

Stisted Parish Council – Councillors Action Plan 2026 to 2027



Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the community they represent. They: -

- give views, on behalf of the parish, on planning applications and other proposals that affect it
- undertake projects and schemes that benefit residents
- work in partnership with other bodies to achieve benefits for the parish
- alert relevant authorities to problems that arise or work that needs to be undertaken
- help the other tiers of local government stay connected with their local communities

Parish Councils have a wide range of powers which relate to local matters, such as looking after community buildings and structures, open spaces, play areas, street lighting etc. They also have the power to raise money through taxation, the precept, which is the Parish Council's share of the council tax.

The Action Plan covers the day-to-day work of the Council in meeting its overall responsibilities as well as progress made with on-going projects and, new schemes and projects.

The Action Plan will be updated regularly and reviewed annually by the Parish Council

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Administrative Responsibilities and Inform the Parish

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
Agenda and minutes	Prepare and distribute according to LGA 1972 for regular council meetings and committee meetings	Clerk	Monthly		Prepared each month and loaded to website and published notice board
Finance reports	Presented at monthly meetings	RFO/Clerk	Monthly or quarterly as required. Payments monthly with Bank reconciliation and budget quarterly		Finance on every Parish Council agenda
Planning	Check BDC and EEC websites for new applications, decisions and appeals	Clerk	Weekly if required. Monthly for PC meeting Convene at least one planning committee per year plus others when required		Planning committee minutes presented at PC meetings
Planning - Trees	Tree Warden to advise on applications for work on trees subject to TPO and	Clerk with Tree Warden, appointed annually at APA. Tree Warden TBA	On-going		See PC Minutes for comments on applications

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
	those within parish Conservation Area				
Public Rights of Way	Footpaths. All footpaths in the Parish are walked regularly. Any damage or blockages are noted and reported to either the landowner or Essex Highways for remedial action. Fly Tipping Report to BDC. Usually cleared within 24 hours	Parish Footpath's Officer Parish Clerk Councillors Members of the Public	Monthly on-going via PC meetings	None	See PC Minutes for updates Details on how to report on parish website
Public Rights of Way	Roadways Defects in the roads or obstructions. Reported to Essex Highways. Blockages, also report to Police Fly Tipping	Parish Clerk Councillors Members of the Public	On-going	None	Details on how to report on parish website

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
	Report to BDC. Usually cleared within 24 hours				
Annual Parish Meeting	To consider potential speakers. Invitations sent Publicity for meeting	Chairperson has responsibility for APA if not done by public, but may have support from councillors & Clerk	Review 2026 Meeting June 26 Planning Feb 27 Meeting May 27 Review June 27		
Budget and Precept	Suggestions for future projects	Councillors	Oct 26		
	Costings and draft budget prepared Final budget presented and precept agreed Submitted to BDC	RFO/Clerk & Chair RFO/Clerk & Councillors	Nov 26 Dec 26 for submission Jan 27		
Community Feedback and Engagement	PC receives regular reports from a number of Parish groups	Footpath Officer (currently Cllr Powers appointed annually at APA) CANS & Parish magazine.	Monthly on-going via PC meetings		

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
		Community involvement with Working Groups			
Emergency plan and Parish Council Policies	Review for legal changes and renewal	Clerk	Core Policies May 26 Others Jun26/Dec 26		Legislative changes can cause mid-year changes and approvals.
Accounts & Audit	Publish on website – before external audit but after signed by council	Clerk/RFO & Councillors	Within one month of approval by PC or auditor	Budget 2026/27 £210 if external audit required	
Annual Returns	To be agreed June 26 PC meeting. Publish on website Submitted to external auditor only	RFO/Clerk & Councillors	PC meeting June 26		
Insurance	Check cover and best value on renewal of policies	Clerk	At renewal dates in May/June.	Budget 2026/27 £800. Actual cost £631 in 2026	Note that main insurance is Council, with contribution from street clean

