damage to be reported to the Woodland Trust to agree a way forward. In ownership of Berneslai Homes 	<p>asap</p> <p>April</p> <p>April</p> <p>-</p>
<p>Notice Boards</p>	<p>Silkstone Notice Board Silkstone Common Notice Board</p> <p>2 Silkstone Walks Boards and Interpretation Boards</p>	<p>Notice boards to be kept in good condition by handyman</p> <p>CARE installed the signs. PC to maintain</p>	<p>Ongoing</p> <p>Ongoing</p>

SILKSTONE RECREATION GROUND & PAVILION	Pavilion	- Damp problem in football changing room - New drain now installed and months of dehumidifiers in the ground floor now removed. Insurance claim for drainage paid. Claim for increased electricity for dehumidifiers just submitted to loss adjuster. Project Manager to give advice on how to proceed with continuing damp in internal walls.	ASAP
		- Health & Safety Inspections	Monthly
		- Legionella monitoring	Monthly
	MUGA	Monthly inspection of structure and weekly litter clearance	On going
STOCKS	Improvement works nearing Completion.	- Land ownership confirmed as Ring O Bells - Jim Ritchie dedication plaque in place - New lamp installed No further current actions on Stocks area	-

WAR MEMORIAL	Land now on long term lease (125 years) to Parish Council from Barnsley MBC – lease expires 20th September 2136.	<ul style="list-style-type: none"> - Tarmac work completed Oct 13 - 3 new benches installed Oct 13 Opportunity for residents to have a memorial plaque on the benches available and to be advertised in the Parish newsletters. - Analamatic sundial - Children’s Hopscotch games 	<p>Cllrs Smith & Liddell to work on design and obtain costs for inclusion in budget for 14/15</p> <p>Clerk to obtain costs for children’s hopscotch style games for 14/15 budget.</p> <p>Sundial and games to be completed Spring 2014.</p>
WOODLANDS & Green Spaces	<p>Parish Council owned woodlands include - Conroyd Wood, Cone Lane, Silkstone The Chestnuts, Silkstone Orchard Wood, Silkstone Common</p> <p>A woodland management plan has been completed for these 3 areas.</p> <p>Hall Royd Lane Wood – ongoing negotiations with Barnsley MBC for Parish Council to take on this wood on a long term lease</p>	<ul style="list-style-type: none"> - Continue to inspect woods monthly (RS/CW) and to arrange for professional tree surgeon to carry out any necessary works. - Obtain quotations for inspection of the woodlands - Continue to work with NPS Barnsley towards the transfer of this woodland 	<p>Monthly</p> <p>£150 day rate from Profell to be considered at Nov 13 meeting</p> <p>Way forward to be considered at Nov 13 meeting</p>

KC updated 29 October 13

	Orchard Wood/ Conroyd Wood	Clerk to check covenants in existing land transfer documents for evidence of protection.	asap
Dry Stone Walls	Cone lane, Orchard Wood, Moorend Lane, Noblethorpe estates	- Clerk to produce a map highlighting location of Parish Council owned Dry stone walls and their condition to be monitored	asap

POLICIES

RISK ASSESSMENTS	<p>Risk Assessments in place for:</p> <ul style="list-style-type: none"> *Allotments *Car Parks *Code of Conduct *Computing *Council property and Documents *Data Protection *Employment of Staff *Meetings of the Council *Financial Management *Gifts *Newsletter *Open Spaces (& woodlands) *Planning & Development Control *Provision of Office Accommodation * Silkstone Recreation Ground * Silkstone Sports Pavilion *War Memorials and other monuments 	<p>Review Risk Assessments Annually</p> <p>2012 – Cllrs Smith & Handley completed review</p> <p>2013 – Cllr Barkworth reviewing risk assessments Oct/Nov 13</p>	November
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	* Website		
PROCEDURES	<p>Procedures in place :</p> <ul style="list-style-type: none"> *Standing Orders *Financial Regulations * Complaints Procedure *Community Engagement Strategy * Gritting statement *Guide to Proactively Produced Information *Mission Statement *Parish Council charter *Retention and Destruction of Documents 	<p>All policies and procedures reviewed annually for adoption at Annual Council Meeting in May each year</p> <p>PC to consider setting up a Policy committee to carry out a thorough review of Parish Council policies.</p> <p>** New NALC standing orders Nov 13 to be considered by Policy Committee before adoption by Parish Council</p>	<p>Ongoing</p> <p>Nov 13</p> <p>Nov 13</p>
COMMITTEES	<p>Terms of Reference in place for:</p> <ul style="list-style-type: none"> *Silkstone Playing Fields Committee *Twinning Committee 	<p>Terms of Reference required for Planning Committee and Staffing Committee and other Committee terms of reference to be reviewed and updated</p>	<p>By Policy Committee /Clerk Nov 13</p>
WORKING PARTIES	<p>Terms of Reference in place for :</p> <ul style="list-style-type: none"> * Parish Plan & Parish Design Statement * Media (Newsletter & Website) 	<p>Terms of Reference required for Allotment Working Party, Grants Working Party and War Memorial Working Party. Existing Working Party Terms of Reference to be reviewed and updated.</p>	<p>By Policy Committee / Clerk Nov 13</p>
Newsletter	<p>Produced 4 times per year.</p>	<p>Media Committee to review advert size and charges as circumstances dictate and re-tender for printing costs periodically</p>	<p>On going</p>

KC updated 29 October 13

Website	Clerk directly uploads documents and can edit the website as required.	Vision continues to give an excellent support service. Should this change the Clerk will review the website host contractor.	Ongoing monitoring
Quality Council	Reaccreditation is due in December 2013	Quality Council scheme on hold. Await advice from NALC before applying for re-accreditation	Quality Council scheme on HOLD