

## Appendix C - Work plan June 2022

### Size

Small – less than 5 hours for The Clerk

Medium – between 5 and 10 hours for The Clerk

Large – more than 10 hours for The Clerk

ITEMS IN RED ARE UPDATES FROM PREVIOUS REPORT

### In progress/Projects approved by Parish Council

	Description	Size (effort)	Benefits	Status
New website	Website needs to be redesigned so it is more user friendly and DDA compliant	Medium	Legal requirement and improved user experience	Redesign required to reflect recently adopted ICO publication scheme. Clerk will redesign before AGAR publication. Expected June 2022.
Transport survey	Survey residents about potential transport	Medium	'Proof of need' is required for Dorset Council to consider buses in Bovington	Questionnaires distributed. Over 200 replies received. Analysis of replies has started.
Working Group updates	Membership of Working Groups is out of date and needs to be reviewed	Small	Working Groups will be more effective	Clerk will do by email
Audit actions	Review audit actions	Large	Best practice	All audit actions from previous year complete. No actions identified by latest audit.
D'Urberville renovation	Enclose the veranda, extend the kitchen and library, fix the movement in the extension and add public toilets	Large	Repairs, reduced Anti-Social behaviour and improved public facilities	Architect is drawing up plans and documents for the tender process. Received plans from architect. A number of corrections identified and fed back to architect. Clerk has attended contract tendering training, Next step is to apply for planning permission.
D'Urberville lease	A new lease needs to be created	Medium	Old lease is invalid and new charity is being created	Awaiting architect drawings as new lease is to include the carpark. Details being sought from Land Registry. Ongoing.
Recruit councillors	Vacancies on Parish Council	Medium	Legal	Clerk to recruit. There are now 4 vacancies.
Environmental policy	Create an environmental policy	Medium	Environmental	Clerk will create policy aligning to Dorset Council policy

Biodiversity working group	create of a 'biodiversity and natural environment working group'	Medium	Environmental	TOR to be created.
CILCA	Clerk's professional qualification	Large	Required for General Power of Competence and therefore the Neighbourhood Plan	Unit 1 of 5 almost complete. 6 hours of training still to do.
Thomas Pride	A suitable place needs to be found for the Thomas Pride plaque	Small	Agreed by council	Current thinking is Millennium Square
Inform Parishioners who to contact for various issues	Inform Parishioners who to contact for various issues	Medium	Education and a reduced workload on clerk	Started and will be ongoing on the website and in the newsletter
Defibs phase 2	More defibs around the Parish	Medium	Health and Safety	Purbeck Gate defib installed. Braytown butchers agreed but not yet installed. High St location yet to be identified.
Queen's Jubilee	Produce a plan to celebrate the Jubilee	Low	Community spirit	Complete and was very well received.
Surgery gap	Decide whether to close the gap or maintain it	Medium	Health and Safety	The surgery gap will remain open and The Clerk will scope remedial work to make it safer.
Parking on Colliers Lane.	Parking is causing safety issues	Medium	Health and Safety	Parish Council have little power to address this so the clerk will take it up with Dorset Highways.

#### **Coming to the Parish Council agenda in the next three months**

	Description	Size (effort)	Benefits	Status	Group
	Financial end of year processing	Medium	Legal requirement	Complete. To be approved at June FPC meeting	P&F FPC
	Payroll end of year processing	Medium	Legal requirement	Complete. To be approved at June FPC meeting	P&F FPC
	Internal audit	Large	Legal requirement	Complete. To be approved at June FPC meeting	P&F FPC
	External audit (AGAR)	Large	Legal requirement	Forms completed. To be approved at June FPC meeting	P&F FPC
	2022/23 budget	Medium	Financial best practice	Complete. To be approved at June FPC meeting	P&F FPC
	New VAT handling	Large	Financial best practice	Started and working well	P&F FPC
	CCTV policy	Medium	Legal	Not started	P&F

