

**Burstwick Parish Council
Action Plan 2025-26**

Project	Work done so far	Work still to do	Who	Timescale
Short term				
Community litter pick	Annual spring clean of the village	To take place Spring, Summer and or Autumn. Arrange a community 2025 litter pick (combine with a dog foul audit and report back to ERYC)	Parish Councillors Community School	2025 Spring Summer Autumn
War Memorial Gardens	Rolled over from 2020-21. Sketches of war memorial gardens showing different layouts have been produced.	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. Grants to be used to part fund project. Try War Memorials Trust for funding on an access basis	Parish Council ERYC Residents Contractor	2025-26 subject to funding
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	Roll forward to completion of above and subject to funding
Best Kept Allotments Competition	Parish Council agree to run a competition.	To plan what the competition will judge this year. Agree panel, judging date and prizes. Prices for 2025 confirmed by Kingston Tools	Parish Councillors Clerk Allotment tenants Panel judges Donator of prizes	June 2025

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Parish Council owned streetlights – LED bulb conversion	Two new bulbs were funded in the Burnham Avenue/Back Lane area in 2020-21. All village lights were upgraded by ERYC to LED from sodium 2024.		Parish Council ERYC	
Litter bins Post Box	Bin relocated on Elm Avenue recreation area. New bins purchased for Pinfold Lane/Elm Tree Farm Road and Strathmore Avenue in 2019. Former Post Office bin re-located to Newbridge Road corner. Post box re-located opposite Hare & Hounds	Consider bin for play area Some bins need a good clean / paint	Parish Councillors Clerk ERYC	Roll forward to 2025-26 subject to a litter bin audit.
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. 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.	Parish Council Clerk Village Hall Committee / Clerk	Roll forward to 2025-26 subject to grant funding and development of V Hall.
Cemetery Maintenance	Loose headstones repaired, new step laid, and welcome sign installed in 2018.	To continue to maintain the cemetery. To maintain new memorial rose border and look to offer memorial roses from 2021.	Parish Councillors Clerk Contractors Parish Gardener Volunteers	Ongoing

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	<p>Memorial rose border laid out and planted winter 2018.</p> <p>New potting bench for flower preparation installed 2019.</p> <p>New cremation plots laid out 2020.</p>	<p>Spoil heap to be reduced annually with spoil re-located</p> <p>Two benches to be renovated and re-located or replaced</p> <p>Headstones to be inspected for stability</p> <p>Plot levelling with signage to make residents aware – in hand 2025</p>		
Festive Field maintenance	<p>Benches and flower beds installed 2016.</p> <p>Kissing gate and Beacon installed 2018.</p> <p>Dog waste bag dispenser installed 2019.</p> <p>New fencing fitted 2024</p>	<p>To continue to maintain the area and cut grass.</p> <p>Volunteers tend the flower beds.</p>	<p>Parish Councillors Parish Gardener Volunteers</p>	Ongoing
Village play area general maintenance and repairs	<p>Major repairs and new equipment installed in 2016.</p> <p>Two new benches installed in 2018.</p> <p>New items of equipment on the adventure trail were installed in 2019. Ben Nevis installed 2022</p>	<p>Ensure quarterly operational safety inspections take place in March, June, September and December by the play area committee.</p> <p>Annual independent safety check due August 2025.</p> <p>Service roundabout and carry out repairs when needed.</p> <p>Bin to be considered</p>	<p>Parish Councillors Clerk School Parents ERYC Playdale Ltd Contractors</p>	<p>Ongoing Consider new equipment subject to funding.</p> <p>Use UK suppliers and manufacturers in future</p>

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	Contractor appointed in October 2020 to provide regular grass cutting annually.			
Communication	<p>New website up and running Twitter and Facebook page Noticeboards x 2 Village newsletter</p> <p>Contractor appointed January 2021 to maintain website in terms of system updates.</p> <p>Migrated to Netwise with a gov.uk email and website address. 2023</p>	<p>To continue to develop an update website.</p> <p>Keep notices up-to-date in the two notice boards.</p>	Parish Councillors Clerk Contractor	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>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</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>Consider purchase of village hall</p>	Parish Councillors Village Hall Management Committee Village Hall Clerk Parish Clerk	Ongoing

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	committee and to cover the day-to-day running of the hall.			
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. Apply for a replacement bus shelter 2025.	Parish Councillors ERYC EYMS	Ongoing
Neighbourhood Watch	The parish council agreed to lead on neighbourhood watch for the village in 2017.	Discussion needed as to how the parish council shares neighbourhood watch information. No longer active. Mr King pursuing £250 with Santander	Parish Councillors Clerk Residents	Ongoing
Emergency planning working group/committee		Council to review emergency plan, link effectively with flood wardens and plan and carry out training exercises. Plan to hold a joint training exercise between the parish council and flood wardens. To purchase generator and emergency lighting set to support emergency plan. Emergency plan template review Feb 2025	Parish Councillors Clerk Flood wardens ERYC	Ongoing
Events working group	Group is established. Funding allocated in budget.	To work together to plan effective community events. Apply for funding to fund events	Parish Councillors Community groups	Ongoing

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Medium term				
Cemetery		Existing cemetery is half full. Parish Council to identify land to purchase for a second cemetery.	Clerk Parish Councillors ERYC	Ongoing
Church Lane		Enquiries made 2023. Consider options of land available to us. To consider adoption of Church Lane – on back burner for now 2024. Keep Church Lane maintained for hearse access		