

**LANDEWEDNACK PARISH COUNCIL**

**ACTION PLAN 2025/26**

<b>Topic &amp; Aim</b>	<b>Objective</b>	<b>Action</b>	<b>Who</b>	<b>Completion Date</b>	<b>Update</b>
<p><b><u>Accounts &amp; Audit</u></b></p> <p>To comply with the law and inform community</p>	To ensure that there is transparent information in relation to payments, audit documents, budget, precept -	Publish on the website and on noticeboards (audit)	Clerk and Parish Council	Within 1 month of approval by Council or Auditor	Website updated fortnightly; noticeboards as required
	Annual Return	To be agreed at May or June Council meeting. Send to External Auditors & publish on website and noticeboards	Clerk & Parish Council	Set for May	Notice of Public Rights & Publication of Unaudited Annual Governance & Accountability Return – 2024/25 - results published via parish noticeboard, and website, dates to be confirmed.
	Exercise of Public Rights	Notify Council of conclusion at meeting. Publish on website & noticeboards	Clerk		Annual Governance & Accountability Return for the Year ended 31st March 2025 – Notice of Publication issued
<p><b><u>Administration</u></b></p> <p>To comply with the law and inform community</p>	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	Clerk and Parish Council	Agendas & minutes ongoing, to be published within one month of availability/approval by Council. Contact details updated as necessary	Agenda/Minutes published within deadlines.

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		Calendar of meetings	Clerk	May 2025	Updated
<b><u>Policies</u></b> To comply with the law	To ensure all council policies and procedures are reviewed annually and updated as necessary	Annual review processes in May & December agendas.	Clerk and Parish Council	Main policies - November 2024 and May 2025	completed
				Staffing Policies - October 2020	To be Reviewed 2026
<b><u>Planning Applications</u></b>  To monitor development and planning	To consider all planning applications which fall within, and impact upon, the Parish	Planning applications are notified to councillors and placed on agenda. Time extensions from Cornwall Council Planning if necessary.	Clerk and full council.	Planning comments entered online within 2 working days of Parish Council Meeting.	Progressed as received Chair notified if nil returns.
<b><u>Health &amp; Safety</u></b>  To comply with the law and ensure safety	To ensure that the Council meets Health & Safety requirements for its staff, councillors and public at events and activities. Ensure there is adequate Insurance Cover.	Renew insurance	Clerk & Council	Insurance - renewal July 2025	Agreed 3-year term with Zurich to 11.07.28
		Risk Management Schedule - reviewed by Asset Management & Finance Committee annually	Clerk & Asset Management & Finance Committee	Risk Management Schedule - review November 2025	
		Risk Assessments completed	Appointed Councillors and Clerk	Risk Assessments – reviewed March 2025.	Public Toilets – May 2025 Play Area by contractor April yearly

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					Clerk's home working Risk Assessments reviewed June 2025.
<b><u>Assets</u></b> To comply with the law and ensure safety and current valuation	To ensure that all council assets are maintained in a safe and proper manor and recorded appropriately	Regular checks to ensure that that council assets are maintained and in good working order. Also Play equipment	Clerk & Finance Committee	Ongoing with annual Risk Management Schedule assessment due November 2025. Asset Register to be reviewed at May annual meeting	Asset inspection register reviewed biannually. Inspections on going
<b><u>Subscriptions</u></b>  To keep up to date	To ensure the Parish Council has access to advice and training to keep well informed	Council to approve annual subscriptions to - CALC/NALC/SLCC/ICCM Information Commissioners Office,	Clerk and Parish Council	May 2025	Last agreed May 2025
<b><u>The Green</u></b>  To manage The Green	To maintain The Green and donation boxes	To ensure that The Green remains in good repair and to continue to allocate funds annually towards the cost of future maintenance	Parish Council	Ongoing	Provision in budget – under review due to vulnerability of source of income