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
					reserve to cover litter picking insurance.
Training	New councillor training for new councillors Councillors encouraged to attend meetings of EALC, BALC, Local Highways panel etc and feedback to PC. Clerk continuing CPD post CiLCA	Clerk to arrange Clerk to monitor and advise Councillors of changes to legislation Clerk to advise dates	As required	Budget 2026/27 £500 net of Bursary claims	Chair attends EALC meetings. Chair and Vice Chair attend BALC meetings. Chair on Executive for BALC
Memberships	Renew memberships of supporting organisations, e.g. EALC, RCCE, BALC etc	Clerk	At renewal dates	Budget 2026/27 £575	
Website & social media	Regular updates on PC website and Facebook account inc Agendas and Minutes, News items and events.	Clerk	On-going July for domain name and hosting renewal	Budget 2026/27 £360	Need to consider removal of Neighbourhood plan site when Referendum complete

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Services & Community Benefits

Topic for action	Action	Who	Date	Budget/Resources	Updates/Progress
Maintain Street Lighting	Faults to be attended to when advised Review maintenance contract	Clerk	On-going Prior to renewal	Budget 2026/27 £521 includes maintenance and £125 for repairs	
	Review electricity supply contracts		Prior to renewal	Budget 2026/27 £1200 – but much higher if no fixed rate is found	
Litter Picks	Community litter pick twice yearly (BDC Streetscene agreement) Equipment ordered from BDC	Councillors Councillors.	Autumn 26 & Spring 27	From Street Clean earmarked reserve	
	Check on condition of road signs	Advise clerk for any repairs and renewals	Summer 2026		

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for action	Action	Who	Date	Budget/Resources	Updates/Progress
Dustcart	Arrange booking with BDC and Salvation Army Agreement from Church to use Church Walk	Clerk	Autumn 26 & Spring 27	From Street Clean earmarked reserve Ensure invoice made to Parish Council	
Gutter Sweeping	When received, advertised on local media and magazine with reminders 7 days beforehand	Clerk	4 times per year. Published on the website. Reminders to be issued via Facebook&Whatsapp		Mon 27 July 26 Tues 27 Oct 26 Fri 29 Jan 27
Salt Bag Partnership	Agreement with ECC to supply salt bags for use by community Currently held at in barn at Rayleigh Orchard, Tumblers Green.	Currently by PC Chair	Review Summer 26		Agreement confirmed July 2024 No further bags ordered. Look to locate some bags in shed on playing field
Defibrillator	Regular checks on functionality of the Defibrillator located in old telephone kiosk by Church Walk	Currently Cllr R White	Monthly	Budget 2026/27 £200 for replacement components	

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for action	Action	Who	Date	Budget/Resources	Updates/Progress
Grass Cutting	Review current contract, areas to be cut and frequency of cuts	Clerk, Councillors and CANS	Autumn 26	Budget 2026/27 £3500	Current contract expires Dec 26
Section 137 grants	Make community aware of Parish Council Grant Awarding Policy and encourage appropriate community groups to apply	Clerk to advertise and collate applications Councillors to agree grants	Autumn 26 Examples of support 25/26 Montefiore Parish Magazine Village Fun Day	Budget 2026/27 £900	
Section 106 Grants	To agree on suitable projects for benefit of Parish funded by Sect 106	Councillors	Spring 2027 if funds allocated		

Parish Assets and Community Benefits

Topic for action	Action	Who	Date	Budget/Resources	Updates/Progress
Asset Register	Update register to reflect changes Used to assess correct level of insurance cover	Clerk	July 26	Insurance costs covered via precept	Updated at same time as AGAR

