

BLAKENEY PARISH COUNCIL

Chairman: Rosemary Thew **Vice Chairman:** Jenny Girling

Councillors: Samantha Arlow, Alban Donohoe, Shirley Everett, Barry Girling,
Edward Hackford, Nigel Sutcliffe, Jess Tutt & Iain Wolfe.

Vat Reg. No. 287 8491 92

(Reviewed & adopted November 2018)

COUNCIL STRATEGY 2016/17-2020

4 YEAR STRATEGY

Financial Years of

2016/2017

2017/2018

2018/2019

2019/2020 = Current

Clerk to the Council – Tracey Bayfield

The Parish Office, Langham Road, Blakeney, Holt,
Norfolk, NR25 7PG.

E-mail: clerk@blakeneyparishcouncil.co.uk

www.blakeneypc.co.uk

Telephone or Fax (01263) 741106

(1) STATEMENT OF INTENT

Blakeney Parish Council will endeavour to:-

- **Deliver** services to the highest quality in terms of efficiency, effectiveness and value for money as a whole.
- **Conduct** business openly and democratically consulting with parishioners and interested parties when appropriate.
- **Comply** with the adopted 'Code of Conduct' and the Nolan Principles in public life.
- **Obtain** from 2nd Parties the best possible service value whether from statutory bodies or sub contracted services.
- **Act** in the best interests of local people in making representations to;
 - (a) North Norfolk District Council.
 - (b) Norfolk County Council.
 - (c) Outside Agencies.
 - (d) Central Government.
 - (e) Other appropriate private or public sector groups.

2) BEST VALUE

2.1. The Parish Council has adopted the principles and spirit of Best Value and Best Value practices as expected of all Parish Councils:

- **Challenge** why, how and by whom a service is being provided;
- **Compare** performance with the performance of other parish councils and organisations providing similar services;
- **Consult** local people and key partners, including local businesses and voluntary organisations in setting out priorities.
- Use fair and open **Competition** wherever practicable as a means of securing efficient and effective services as a whole.
- **Collaboration.** Best value places a very onerous duty on principal authorities. A major element of this is the duty to consult with the local community. Parish councils are perfectly placed to represent the views of their community to **principal authorities**. There must be collaboration between tiers of local government.

2.2. All Parish Council services will be reviewed on a four/five year cycle including an initial year review by the incoming parish council and *may resemble the following or be purely an ongoing matter;*

Year 1 Consolidation and review of previous Parish Council

Committee Structure and Service Evaluation.

Year 2 Parish Office Administration
3 tier Partnerships & other Agreements.

Year 3 Car Parks, Signs & Seats

Local Economy & Village Infrastructure.

Year 4 Public Footpaths & Open Spaces
Community Groups & Civic Amenities.

Year 5 Land & Property
Community Development, Planning & Village Design.

(3) POLICY AND PROCEDURES

3.1. The Parish Council shall annually review the following:-

- **Committees**, Sub-Committees, Working Parties, Advisory Groups, Appointed Representatives and elected member Officers.
- Review its list of **Policies** and update if need be.
- Preference will be given to **locally based suppliers** of goods and services as dictated by 'Best Value' where possible, subject to any tendering procedures.

3.2. Shall reply to all correspondence within 10 working days whenever possible.

(4) RESOURCES

4.1. The Council shall annually review:-

- **Maximise income** derived from various sources.
- **Residents Pass & Discretionary Passes** awarded for previous year.
- Components of the **Precept** and adjust accordingly.
- Prepare accounts to comply with the **Account & Audit Regulations 2015**, with advice from the Internal & External Auditor.
- **Public Liability and Indemnity Insurance** Values.

- *Maintain **VAT** returns complying with regulations as required by law.*
- *Standing Orders and **Financial Regulations** as required.*
- *Make the appropriate returns to **Inland Revenue** as required by law.*

(5) AMENITIES

1. *The Council will **consult** with local people regarding the provision of **new facilities**.*
2. *The Council will **maintain** all its **land & properties** to an appropriate standard.*

(6) AGENCY AGREEMENTS

6.1. **Agency agreements shall only be entered into where the Parish Council is satisfied that 'Best Value' principles can be demonstrated.**

(7) COMMUNITY FUND ACTIVITIES

7.1. **The Parish Councils established Community Fund is derived from part of the net proceeds of the Carnser Car Park. The Council will annually review:-**

- *The fund is ring fenced for the **benefit** of local **community groups**.*
- ***Grant applications** from local organisations are funded.*
- *The **performance** of the fund and grant giving procedures.*

(8) PARTNERSHIPS

8.1. **The Council will continue to seek to establish positive partnerships whenever the priorities of 'Best Value' can be demonstrated.**

(9) PERSONNEL

9.1. **All Employees of the Council are entitled to:**

- *A **Contract of Employment** and **Job Description**, each subject to terms and conditions as determined by the current Employment Law. **Pension Arrangements for the Parish Clerk must also now be agreed.***
- *Adequate **training**.*

- Recognise the National terms & conditions (the green book) in respect of staff **pay and grades**.

9.2. The council will strive to:

- Be an **equal opportunities** employer.
- Provide a bi-annual **staff appraisal**, unless either party feels the need for an annual one.
- Establish and maintain **grievance and disciplinary** procedures.
- Employ **local people** where appropriate.

