

**SANDFORD ST MARTIN PARISH COUNCIL
ACTION PLAN 2025-2026**

| Aim | Objective | Action | Who | Completion Date | Update |
|---|--|--|---|---|---------------|
| ACCOUNTS & AUDIT To comply with the law and inform community | To ensure that there is transparent information about payments, receipts, audit documents, budget, precept, bank accounts | Publish on website. Publish required audit documents on website and noticeboard | Clerk | Ongoing – in line with legislation where relevant | Ongoing |
| | Annual Return (AGAR) | Clerk - complete internal audit | Clerk | Internal audit - April | Completed |
| | | Council - approve at first possible council meeting | Council | Approve – May | Completed |
| | | Clerk - required information sent to Auditor | | Send to Auditor – May/June | Completed |
| Exercise of Public Rights | Council - agree dates of Exercise of Public Rights. Clerk - publish on website & noticeboards | Council Clerk | Date agreement - May Publish – June/July | Completed Completed | |
| Financial systems - review of financial controls | Annual review of financial control systems | Councillor | September | March | |
| PARISH COUNCIL ADMINISTRATION To comply with the law and inform community | To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent | Publish agendas, minutes, and means of contacting the Council on the website and noticeboard | Clerk | Agenda – published at least clear days before meetings Draft minutes – published within 30 days of meeting Contact details updated as necessary | Ongoing |
| | | Calendar of meetings | Clerk | May | Completed |

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| POLICIES To comply with the law | To ensure all council policies, Financial Regulations, Standing Orders and procedures are reviewed as per schedule and updated as necessary | Clerk - ensure reviews are scheduled on meeting agendas as required. Council - review and agree update as necessary | Clerk Council | As per schedule | Ongoing |
| PLANNING APPLICATIONS To monitor development and planning | To consider all planning applications which fall within, and impact upon, the Parish | Clerk - ensure planning applications are notified to councillors and placed on agenda, request extension if necessary Clerk - update planning overview spreadsheet as required Council - comments made at meetings or via delegated clerk authority | Clerk Clerk Council | Planning comments sent to WODC as required within agreed dates | Ongoing |
| HEALTH & SAFETY To comply with the law and ensure safety | To ensure the Council meets Health & Safety requirements for its staff, councillors and public at events and activities | Renew insurance | Clerk | Renewal – June | Completed |
| | To ensure there is adequate insurance cover | Risk assessments | Clerk | Reviewed annually in September and updated as required | Completed |
| ASSETS To comply with the law and ensure safety | To ensure that all council assets are maintained correctly, and disposed of responsibly | Regular checks to ensure assets are in good working order, actions taken as required | Nominated councillors | Ongoing | Ongoing |

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| | | Assets compared with asset register annually | Clerk | February | March |
| | | Asset register updated as required | Clerk | Ongoing | Ongoing |
| | To confirm Council land ownership | Investigate and confirm ownership of land in front of Parish Hall | Clerk | Ongoing | |
| | Asset maintenance | Maintenance of fingerposts in Ledwell and Sandford St Martin | Councillors | 2025 | |
| SUBSCRIPTIONS To keep up to date | To ensure the Parish Council has access to advice and training | Council - approve annual subscriptions | Council | Approval – May | Completed |
| | | Clerk – process renewals | Clerk | Renewals - ongoing | Ongoing |
| GROUNDS MAINTENANCE To upkeep open spaces | To manage cutting of Ledwell Village Green | Manage contractor and monitor areas | Clerk/Council | Ongoing | Ongoing |
| | Ledwell Village Green trees | To create a plan regarding trees on the Village Green | Councillors | 2025 | Completed |
| PARISH MAINTENANCE | To contribute to work to alleviate flooding issues in the parish | Create a community group to investigate the issues | Councillors | 2025 | |
| | | To work with OCC and WODC to create plan to reduce flood risk | Councillors | 2025 | Ongoing |

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| GRIT/SALT Provision of salt/grit for parish | To ensure grit bins are adequately provisioned | Regular monitoring and reporting to OCC when required | Clerk | Ongoing | Ongoing |
| | To ensure grit is available for parish as required | Order salt/grit from OCC as required | Clerk | September | Not required |
| | | Distribute grit/salt bags as required | Nominated councillor | Ongoing | Not required |
| COMMUNITY ENGAGEMENT To engage with the community | To engage with community groups and individuals to help shape the Parish Council plans for the parish To have an active website | Council - invite community to council meetings | Councillors | Ongoing | Ongoing |
| | | Clerk - update website regularly | Clerk | | |
| | | Joint venture with the PCC and Parish Hall Management Committee | Councillors | Ongoing | |
| | | Work with the PCC and PHMC to create a Welcome Pack for residents | Cllr North Clerk | Ongoing | |
| DATA PROTECTION To comply with the law | To ensure regulations are met | Annual ICO renewal | Clerk | January | Completed |
| | | Update policies as required | Clerk | Ongoing | Ongoing |
| | | Data destruction as required | Clerk | Ongoing | Ongoing |

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| WEBSITE To comply with the law and engage the community | To meet Transparency Regulations | Review website and amend as required | Clerk | Ongoing | Ongoing |
| | To meet Accessibility Regulations | Review website and amend as required | Clerk | Ongoing | Ongoing |
| | To engage with the community | Update regularly | Clerk | Ongoing | Ongoing |
| CONSERVATION AREAS To preserve the conservation areas | To advance the concept of conservation | Conservation Area projects – create list of suggestions | Councillors | To be determined | |
| | | To obtain advice regarding heat pumps, septic tanks and oil boilers | Councillors Clerk | To be determined | |
| TRAFFIC CALMING To improve safety | To improve the safety for residents and road users | VAS by Parish Hall – to track OCC progress to ensure the VAS is updated | Councillors | 2025 | |
| | | Create Quiet Lanes | Clerk Councillors | To be determined | |

FUTURE PROJECTS

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|------------|------------------|---------------|------------|------------------------|---------------|
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