

<b>Burstwick Parish Council Action Plan 2024-25</b>				
<b>Project</b>	<b>Work done so far</b>	<b>Work still to do</b>	<b>Who</b>	<b>Timescale</b>
<b>Short term</b>				
Community litter pick	Annual spring clean of the village	Postponed in 2020 To take place Spring or Autumn.  <b>Arrange a 2024 litter pick due to reports of litter</b>	Parish Councillors Community School	Spring / Autumn 2022-23  <b>Spring/ summer 2024</b>
War Memorial Gardens	Rolled over from 2020-21.  Sketches of war memorial gardens showing different layouts have been produced.  <b>Can War Memorials Trust on an access basis?</b>	To develop war memorials garden project, to create a landscaped garden from the war memorial to the Christmas tree.  To improve accessibility to the memorial and provide new garden and seating area for the village.  <b>Grants to be used to part fund project.</b>	Parish Council ERYC Residents Contractor	<b>Spring – Autumn 2024-25 subject to funding</b>
Opening event for war memorial gardens	New project.	To hold a small ceremonial opening event for the war memorial gardens, depending on project timescales.	Parish Council Community ERYC councillors	<b>Roll forward 2024-25 subject to funding</b>
Best Kept Allotments Competition	Parish Council agree to run a competition.  <del>Funding allocated in budget.</del>	To plan what the competition will judge this year.  Agree panel, judging date and prizes.	Parish Councillors Clerk Allotment tenants Panel judges Donator of prizes	<b>June 2024</b>
Speeding and road safety	Part time 20mph signs installed 2018.  Council has agreed to set up a community speed watch in the village.	Sites were identified in October 2020.  Volunteers awaiting training (delayed due to lockdown). First training session held May 2022.  Speed watch up and running in Summer 2022.	Parish Councillors Clerk ERYC Police School Residents	<b>Ongoing for 2024-25. Continue to promote speed watch initiative</b>

	Letter lobbying ERYC to improve road safety sent Jan 2021.	<b>Ward Cllr S Whyte did St Surgery in March 24 with residents reference to speeding</b>		
Parish Council owned streetlights – LED bulb conversion	Two new bulbs were funded in the Burnham Avenue/Back Lane area in 2020-21.	<p>Council has allocated £500 to either cover the cost of converting a further 2 streetlights to use LED bulbs this year, this will give a cleared brighter light and will be better for the environment consuming less power.</p> <p>Or purchase a new litter bin.</p> <p><b>Funding removed 2023/24 budget</b></p> <p><b>Back Lane lighting under consideration – establish if ERYC or BPC</b></p>	Parish Council ERYC	<p><b>2024-25. recommend audit of street lights and determine opportunities to renew / replace (DJ/PT)</b></p> <p><b>ERYC asked to confirm which lights are theirs/ours and which are sodium / LED</b></p>
Litter bins Post Box	<p>Bin relocated on Elm Avenue recreation area.</p> <p>New bins purchased for Pinfold Lane/Elm Tree Farm Road and Strathmore Avenue in 2019.</p>	<p>Two new bins were purchased in 2019-20 financial year.</p> <p>Council agreed not to allocate money for a bin in 2020-21.</p> <p>£500 allocated for either a new bin or 2 LED bulbs as set out above.</p> <p>Former Post Office bin re-located to Newbridge Road corner.</p> <p>Post box also re-located opposite Hare &amp; Hounds</p> <p><b>Consider bin for play area</b></p>	Parish Councillors Clerk ERYC	<b>Roll forward to 2025-26 subject to a letter bin audit.</b>
Roll of Honour board	New project.	To officially record names of people who have been awarded the freedom of the parish by the Parish Council.	Parish Council Clerk Village Hall Committee / Clerk	<b>Roll forward to 2025-26 subject to grant funding and development of v hall.</b>

