



Stisted Parish Council – Councillors Action Plan 2025 to 2026

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

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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 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 - Trees	Tree Warden to advise on applications for work on trees subject to TPO and those within parish Conservation Area	Clerk with Tree Warden, appointed annually at APA. Currently Mark Waine (community volunteer)	On-going		Require full external tree inspection autumn 2025
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 2025 Meeting June 25 Planning Feb 26 Meeting May 26 Review June 26		2025 meeting held successfully
Budget and Precept	Suggestions for future projects	Councillors	Oct 25		Budget for 2025 approved in 2024.

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	Costings and draft budget prepared Final budget presented and precept agreed Submitted to BDC	RFO/Clerk & Chair RFO/Clerk & Councillors	Nov 25 Dec 25 for submission Jan 26		Need to hold finance meeting in October 2025 to prepare
Community Feedback and Engagement	PC receives regular reports from a number of Parish groups	Footpath Officer (currently Cllr Powers appointed annually at APA) Representatives from Village Hall, Community Shop, Parish Archive, Parish magazine	Monthly on-going via PC meetings		Plans to involve village with bollard painting and several invites to join working groups in spring and summer (Affordable housing and Recreation groups). Members of public on both
Emergency plan and Parish Council Policies	Review for legal changes and renewal	Clerk	Core Policies May 25 Others Dec 25		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 2025/26 £210 if external audit required	24/25 external audit approved ready to publish on website on 28 July
Annual Returns	To be agreed May / June 25 PC meeting. Publish on website Submitted to external auditor only	RFO/Clerk & Councillors	PC meeting May/June 25		Published on website in May 2025
Insurance	Check cover and best value on renewal of policies	Clerk	At renewal dates in June, noting the LTA in place	Budget 2025/26 £450. Actual cost £571 in 2025	Note that main insurance is council, with contribution from street clean reserve to cover litterpicking insurance. Renewed in

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Topic for Action	Action	Who	Date	Budget/Resources	Updates/Progress
					2025 and asset register values checked
Training	New councillor training for new councillors Chair training for Vice-Chair Cllr Nurse – Playground Inspection course (EALC) 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 2025/26 £600 net of Bursary claims	Chair training and Play inspection training undertaken by councillors in 2025. Clerk at Q1 2025 passed CiLCA Code of Conduct re-issued to councillors
Memberships	Renew memberships of supporting organisations, e.g. EALC, RCCE, BALC etc	Clerk	At renewal dates	Budget 2025/26 £575	Renewed in 2025 for EALC, NALC, SLCC, RCCE
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 2025/26 £285	Hosting renewed in 2025. Need to consider removal of Neighbourhood plan site when Reg 14 complete

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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 Review electricity supply contracts	Clerk	On-going Prior to renewal Prior to renewal	Budget 2025/26 £581 includes maintenance and £125 for repairs Budget 2025/26 £1480 – but much higher if no fixed rate is found	Due to a government change it is now possible for suppliers to quote for meters on a half hourly basis with one meter so a fix has been secured for 12 months starting November 2025 when old fix expires
Litter Picks	Community litter pick twice yearly (BDC Streetscene agreement) Equipment ordered from BDC Check on condition of road signs	Clerk with Mr H Hollands (community volunteer) Councillors. Advise clerk for any repairs and renewals	Autumn 25 & Spring 26 Summer 2025	From Street Clean ear-marked reserve	Consideration to be given to increase frequency or restructure using community volunteers
Dustcart	Arrange booking with BDC and Salvation Army Agreement from Church to use Church Walk	Clerk	Autumn 25 & Spring 26	From Street Clean ear-marked reserve	Ensure invoice made to Parish Council Booked again for October 2025
Gutter Sweeping	When received, advertised on local media and magazine with reminders 7 days beforehand	Clerk	4 times per year. Published on the website in March 2025. Reminders to be issued via facebook		April and July reminders issued

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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 25		Agreement confirmed July 2024 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 2025/26 £250 for replacement components	Door to kiosk replaced spring 2025. Broken glass 27 July – scheduled for replacement
Grass Cutting	Review current contract, areas to be cut and frequency of cuts	Clerk, Councillors and CANS	Autumn 25	Budget 2025/26 £2500	Current contract covers 2025 & 2026
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 25	Budget 2025/26 £1000	
Section 106 Grants	To agree on suitable projects for benefit of Parish funded by Sect 106	Councillors	Spring 2026 if funds allocated		No grant available 2025

