

Heighington Parish Council



Action Plan
2023 – 2027

Version control

Date	Version	Amended by	Details
24/02/24	1.0	Clerk	Draft documents pulled together and reformatted.

This is a working document and updates will be applied via new versions.

Introduction

This Action Plan sets out the council's plans and priorities for the 4-year duration of the current council. (Ordinary elections were held in May 2023 and are next due in May 2027). A number of informal workshops were held with councillors in the period August 2023 - February 2024. Output from these workshops plus feedback from parishioners was collated into an outline action plan which was approved at the council meeting on 9 October 2023 (minute 124/M/23), with the intention of it feeding into this four-year Action Plan.

Local Government in Lincolnshire

Lincolnshire County Council (LCC) is the top tier of local government in the county, and it delivers a variety of services such as education, social services, highways, registrars, trading standards, school transport, adult social care, street lighting, waste recycling, leisure and culture, fire & rescue. Below that there are seven district councils, and we fall under North Kesteven District Council (NKDC) which also delivers a number of services such as public spaces, community safety, council tax, licensing, waste, environmental health, housing and benefits, planning, elections.

Heighington Parish Council

The council consists of 11 councillors, who were either elected or co-opted (in the case of a casual vacancy occurring between ordinary elections). Council meetings are held on the second Monday of the month throughout the year, with the exception of August (when a meeting will only be held if there is urgent business to be transacted and which cannot wait until the next meeting). Agendas and minutes of these meetings are published on the parish council's website: <https://heighington.parish.lincolnshire.gov.uk/>. Agendas are also published on the council's noticeboard at the Spar on the High Street.

The Parish Office is located at the rear of the Jubilee Hall on the High Street.

Members of the public are permitted to attend council meetings. There is a 15-minute public forum at the start of each meeting, when members of the public are permitted to ask questions or make short statements to the council. These do not have to be answered there and then however the chair may direct that a written or oral response be given at a later date.

Once the meeting commences, the public are not allowed to speak, unless specifically invited to do so by the chair. If the meeting moves into closed session to discuss confidential matters, then members of the public must leave.

The council currently has an Employment Committee which deals with staffing matters and makes recommendations to council.

The council employs four part-time staff: Clerk, RFO (Responsible Financial Officer), Admin

Assistant and Caretaker.

Parish council assets

The council has the following land and building and other assets in the parish which it is responsible for:

1. Jubilee Hall on the High Street (land registry LL389449). The hall is used by a variety of regular clubs and groups. It is also available for private hire. The Parish Office is located to the rear of this building.
2. Potterhanworth Sports Field (land registry LL389446). This houses a pavilion which is used by football and cricket clubs. There is a football pitch and cricket pitch. The field also offers various activity equipment such as rock stack, climbing pole, somersault bars, embankment slide and MUGA goal end.
3. Station Road Recreation Ground (land registry LL98764). This houses a pavilion which is used by the bowls club and changing rooms. There are two tennis courts and the bowls green. The field also offers an enclosed play area containing equipment such as springer bike and car, cradle swings, accessible and standard swing, climbing frame, multi-play, cone climber and activity trail. Elsewhere on the field there is an adult activity gym containing arm and pedal bike, double air walker and rower.
4. A further play area on Almond Avenue is leased from North Kesteven District Council and contains the following parish council owned play equipment: see saw, cantilever swing, swings and junior multi play.
5. Bus shelter on the High Street (known as the 'flagpole' bus stop). This sits within the conservation area.
6. Flagpole on the High Street. This sits within the conservation area. The council flies specific flags on key dates.
7. Various street furniture throughout the village, such as benches, bins, planters, noticeboards.
8. The parish council are responsible for the maintenance of the village war memorial, which is actually the clock in the tower of St Thomas'. This was funded by public subscription and installed in 1925.
9. The council is also custodian and responsible for the maintenance of seven 1930's lion water hydrants in the village.

Parish Council Vision

“At Heighington Parish Council, our vision is to cultivate a community that is both a vibrant and attractive place for people to live in, work in, and visit. We are committed to preserving our rich rural character while embracing sustainability and fostering a welcoming, safe, and friendly environment for all.”

This was approved at the council meeting on 9 October 2023 (minute 123/M/23).