		Quotes and designs were considered by the council in 2020. The project was deferred until a suitable location can be agreed with the village hall.		
Allotments Maintenance	Continue to maintain allotment communal areas and paths.  Prompt payment of water bills.  Push down taps installed spring 2019.	New noticeboard installed Summer 2021.	Parish Councillors Parish Gardener Clerk Contractors	Ongoing
Project	Work done so far	Work still to do	Who	Timescale
Cemetery Maintenance	Loose headstones repaired, new step laid, and welcome sign installed in 2018.  Memorial rose border laid out and planted winter 2018.  New potting bench for flower preparation installed 2019.  New cremation plots laid out 2020.	To continue to maintain the cemetery.  To maintain new memorial rose border and look to offer memorial roses from 2021.  <b>Spoil heap to be reduced</b>  <b>Two benches to be renovated and re-located</b>  <b>Headstones to be inspected for stability</b>  <b>Plot levelling</b>	Parish Councillors Clerk Contractors Parish Gardener Volunteers	Ongoing
Festive Field maintenance	Benches and flower beds installed 2016.  Kissing gate and Beacon installed 2018.  Dog waste bag dispenser installed 2019.	To continue to maintain the area and cut grass.  Volunteers tend the flower beds.  Repairs are needed to the fence in 2021-22 and funding is allocated in budget.  <b>Village Hall Clerk has secured funding for replacement fencing 2024</b>	Parish Councillors Parish Gardener Volunteers	Ongoing
Village play area general maintenance and repairs	Major repairs and new equipment installed in 2016.	Ensure quarterly operational safety inspections take place in March, June,	Parish Councillors Clerk	Ongoing

Updated February 2024 min : 2024/02/14

Next review: March 2025

	<p>Two new benches installed in 2018.</p> <p>New items of equipment on the adventure trail were installed in 2019.</p>	<p>September and December by the play area committee.</p> <p>Annual independent safety check due April 2024.</p> <p>Contractor appointed in September 2020 to carry out repair work to the play area.</p> <p>Contractor appointed in October 2020 to provide regular grass cutting in 2021.</p> <p><i>Additional equipment added November 2022</i></p> <p>Service roundabout and carry out repairs when needed.</p> <p><b>MUGA repairs carried out 20023/24 Bin to be considered</b></p>	<p>School Parents ERYC Playdale Ltd Contractors</p>	<p>Consider new equipment subject to funding.</p> <p><b>Use UK suppliers in future</b></p>
Communication	<p>New website up and running Twitter and Facebook page Noticeboards x 2 Village newsletter</p>	<p>To continue to develop an update website.</p> <p>Contractor appointed January 2021 to maintain website in terms of system updates.</p> <p>Keep notices up-to-date in the two notice boards.</p> <p><b>Migrated to Netwise with a gov.uk email and website address. 2023</b></p>	<p>Parish Councillors Clerk Contractor</p>	Ongoing
Village Hall	<p>The Parish Council became the sole trustees of the Village Hall notified by the Charity Commission on 15/05/15.</p>	<p>Continue to strategically guide and support the village hall as trustees.</p> <p>To provide practical help as members of the management committee.</p>	<p>Parish Councillors Village Hall Management Committee Village Hall Clerk Parish Clerk</p>	Ongoing

	<p>During autumn 2018 the existing committee has been transferred to a parish council committee.</p> <p>The parish council has employed a new Village Hall Clerk to provide the admin to the committee and to cover the day-to-day running of the hall.</p>	<b>Consider purchase of village hall</b>		
Public Transport	EYMS 277 was withdrawn in April 2018 due to lack of usage	Continue to send a representative to Parish Transport Champion meetings, to lobby on behalf of the village for public transport.	Parish Councillors ERYC EYMS	Ongoing
Neighbourhood Watch	The parish council agreed to lead on neighbourhood watch for the village in 2017.	<p>Discussion needed as to how the parish council shares neighbourhood watch information.</p> <p>No longer active. Mr King pursuing £250 with Santander</p>	Parish Councillors Clerk Residents	Ongoing
Emergency planning working group/committee	Rolled over from 2018-19.	<p>An ad-hoc committee to review emergency plan, link effectively with flood wardens and plan and carry out training exercises.</p> <p>Plan to hold a joint training exercise between the parish council and flood wardens.</p> <p>To purchase generator and emergency lighting set to support emergency plan.</p> <p><b>Emergency plan template review Mar 2024 to be followed up with full plan review May 2024</b></p>	Parish Councillors Clerk Flood wardens ERYC	Ongoing
Events working group	<p>Group is established.</p> <p>Funding allocated in budget.</p>	<p>To work together to plan effective community events.</p> <p><b>Apply for funding to fund events</b></p>	Parish Councillors Community groups	Ongoing

Updated February 2024 min : 2024/02/14

Next review: March 2025

<b>Medium term</b>				
Cemetery     Church Lane	Rolled over from 2019-20.	Existing cemetery is half full.  Parish Council to identify land to purchase for a second cemetery.  <b>Enquiries made 2023. Consider options of land available to us.</b> <b>To consider adoption of Church Lane – on back burner for now 2024.</b>  <b>Tidying up access to allow for hearses</b>	Clerk Parish Councillors ERYC	Ongoing