Parish Assets and Community Benefits

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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	May/June 25	Insurance costs covered via precept	Updated at same time as AGAR
Coronation Benches	Inspect and 'oil' 3 coronation benches	Councillors Advise clerk for any repairs	Summer 25	Time & Cost of oil	Bench at priors green needs to be re-oiled Noted July 2025
Telephone Kiosk	Inspect and arrange for any repairs Repaint kiosk to match new door	Councillors Advise clerk for any repairs	Spring 2026	Time Paint already paid for	Repairs and painting completed Apr 25
Village gates	Inspect and arrange for repairs Clean and repaint as required	Community volunteers adopting. Advise clerk for any repairs	Summer 25	Time Cost of repairs Barn paint available with Chair	2 sets gates adopted by villagers and been repainted by June 2025
Village Green	Inspect bollards, metal seating, parish sign, bin holder and, trees	Councillors Advise clerk for any repairs	Summer 25	Time Paint and preservatives	Village sign refurbished June 2025
Parish Notice Board	Inspect and arrange for repairs	Clerk	Summer 25	Time	Note that for any new clerk the board or the bench may need to be moved as access to the notice board is by climbing on the bench
Remembrance Silhouettes	Inspect clean and repaint as required Erect around parish	Councillors Councillors	September 25 November 25	Time Black matt paint	
Pavillion	Inspect and clean guttering Inspect roof and remove moss	Councillors Advise clerk for any repairs	Summer 25	Time Repair costs	Painted during spring 2025. Requires down pipes and water butt. Rest complete

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Topic for action	Action	Who	Date	Budget/Resources	Updates/Progress
	Inspect rest and arrange for any repairs Repaint if required			Paint for facias and window frames with Chair	
Sheds	Inspect roof and remove moss Inspect rest and arrange for any repairs Repaint if required	Councillors Advise clerk for any repairs	Summer 25	Time Repair costs Costs of preservative	Complete for 2025
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	Summer 2025 & May 2026 (26/27 Budget)	Budget 2025/6 £150 Time Repair costs	Various repairs April 2025. June 2025, multigym cordoned off and unsafe part removed. July 2025 Clerk applied for lottery grant for replacement multigym. Response due October
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 2025/26 £800	Inspection highlighted repairs needed and resolution taken to look for new equipment grants due to cost of ongoing repairs
Trees	Inspect safety of trees on Village Green and Playing Field	. Every 4 years, survey from arboriculturalists or tree surgen plus advice from Tree Warden in other years on his inspection	Autumn 25. As and when in respect of storm damage, disease, overgrown trees that pose risk	Time Within maintenance budget	

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		Advise clerk of any work to be undertaken and permissions required			

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 on-going monthly	Examination and referendum paid by BDC	Plan currently being reviewed by BDC and external examiner. Awaiting date for referendum. Summer/Autumn 2025?
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 Hughes and a group of community volunteers	Reporting to PC on-going monthly	Initially via ECC grant £750. Supplemented by fund raising, main activity Christmas wreath making and wildflower verges	Work continues with Library of Things. Wildflower verges planted and bloomed well June and July 2025
Provision of Affordable Rural Housing	Deliver a scheme for further Affordable Rural Housing in the Parish as evidenced by Housing Needs Survey conducted in Dec 24.	A working party of the Parish Council. Terms of reference agreed Apr 25. Lead councillor, Cllr Powers plus 2 other	Reporting to PC on-going monthly with, recommendations for action as and when necessary	Minimal resources from PC. Externally funded. Budget for working group may be required	See website – working group has met several times and is planning a further survey with RCCE

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	Will use 'Parish Councillors' Guide to Rural Affordable Housing' as issued by Rural Housing Alliance	councillors plus 4 community volunteers Will also liaise with RCCE, a Registered Provider, and possibly architect and BDC planning dept	Potential hand over date – Summer 2028		
Improve facilities and equipment on the Village 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 on-going monthly with, recommendations for action as and when necessary	Currently £8000 held in reserves. Plan is to seek National Lottery Funding of £10,000	Lottery Grant applied for July 2025 by Clerk. Await outcome. Application made for 20k based on caloo quote. Applied to BDC for further 8k for electricity supply to pavilion. Await outcome