Action Plan for May 2023 – May 2027

Area	Activity	Funding	Timescale
Community Engagement			
Ensure residents are kept informed	<ul style="list-style-type: none"> • Monthly article in the Sheepwash Times, (delivered free to residents in Heighington, Washingborough and Branston; also available online). • Use of Canva software to create attractive and engaging posters • Regular news items on the council website • Regular posts on Facebook and Nextdoor • Annual report published (available in hard copy, published in the Sheepwash Times, available on the council’s website, presented at the Annual Parish Meeting) • Coffee & cake and meet your councillor events – incorporated into Festive events, litter pick 	<p>Canva licence built into budget.</p> <p>Cost of one-page article in Sheepwash Times for annual report – built into budget</p>	Ongoing
Use of innovative ideas to improve engagement	<ul style="list-style-type: none"> • Use of short snappy videos on social media to attract hits: <ul style="list-style-type: none"> ○ Video produced on Facebook to advertise Annual Parish Meeting • General Assistant booked on Social Media Advanced training (Breakthrough Communications) • Get councillors more involved e.g. write short articles or soundbites • Arrange interesting speakers at the Annual Parish Meeting, to attract more attendees, along with displays from local groups. <ul style="list-style-type: none"> ○ 2022-23 APM featured St Barnabas Hospice and 	Training budget	<p>2023-24</p> <p>2024-25</p> <p>2024-25</p> <p>Ongoing</p>

	<p>LCC Waste Services.</p> <ul style="list-style-type: none"> ○ 2023-24 APM featured the Red Arrows. ● Use of feedback forms/we want your ideas at APM ● Consider surveys, online polls, social media 		
Organise community events	<p>Childrens' free holiday events:</p> <ul style="list-style-type: none"> ● Hoolahoop megastructure workshop ● Circus workshop ● Pre-school bubble workshop ● Halloween workshop ● Tennis coaching 	Built into budget	<p>2023-24 4 events held.</p> <p>2024-25 4 events planned</p>
	<p>Free adult events:</p> <ul style="list-style-type: none"> ● Festive Tea & Cake ● Easter Tea & Cake ● Crafting (card making) workshop – new for 2024 ● Continue to use targeted leaflet drops to encourage the older residents to come 	Built into budget	<p>2023-24 2 events held</p> <p>2024-25 3 events planned</p>
	Support/promote summer fete organised by residents.	No cost	July 2024
	<p>Run village scarecrow festival in conjunction with Washingborough and Branston & Mere parish councils.</p> <p>Parish council to take part with a scarecrow.</p>	No cost	<p>2023-24 Event held.</p> <p>2024-25 scheduled in August</p>
	Look at national initiatives to see if there are any events we could organise i.e. living advent calendar.		Ongoing
	Engagement with school council at Millfield Primary	No cost	Paused

	School. Not progressed due to impact of flooding on the school 2023-25.		
	Engage with Branston Community Academy: <ul style="list-style-type: none"> • 6th form students attended Festive Tea and engaged with older residents • Academy student council members invited to attend council meeting 	No cost	2023-24 Ongoing
	Engagement with Beckfield House residential care home – councillor visits/coffee morning.	No cost	Ongoing
	Commemorate Remembrance Sunday with the display of knitted poppies at St Thomas’ and at the Jubilee Hall.	No cost	Ongoing
	Support for A Good Yarn group and their knitted Christmas tree.	Grant given	2023-24 Ongoing
	Book swap at the Jubilee Hall. Extended (with new revolving stand 2023-24) and book kiosk (over the summer).	Budget No cost	2023-24 Ongoing
	Contact Gardening Club to see if they would be interested helping to organise an ‘open gardens’ event.		2025-27
Closer working with neighbouring councils	<ul style="list-style-type: none"> • Co-ordinate with Washingborough Parish Council, Branston & Mere Parish Council for the Scarecrow festival • Clarify whether anything is going to happen with the Four Parishes Meetings (also including Canwick 		Ongoing

