

Burstwick Parish Council Action Plan 2022-23				
Project	Work done so far	Work still to do	Who	Timescale
Short term				
Community litter pick	Annual spring clean of the village	Postponed in 2020 To take place Spring or Autumn.	Parish Councillors Community School	Spring / Autumn 2022-23
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.	Parish Council ERYC Residents Contractor	Spring – Autumn 2022-23
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	Autumn 2022-23
Best Kept Allotments Competition 2022	Parish Council agree to run a competition. Funding allocated in budget.	To plan what the competition will judge this year. Agree panel and judging date.	Parish Councillors Clerk Allotment tenants Panel judges	Summer 2022-23
Speeding and road safety	Part time 20mph signs installed 2018. Council has agreed to set up a community speed watch in the village. Letter lobbying ERYC to improve road safety sent Jan 2021.	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	Summer 2022-23

Next review May 2023

Parish Council owned streetlights – LED bulb conversion	Two new bulbs were funded in the Burnham Avenue/Back Lane area in 2020-21.	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. Or purchase a new litter bin.	Parish Council ERYC	Autumn 2022
Litter bins	Bin relocated on Elm Avenue recreation area. New bins purchased for Pinfold Lane/Elm Tree Farm Road and Strathmore Avenue in 2019.	Two new bins were purchased in 2019-20 financial year. Council agreed not to allocate money for a bin in 2020-21. £500 allocated for either a new bin or 2 LED bulbs as set out above. Post office bin to re-located upon its closure	Parish Councillors Clerk ERYC	Autumn 2022
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	Autumn/Winter 2022/23
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

Next review May 2023

Project	Work done so far	Work still to do	Who	Timescale
Cemetery Maintenance	<p>Loose headstones repaired, new step laid, and welcome sign installed in 2018.</p> <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>To continue to maintain the cemetery.</p> <p>To maintain new memorial rose border and look to offer memorial roses from 2021.</p>	<p>Parish Councillors Clerk Contractors Parish Gardener</p>	Ongoing
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>To continue to maintain the area and cut grass.</p> <p>Volunteers tend the flower beds.</p> <p>Repairs are needed to the fence in 2021-22 and funding is allocated in budget.</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.</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 April 2023.</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>Parish Councillors Clerk School Parents ERYC Playdale Ltd Contractors</p>	Ongoing

Next review May 2023

		Service roundabout and carry out repairs when needed. Review goal nets.		
Communication	New website up and running Twitter and Facebook page Noticeboards x 2 Village newsletter	To continue to develop an update website. Contractor appointed January 2021 to maintain website in terms of system updates. Keep notices up-to-date in the two notice boards.	Parish Councillors Clerk Contractor	Ongoing
Village Hall	The Parish Council became the sole trustees of the Village Hall notified by the Charity Commission on 15/05/15. During autumn 2018 the existing committee has been transferred to a parish council committee. 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.	Continue to strategically guide and support the village hall as trustees. To provide practical help as members of the management committee.	Parish Councillors Village Hall Management Committee Village Hall Clerk Parish Clerk	Ongoing
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.	Discussion needed as to how the parish council shares neighbourhood watch information.	Parish Councillors Clerk Residents	Ongoing
Emergency planning working group/committee	Rolled over from 2018-19.	An ad-hoc committee to review emergency plan, link effectively with flood wardens and plan and carry out training exercises.	Parish Councillors Clerk Flood wardens	Ongoing

Next review May 2023

		<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><i>Emergency plan review held May 2023</i></p>	ERYC	
Events working group	<p>Group is established.</p> <p>Funding allocated in budget.</p>	To work together to plan effective community events.	Parish Councillors Community groups	Ongoing
Medium term				
Cemetery	Rolled over from 2019-20.	<p>Existing cemetery is half full.</p> <p>Parish Council to identify land to purchase for a second cemetery.</p>	Clerk Parish Councillors ERYC	Ongoing

Next review May 2023