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<u><b>Grounds Maintenance</b></u>  To upkeep open spaces	To manage the cutting of the grass and hedges at the Recreation Ground, The Cemetery and Per Kithen.	Draw up specification, obtain quotes, agree best value for money contract, and monitor on monthly basis	Clerk & Assert Management & Finance Committee	Contract went out to tender March 2025	Three-year contract agreed, to run from April 2025 to 2028
<u><b>Recreation Play Area</b></u>  To provide play facilities	To maintain children's play equipment & surfacing.  To replace Because costs of repair becoming prohibitive	To ensure that the recreational facilities remain safe and in good repair with monthly inspection by registered play safety specialist company	Clerk, also LPC as sole Trustee of the Recreation Ground Trust. External contractor	Ongoing, monthly	Provision in budget.
<u><b>Recreation Play Area</b></u>  To update & modernise	To provide an accessible play and sensory area for all ages	Questionnaire via school children March 2026.  Apply for grants Have plans drawn up Fundraise	Clerk, Cllrs  LAF&SC Local businesses	New equipment Spring 2027.	Offer from local co. to remove equipment Also contractor for old pea gravel removal
<u><b>Affordable Housing</b></u>	To transfer land for construction of affordable housing for rent.	Engage with CCLT and complete necessary actions and contracts.  Legal advice 20205. Grants no longer apposite for this Scheme	Clerk & LPC and Housing Working Party	<del>March 2025</del> Summer 2025 - Project cancelled due to loss of funding – central govt decision	2025- Central Govt Grants altered, scheme progress in doubt – legal opinion sought Project cancelled due to central govt decisions

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<p><b><u>Public Conveniences</u></b> To provide public toilet facilities</p>	To maintain building and provision of public toilets, Male, Female and accessible units within health and safety requirements.	Provision of full facility from Easter to October and reduced facility (accessible toilet only) November to Easter	Clerk & Council with External cleaning contractors	Ongoing	Winter regime adopted 1/11/2025 To reopen fully Easter 2026
<p><b><u>Dog Waste and Litter Bins</u></b> Provision of bins</p>	To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty.	Annual review of bins and collection contract. Respond to public complaints. Monitor and report any litter or fouling problems to Cornwall Council	Clerk & Councillors  Guardians to top up dog waste bag holders	Ongoing	Reassess October 2026 in view of thefts
<p><b><u>Community Engagement</u></b> To engage with the Community</p>	To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Also use Website	Invite stakeholders to PC or other group meetings. To issue articles for publication in 'Lizard Lives' and Regular website updates	Chair and Clerk	Continuous dialogue with local groups. Monthly articles. Website ongoing	Monthly article permitted in Lizard Lives Gazette. Also publicity of resilience plan etc.
<p><b><u>Resilience Planning</u></b> Following Storm Goretti</p>	To help residents become more resilient in the event of power, water, and Internet outages.	Formulate a resilience plan and arrange for this to be distributed amongst the parishioners. Essential that information in this plan is updated regularly	Councillors and Clerk together with a working party	Ongoing First issue Autumn 2026. Consider emergency plan – flood not major issue, connectivity & power more so	Templates focus on flood defences. Isolation and vulnerability of main road & digital services more pertinent at Landewednack

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<b><u>Community Coherence and Engagement</u></b>	Highlighted during Storm Goretti as lacking, Also concerns regarding anti social behaviour particularly affecting elderly communities. Need for greater community Interaction with each other.	Meeting with Cornwall Neighbourhood Watch Coordinator. Digital means of communication between people.	Councillors and Clerk together with a working party and coordinators	Autumn 2026.	Correlation of resources required for resilience Plan and Neighbourhood Watch. NW Already has framework for communication of small groups within community
<b><u>Data Protection Review</u></b> To comply with the law	To ensure regulations are met	Review Data Protection, GDPR & ICO and update as necessary	CALC guidance Clerk & Councillors	Ongoing	
<b><u>Website</u></b> To comply with the law and engage with community	To keep updated and comply with accessibility requirements. .gov website and emails to be adopted	Keep updated on a regular basis Services of ICT for compliance & maintenance	Clerk & Councillors	Ongoing Autumn 2026	Vision ICT to conduct website MOT Spring 2026 (outage/upgrade in progress) Assertion 10 2026

Prepared November 2025, updated March 2026

Heather Singleton, Parish Clerk