	Parish Council)		
The local environment			
Improve the local area	Community litter pick (with refreshments afterwards and an opportunity to meet councillors).	Refreshments in budget	October 2023 April 2024 (cancelled due to poor weather) – to be re-arranged. October 2024
	Consider future opportunity to replace the bus shelter with one which is more sympathetic to the Conservation Area.	Build up reserves pot	Longer term
	Community mural in the railway underpass: <ul style="list-style-type: none"> • Network Rail engaged • Pending Network Rail funding – to be chased 		2023-24 2024-25
	Introduce a community herb garden for residents at Jubilee Hall: <ul style="list-style-type: none"> • See if local group will build planter • Plants to be donated 		2024-25
	Revisit ideas for interpretation boards and accessible roundabout for Station Road play area.	Budget/reserves	2025-26
Protect our open spaces	<ul style="list-style-type: none"> • Station Road recreation ground and Potterhanworth Road sports ground registered with Fields in Trust • Land registry updates as required by Fields in Trust 	Budget	2023-24

Reduce our carbon footprint	Water butt installation: <ul style="list-style-type: none"> • Station Road • Jubilee Hall 	LCC Zero carbon parishes grant	2023-24 2024-25
	Plant bulbs/plants/trees: <ul style="list-style-type: none"> • Year-round plants/bulbs in the planters at Jubilee Hall and Station Road recreation ground • Spring bulbs planted at Station Road • Trees planted at Station Road recreation ground • Hedgerow trees planted at Potterhanworth Road sports ground • Consider wildflower planting 	Reserves/volunteers Reserves/volunteers Free/volunteers Free/volunteers	Ongoing 2023-24 2023-24 2023-24 2024-25
	Cycle racks: <ul style="list-style-type: none"> • Installed at Station Road and Potterhanworth Road 	LCC Zero carbon parishes grant	2023-24
	Improve energy efficiency: <ul style="list-style-type: none"> • LED lighting at Jubilee Hall • Thermal blinds installed at Station Road pavilion 	LCC Zero carbon parishes grant	2023-24
Encourage repair and re-use	Investigate Repair Hub <ul style="list-style-type: none"> • Asked for expressions of interest • Several meetings held with people interested in getting involved • Group to form a committee and manage itself – stalled due to lack of volunteers to take this on 		2023-24 Paused
Community resilience			
Ensure we have a	<ul style="list-style-type: none"> • Engage with Lincolnshire Resilience Forum 		2023-24

Community Emergency Plan	<ul style="list-style-type: none"> ○ Template acquired ● Attend training <ul style="list-style-type: none"> ○ Clerk and 4 councillors attended training April 2024 ● Working Group to set up plan ● Test emergency Plan ● Ask for community volunteers 		2024-25 2024-25 2024-25 2024-25
Provide help during flooding	<ul style="list-style-type: none"> ● Limited supply of sandbags provided to residents during Storm Babbett and Henk. ● Jubilee Hall facilities offered and used by local school which was flooded. (School pick up/collection, fund raising events). 		2023-24 Ongoing
Encourage community spirit	<ul style="list-style-type: none"> ● Publicise helping out your neighbours, not just in an emergency ● See ideas on: https://www.edenprojectcommunities.com/blog/15-ideas-to-improve-community-spirit 		Ongoing
Set up community sand bin	<ul style="list-style-type: none"> ● Sand bin and padlock procured ● Order sand ● Set up sand, bags and shovel in the sand bin at Jubilee Hall 		2023-24 2024-25
Feed into flooding S.19 investigation following Storms Babbett and Henk	<ul style="list-style-type: none"> ● LCC Project Groundwater team aware ● Councillors and local residents to meet with flood investigators 		2024-25

Promote the village (a vibrant place to live, work and visit)			
Improve parish council signage	<ul style="list-style-type: none"> • Review and replace signage (Jubilee Hall, Station Road recreation ground, Potterhanworth Road sports ground) • Introduce parish council branding • Use of what3words for location • Consider village gateway signage 		2024 - 26
Village welcome pack	<ul style="list-style-type: none"> • Put on website and print leaflets • Liaise with local businesses/school to have hard copies available 		2024-25
Walks & points of interest	<ul style="list-style-type: none"> • Update old hard-copy village walks – put online and have printed leaflets • Promote local footpath network and wider accessibility for physical and mental health benefits • Investigate interpretive signage around the village 	Build into future budget	2024-26
Promote village history	<ul style="list-style-type: none"> • Look at permanent or pop-up display of village history/archive • Consider using one of the Station Road changing rooms for a display 		2024-26
	<ul style="list-style-type: none"> • Liaise with local fabricator to get old flagpole top displayed at Jubilee Hall • Arrange small sign to detail the flagpole history 	Reserves	2024-25
Promote what the parish council does	<ul style="list-style-type: none"> • Definition of LCC, NKDC and parish council responsibilities put on website and shared at Annual 		2023-24