(10) CONSULTATION

10.1. The Parish Council shall:-

- Advertise the **public participation session** as designated at each Council meeting.
- Hold an **Annual Parish Meeting & Village Conference** in March/April/May each year.
- Encourage all Community Groups to participate in an **Exhibition** prior to the APM & Village Conference and to give an opportunity to report at the meeting.
- Produce one comprehensive **Annual Report** each year comprising the years past activities and general accounts as part of the Glaven Valley Newsletter.
- Make regular monthly reports in the **Glaven Valley Newsletter** to keep parishioners informed of its on going activities.
- Maintain an **open door** policy at the **Parish Office** for a defined period on a Tuesday & Thursday morning (9-11am). Parishioners and Councillors are encouraged to use the office to raise issues with the Clerk of local concern or to report ongoing activities, or for general information on council business.
- Arrange for the **Clerk of the Council** to be available **by appointment** at other times of mutual convenience or via the telephone, fax or e-mail.
- Establish **Advisory Groups** where necessary to deal with issues or areas of common interest.

- Consult with appropriate **local groups and businesses** whenever possible on relevant issues, whilst acting in the best interests of the community as a whole.
- Consult with **elected local members** of the **District and County Council** and elected or appointed representatives of other bodies.
- Maintain its **public notice boards** and update them as and when required.
- Consider establishing a **Neighbourhood Plan** and to launch this at the Annual Parish Meeting in 2017.

Due to be REVIEWED

(APPENDIX 1) COMMUNITY PROJECTS (1)

CURRENTLY IN PROGRESS OR ONGING EACH YEAR

- **Carnser Car Park** – Annual Maintenance/resurfacing. **ONGOING.**
- **Coronation Car Park** – Annual Maintenance. **ONGOING.**
- **Village Hall Car Park** – Annual Maintenance/resurfacing. **ONGOING.**
- **Annual Fireworks Event on Carnser** – **ONGOING.**
- **Christmas Lights on Pastures & The Quayside** – Annual Event - **ONGOING.**
- **Party on The Pastures** – Annual Event - **ONGOING**
- **Community Fund** – To be considered each year by the Full Council. **ONGOING.**
- **Traffic Consultation Report** – This is to be progressed and followed through in order to ascertain what is and is not possible. **COMPLETED.**
- **Recreation Project** – Phase One (Large Scale apparatus) completed November 2014. BMX Pump Track completed August 2016. **Phase 2 (Outstanding items, ie. outdoor gym equipment and youth shelter) as soon as enough grants have been received. ONGOING.**
- **Footpath at brow of hill on Morston Road** – NCC Highways support such a scheme in principle, subject to land ownership and cost. A legal ownership investigation currently being fought between Morston PC, and others. **ONGOING.**
- **Removable Bollards on Carnser** – Information, design and prices being obtained, in order to replace the unsightly plastic cones with wood effect bollards. **COMPLETED.**
- **Local Councils Award (formerly known as the Quality Parish Status)** – **RELAUNCHED IN 2015 – BPC TO ACTION IF & WHEN TIME PERMITS.**
- **Dredging of Channel into Blakeney Quay** – Dinghy Park Committee have handed this project over to the Blakeney Channel Coastal Community Team – **NO FURTHER ACTION..**
- **The Pastures** – In the process of trying to resolve the problem of unauthorised parking on this land. Negotiations with The Blakeney Hotel and NNDC taking place, an extremely slow process. **SLOW GOING.**

- **Affordable Housing for Local People at War Memorial Cottages -** Redevelopment of the War Memorial Cottages Site. **IN PROGRESS.**
- **Look for possible Exceptions Sites** – For Affordable Housing for Local People, both in Blakeney and the neighbouring parishes. **IN PROGRESS.**
- **Footpath Plans** – Liaise with North Norfolk District Council over preparing a footpath plan with can be put on display for the general public. **TO BE ACTIONED.**
- **Public Rights of Way** – To ensure that we respond to the call for Definitive Maps to be complete and updated by 2026. **COMPLETED.**

(APPENDIX 2) PROJECTS REQUIRING OTHER PARTNERSHIPS OR FUNDING (2)

- **Affordable Housing** – in conjunction with NNDC & Blakeney Neighbourhood Housing Society. **ONGOING.**
- **Neighbourhood Plan** – **IN PROGRESS..**

(APPENDIX 3) THE FUTURE

- **Additional Defibrillator** – To site a second defibrillator near to the Village Hall/Parish Office.
- **Quayside Erosion** – Stabilization plan; quotations received – The Blakeney Channel Coastal Community Team have taken this conversation forward with The National Trust.
- **Parish Office Extension** – Previously agreed by the Parish Council and budgeted for, and then funds had to be diverted. **On hold whilst we consider other options for space around us.**

COMPLETED SINCE 2015

- **Overtopping Posts along Quay** – These were successfully installed with the assistance of NCC and the Parish Partnership Funding Scheme.
- **Preventative Parking Posts** – At the bottom of Back Lane and opposite The Manor Hotel, again successfully installed with the assistance of NCC and the Parish Partnership Funding Scheme.
- **Purchase of second Marquee** – for the annual bonfire and fireworks event.
- **Storage Area** – Creation of an extra store in the old bus shelter to house Parish Council items.

- **Mobile Phone Mast** – Consulting, responding and supporting the proposal for a mobile phone mast at Friary Farm, although the application was withdrawn.
- **Former School Field** – Obtaining a licence from Norfolk County Council for use of the former school field site on Langham Road for occasional parking.
- **Dog Waste Bins** – Following requests from members of the public, bins were relocated, new ones purchased and the emptying frequency amended.
- **Blakeney Defibrillator** – To ensure the continued access to this, we have now taken over the maintenance & responsibility.
- **Grass Verge Cutting** – BPC has now taken over the responsibility of grass verge cutting in the parish from Norfolk County Council w/e August 2016 resulting in 14 cuts per annum as opposed to their 5.

It should be noted that the Clerk has not had a chance to update this list of completed items from 2015 going forward to today, prior to sending out to Cllrs. Will do so asap.