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Coronation Benches	Inspect and 'oil' 3 coronation benches	Councillors Advise clerk for any repairs	Spring 27	Time & Cost of oil	Bench on Priors Green needs inspecting
Telephone Kiosk	Inspect and arrange for any repairs	Councillors Advise clerk for any repairs	Spring/Summer 2026	Time	
Village gates	Inspect and arrange for repairs Clean and repaint as required	Community volunteers adopting. Advise clerk for any repairs	Summer 26	Time Cost of repairs	
Village Green	Inspect bollards, metal seating, parish sign, bin holder and, trees	Councillors Advise clerk for any repairs	Summer 26	Time Paint and preservatives	
Parish Notice Board	Inspect and arrange for repairs	Clerk	Summer 26	Time	
Remembrance Silhouettes	Inspect clean and repaint as required Erect around parish	Councillors Councillors	September 26 November 26	Time Black matt paint	
Pavillion	Inspect and clean guttering Inspect roof and remove moss	Councillors Advise clerk for any repairs	Spring 26 Requires pipes for new water butt. Front roof fascia board	Time Repair costs	

Stisted Parish Council – Councillors Action Plan 2026 to 2027

			needs replacing Spring/Summer 26		
--	--	--	-------------------------------------	--	--

Topic for action	Action	Who	Date	Budget/Resources	Updates/Progress
	Inspect rest and arrange for any repairs Repaint if required				
Sheds	Inspect roof and remove moss Inspect rest and arrange for any repairs Repaint if required	Councillors Advise clerk for any repairs	Summer 26	Time Repair costs Costs of preservative	
Play equipment/facilities and environs RoSPA Inspection	Arrange annual RoSPA inspection and review findings	Clerk to arrange annual RoSPA inspection Councillors with, working group as necessary (see below) Advise clerk for any repairs	May 2026 (26/27 Budget)	Budget 2026/7 RoSPA £ 300 Time Repair costs	

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Play equipment/facilities and environs	Weekly inspection of condition and safety of play equipment/facilities, fencing and, gates Reports submitted and reviewed at PC meetings	Cllr Nurse with support of Cllrs Powers and Routledge with, working group as necessary (see below) Advise clerk for any repairs	Weekly on-going	Time Budget 2026/27 £900	
Trees	Inspect safety of trees on Village Green and Playing Field	Every 4 years, survey from arboriculturalists or tree surgeon plus advice from Tree Warden in other years on his inspection. Advise clerk of any work to be undertaken and permissions required	Autumn 26. As and when in respect of storm damage, disease, overgrown trees that pose risk	Time Within maintenance budget	Inspection of PC Trees Oct 25. No remedial work identified. M Whitehead Tree Care

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Projects to Enhance and Improve the Community Services

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
Neighbourhood Plan	To develop and produce the Stisted Parish Neighbourhood Plan in accordance with statutory requirements	David Willingham Steering group chair (Community volunteer) Cllr Routledge – lead councillor. Steering Group operate under terms of reference issued by Stisted PC autumn 2017	Reporting to PC ongoing monthly	Examination and referendum paid by BDC	With External Examiner May 26 Awaiting date for Referendum
Supporting and enhancing wildlife, nature, biodiversity and, carbon reduction in the Parish	Have developed a Local Plan for Nature for the parish. Working with PC and parish organisations in furtherance of its aims and delivery of their Plan	CANS (Climate and nature for Stisted) a working party of the Parish Council. Lead councillor, Cllr Nurse and a group of community volunteers	Reporting to PC ongoing monthly See PC minutes	Initially via ECC grant £750. Supplemented by fund raising, main activity Christmas wreath making and wildflower verges	

Stisted Parish Council – Councillors Action Plan 2026 to 2027

Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
Improve facilities and equipment on the Parish Playing Field	Review existing provision, including condition, state of repair and useful life of equipment. Investigate & research enhancements, further provision, increased facilities, which could include the Pavillion.	A working party of the PC to be set up with agreed terms of reference. 3 councillors, Lead Cllr Nurse, plus 3 community volunteers and other members of the community for enhanced consultation/engagement	Reporting to PC ongoing monthly with, recommendations for action as and when necessary Next Potential Projects: Improve area around Pavillion including fencing Consider uses of Pavilion, e.g. Repair Shop		Spring 2026 New multiplay equipment and accessible roundabout installed Electricity installed to Pavillion