	Parish Meeting <ul style="list-style-type: none"> • Councillor profiles on the website and in the Sheepwash Times • Encourage councillor training 	Training budget	2023-24 Ongoing
Public safety			
Speeding	<ul style="list-style-type: none"> • Solar powered speed sign procured • Solar powered sign installation – waiting for Highways • Redeploy battery speed sign to Potterhanworth Road or Fen Road • Community Speedwatch agreed but currently insufficient volunteers. Continue to publicise. 	Reserves Reserves Reserves	2023-24 2024-25 2024-25
Traffic & parking	<ul style="list-style-type: none"> • Lobby LCC regarding parking issues at High Street pinch points <ul style="list-style-type: none"> ○ Meeting held with LCC Councillor 		Ongoing April 2024
	<ul style="list-style-type: none"> • Publicise LCC online reporting tool for bad parking i.e. on double yellow lines. <ul style="list-style-type: none"> ○ Link on website and social media 		2024-25
Maintenance and Health & Safety requirements			
Improve council facilities	<ul style="list-style-type: none"> • Maintenance plan for Jubilee Hall: <ul style="list-style-type: none"> ○ Main hall floor stripped back and re-waxed ○ Parish office extended and storeroom reconfigured ○ Mark out Jubilee Hall car park to maximise available space ○ Deep clean of main hall 		2023-24 2023-24 2024-25 2024-25

	<ul style="list-style-type: none"> ○ Introduce annual building checks and determine future proactive maintenance plan so that provision can be built into budget 		2024-25
	<ul style="list-style-type: none"> ● Station Road improvements: <ul style="list-style-type: none"> ○ Tennis courts professionally cleaned and re-marked out ○ New bench (with back) installed at Station Road ○ New accessible picnic table installed in the play area at Station Road ○ Investigate change of use for Station Road changing rooms – possible small meeting room. Interest from u3a railway group as a working space. 		2023-24 2023-24 2023-24 2024-25
	<ul style="list-style-type: none"> ● Street furniture: <ul style="list-style-type: none"> ○ New dual use bin installed on Back Lane (near footpath that goes to Clarke Avenue) ○ Missing bins lids replaced ○ Maintenance of bus shelter and benches 		2023-24 2023-24 Ongoing
Health & Safety	<ul style="list-style-type: none"> ● Weekly, monthly & annual building checks <ul style="list-style-type: none"> ○ Emergency lighting, fire extinguishers, legionella, boiler servicing, asbestos, first aid kits, PAT testing ○ Introduce additional checks as per Fire Risk Assessments ● New monthly checklists for inspection of street furniture including bus shelter ● Investigate Food Hygiene training (coffee and cake 	Budget	Ongoing 2024-25 2024-25 2024-25

	events) <ul style="list-style-type: none"> • 5 year building electrical checks • Annual Fire Risk Assessment • Annual tree survey • Risk Assessments 		
Play areas	<ul style="list-style-type: none"> • Weekly operational play inspections • Annual RPII play inspection • Maintenance/repair plan and actions taken as required • Almond Avenue cantilever swing universal joint replaced 	Budget Factor into budget	Ongoing Annual Ongoing 2023-24
Recognition			
Put people forward for local awards	<ul style="list-style-type: none"> • Local litter picker nominated for NKDC good citizen award (environmental category) • RFO and Cllr Buckley-Jones nominated for the Lincolnshire Association of Local Councils (LALC) Shining Stars Awards • Consider local resident nomination(s) for LCC Good Citizen Awards • Review available awards annually and consider nominations 		2023-24 2023-24 2024-25 Ongoing
Local Council Award Scheme (LCAS)	<ul style="list-style-type: none"> • Council to strive to attain Foundation level LCAS award 	Reserves	2024-25