

SILKSTONE PARISH COUNCIL - FORWARD PLAN 2016-2017

LAND & ASSETS

	Status as @ May 16	Actions	Action by
ALLOTMENTS	15 plots all taken with 16 residents on the waiting list	- Inspect site annually to ensure all allotments are in use. -Source additional allotment land – working with Adam Richardson to move this forward.	May ongoing Ongoing
BENCHES	All Benches recorded on a schedule	- 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.	Ongoing
COMMUNITY CENTRE	COMPLETED JULY 15 and Handed over to Community Centre Committee – copy of lease on file. Original with solicitor Bury + Walkers, Barnsley.	6 monthly landlord inspection Inspection with project manager prior to end of Defects Liability Period ends Summer 16	6 monthly (January & July) KC/Project manager end of DLP inspection and then retention release.

BOUNDARY STONES	<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>	<p>- Handy man to inspect stones annually and repair any damage following approval of PC.</p> <p>- Handy man to inspect annually, any damage to be reported to the Woodland Trust to agree a way forward.</p> <p>In ownership of Berneslai Homes</p>	<p>April</p> <p>April</p> <p>-</p>
Notice Boards	<p>Silkstone Notice Board</p> <p>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>
NEIGHBOURHOOD PLANNING	<p>Neighbourhood Planning feasibility working party (NP F WP) (Cllrs M Liddell, D Smith and A Browell)</p>	<p>Feasability working party report regularly to Parish Council. Parish Council to decide whether or not to progress with a NP following reports from NP F WP.</p>	<p>Ongoing</p>

SILKSTONE RECREATION GROUND & PAVILION	Pavilion	<p>- Health & Safety Inspections</p> <p>Monthly inspection of structure and weekly litter clearance</p> <p>Monthly legionella monitoring by Expert Water Services. Plus weekly run off of taps recorded by handy man.</p>	monthly
	Legionella monitoring		Ongoing
	Community Hub Project	As at May 16 – Planning application for Trim trail and MUGA extension currently out to consultation. Grant approved from Tesco for Trim trail element. Further grant application to awards for all submitted, outcome awaited.	Ongoing
	Proposed new car park	AS at May 16 – Bungalow resident given permission for Clerk to progress a proposal to Council to provide a 20 space car park on land at the rear of their garden.	Ongoing
STOCKS	Improvement works complete	Handyman to maintain stocks and weedkill cobbled area twice a year.	Ongoing

WAR MEMORIAL	<p>Land now on long term lease (125 years) to Parish Council from Barnsley MBC – lease expires 20th September 2136.</p> <p>As at May 16 – Outcome of grant application to War Memorials trust for refurbishment work to memorial is awaited</p>	<ul style="list-style-type: none"> - Tarmac work completed Oct 13 - 3 new benches installed Oct 13 - Analamatic sundial & Children's Hopscotch game completed summer 14. <p>Await outcome of grant application before progressing any repair works.</p>	Ongoing maintenance works.
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>AS at May 16 – Jays wood officially opened April 16.</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. <p>CARE to carry out regular inspections of Jays wood and report any issues to the Clerk.</p>	<p>Monthly</p> <p>ASAP</p>
Dry Stone Walls	<p>Orchard Wood/ Conroyd Wood</p> <p>Cone lane, Orchard Wood, Moorend Lane, Noblethorpe estates</p>	<ul style="list-style-type: none"> - 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 * Website 	<p>Review assessments annually</p> <p>Cllr Bell reviewed April 16.</p> <p>Updates to be made and software adapted to include the existing excel RA's for Silkstone Recreation Ground and the Huskar Community Rooms. Outstanding assessments to be presented to PC in June 16</p>	May/June 16
PROCEDURES	<p>Procedures in place :</p> <ul style="list-style-type: none"> * Standing Orders * Financial Regulations * Internal Financial Controls * Complaints Procedure 	<p>New Policy Committee reviews all policies in accordance with new Policy Review schedule.</p> <p>Committee to meet 5 times per year in accordance with schedule. Minutes of the Policy Committee will be approved by full council so</p>	Ongoing

	<ul style="list-style-type: none"> *Community Engagement Strategy * Gritting statement *Guide to Proactively Produced Information *Mission Statement *Parish Council charter *Retention and Destruction of Documents 	that full council are aware of policy reviews and any changes in legislation.	
COMMITTEES	<p>Terms of Reference in place for:</p> <ul style="list-style-type: none"> *Silkstone Playing Fields Committee *Twinning Committee 	All documents reviewed annually by Policy Committee	By Policy Committee /Clerk
WORKING PARTIES	<p>Terms of Reference in place for :</p> <ul style="list-style-type: none"> * Parish Plan & Parish Design Statement * Media (Newsletter & Website) * Neighbourhood Planning Feasability Working party 	Terms of Reference required for Community Hub working party.	By Policy Committee / Clerk
Newsletter	<p>Produced 4 times per year and delivered to every home in Silkstone and Silkstone Common.</p> <p>2 newsletter deliverers – one for each village are on the Parish Council payroll.</p> <p>Linda Marsh collates content Meryl Liddell is editor Clerk manages advertisers invoicing and</p>	Any necessary reviews of adverts, newsletter format, web site content to be carried out by the Media Committee.	On going

	postal distribution of newsletter outside Parish.		
Website	Clerk directly uploads documents and can edit the website as required.	Vision ICT continues to give an excellent support service. Should this change the Clerk will review the website host contractor.	Ongoing monitoring
Quality Council/Local Council Award Scheme	This scheme now superseded by the Local Council Award scheme	Parish Council automatically allocated foundation level on the new scheme. May 16 - Outcome of re-accreditation application awaited.	Outcome of re-accreditation application awaited.