					FPC
Data Protection	Develop new policies	Large	Legal	Started conversation with external suppliers.	P&F FPC
Skatepark fence	Skatepark fence is in disrepair	Small	Upkeep of Parish	Awaiting costs	FPC
TORs	Terms of Reference need to be written for Committees	Medium	Legal requirement and clarity	TORs need to be written	P&F RA&E FPC
Sensory garden	Area between play park and Kids of Wool needs a purpose	Medium	Health and safety	Proposal for a sensory garden to be developed. Area has been landscaped	RA&E FPC
Standing Orders	Standing Orders needs to be reviewed and approved	Medium	Legal	Agreed.	FPC
EB traffic calming	Traffic calming for East Burton Road	Small	Health and Safety	To be financed from Purbeck Gate S106. Awaiting costs from Dorset Council. Chased and advised that it is currently being worked on	FPC
Sage auto entry	Software to streamline financial data entry	Medium	Efficiency	Clerk to investigate	P&F FPC
Fix permissive path	Permissive path on the water meadows is in disrepair	Medium	Health and safety	Clerk to investigate	FPC
Safeguarding training	Safeguarding training for Clerk and councillors	Small	Education and legal	Clerk to investigate	FPC
Purbeck Gate Section 106	Decide how to spend S106 funds	Medium	Legal	Clerk to add to the agenda	FPC
Baileys Drove footpath	Improve Baileys Drove footpath	Small	Health and Safety	To be financed from Purbeck Gate S106. Awaiting costs from Dorset Council	FPC

#### **Coming to the Parish Council agenda in over three months**

	Description	Size (effort)	Benefits	Status	Group
CCTV in playpark	Extend CCTV coverage to play park	Small	Health and Safety	Clerk to add to the agenda	RA&E FPC
Cologne Road play area	Create a play area in Cologne Road	Large	A play to place for the children	Clerk is working with MOD to obtain long term lease. Tree and car parking issues need to be addressed first	RA&E FPC
Youth council	Create a Youth Council	Medium	Youth involvement in decision making	On hold	FPC

Replace noticeboards around parish	Replace aging notice boards with glass fronted new ones	Medium	Environmental and Parish upkeep	Clerk to add to the agenda	FPC
Noticeboard outside parish office	Notice board rather than Clerk sticking agendas to office window	Small	Professional appearance	Clerk to add to the agenda	FPC
Lulworth Road traffic plan	Plan needed to slow down the traffic on Lulworth Road	Large	Health and safety	Clerk to organise site visit with councillors and Dorset Council Highways	FPC
Lengthsman	Lengthsman to carry out maintenance jobs around the Parish	Medium	Parish upkeep	Clerk to add to the agenda	RA&E FPC
Rest of emails (2022)	Convert the remainder of the @woolparishcouncil.com email addresses	Small	Saving money	Deadline is March 2023	FPC
Exercise equipment	Exercise equipment on the field	Medium	Health and wellbeing	Clerk to add to the agenda	RA&E FPC
Boules	Exercise equipment on the field	Medium	Health and wellbeing	Clerk to add to the agenda	RA&E FPC
Cologne Road reflective sign	Reflective sign to be able to see entrance to Cologne Road in the dark	Small	Health and safety	Clerk to add to the agenda	RA&E FPC
Cyber policy	Create a cyber risk policy	Medium	Best practice	Clerk to add to the agenda	P&F FPC
Bindon charter	Obtain copies of the Bindon Charter	Small	Record keeping	Clerk to add to the agenda	FPC
MUGA	Multi Use Games Arena on the field	Large	Health and wellbeing	Clerk to add to the agenda	RA&E FPC
Village Pound revamp	Refurbish Village Pound	Large	Parish upkeep	Clerk to add to the agenda	RA&E FPC
Traffic problems near schools	Traffic is chaotic and dangerous particularly near Catholic primary	Medium	Health and safety	Clerk to add to the agenda	RA&E FPC
Revisit dropped kerbs	Some still outstanding	Small	Health and safety	Clerk to add to the agenda. Cllr Thorn has produced a report.	RA&E FPC
20MPH speed limits	Required at various places in the parish	Medium	Health and safety	Clerk to add to the agenda	RA&E FPC
Repair worn out grass on playing field	Repair worn out grass on playing field, particularly near skate park	Small	Parish upkeep	Started	RA&E FPC
Level crossing	level crossing gates dropping too soon for pedestrians and gates staying down	Medium	Health and safety	Clerk to add to the agenda	RA&E FPC

	between trains in both directions				
'Kill Engine' signs	'Kill Engine' signs at various points in parish	Small	Environment	Clerk to add to the agenda	RA&E FPC