



**NORTH WINGFIELD
PARISH COUNCIL**

Parish Council Business Plan 2022 – 2025

Plan Approved by Finance Committee 19 June 2023

Minute Number FGPC 05/06/2023

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Plan Review – May 2024

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1. What is a Parish Council Business Plan?

This is a document that sets out what the Parish Council aim to achieve either directly by influencing the activities of other bodies such as the District and County Councils.

The purpose of having an agreed business plan for the Parish Council is to provide a consistent and co-ordinated framework from any resident of the Parish can see what the council is trying to achieve and what its spending priorities are.

The plan also helps the Parish Council to forecast its budgets and calculate its precept requirement for future years. The plan helps the local community to have a better understanding of what the Parish Council does and clarifies what it does not do.

The plan is an ever-evolving document which is updated annually. The council, through its regular meetings, will track and monitor its progress against the key priorities identified in the plan. In developing the plan, the Parish Councillors rely on their knowledge of local issues, their ongoing dialogue with residents and feedback received at monthly meetings to formulate the priorities.

However, every member of the community is invited to comment on the strategy so that where possible the Parish Council can ensure it remains relevant and alive to local community issues.

2. Background

There are three tiers of local government that provide services and affects the lives of residents within North Wingfield.

a. Derbyshire County Council (DCC)

DCC is the main responsible body for Transportation and Highways maintenance, Educational Services, Childrens Non Schools, Adult Social Care and Public Health, Recycling centres, Public Rights of Ways and Libraries

b. North East Derbyshire District Council (NEDDC)

NEDDC is the second tier and is responsible for services including Planning, Housing Provision, Dog Wardens, Waste Collection, Street Cleaning, and some Leisure Services.

c. North Wingfield Parish Council (NWPC)

This is the tier of local government which sits closest to the community, it has an important role to play in developing and promoting Parish facilities such as local sports grounds, facilities and pitches, children's play facilities and the village community centres. The Parish provide a Landscape and Village Maintenance scheme which covers Waste Bins, Grit Bins, Dog Waste Bins.

d. The Parish Council also provides an advocacy role on behalf of residents in making representation to the District and County Councils.

- e. North Wingfield Parish has an approximate population of 6,336 (2021 Census) residents, who are represented by 10 elected councillors who act together as a corporate body making decisions on behalf of the community.
- f. The chair and vice chair of the Parish Council are elected annually.
- g. The elected councillors are unpaid and volunteer their time to improving and maintaining the Parish as an attractive place to live and do business
- h. The election of councillors takes place every four years and will be scheduled to take place again in May 2027
- i. Details of the current elected councillors can be found on the Parish website
- j. Parish Council meetings in North Wingfield take place on 3rd Tuesday of every month at North Wingfield Resource Centre, Whiteleas Ave, North Wingfield, Derbyshire
- k. The meetings are open to the public and there is time allocated for the public to raise concerns or issues at the beginning of the meeting before the council move into confidential business.
- l. Minutes of all meetings and details of all spending undertaken by the council are published monthly on the council website and are available at the scheduled meetings
- m. There may be times when the Parish Council need to set up a working group/sub-committee to look at specific issues/events. These working groups/sub-committees are usually time limited and may include non-councillors. Minutes from these meetings will be presented to full council

3. Accountability and Management

- a) The Parish Council operates under a set of written standing orders and financial regulations that are reviewed and updated annually. These two documents outline the way in which the Parish Council conducts its business and manage its finances, these documents can be found on the council's website so that all residents can find out how the council manage its affairs and allocates its council precept
- b) A monthly report is presented to the full council detailing the transactions that have taken place the previous month
- c) The Parish Council employs:

1 part time Parish Clerk	1 part time Landscape / Maintenance Team Supervisor
1 part time Assistant Parish Clerk	2 part time Landscape / Maintenance workers
1 part time Caretaker	2 part time Cleaners
	4 relief Bar Staff

- d) The Parish Clerk is responsible for the production of all agenda papers, minutes and correspondence and will administer the council affairs.
- e) The Parish Council will adopt a structure of 3 committees as follows
 - Finance – Will have control of the Parish finance and setting of the Parish Council Precept
 - Human Resource – Look after all personnel related issues
 - Open Spaces – Looks after our parks and green areas and will work with the community on projects they would like to see in the village

4. The Parish Core Values

- a) The core values describe the behaviours which councillors believe to be an important part of local democracy and which all working on behalf of the council will promote and uphold
- b) The elected councillors will take a leadership role in relation to local issues that affect the lives of residents
- c) Any employee or councillor representing the Parish Council will act with integrity, be ethical, be trustworthy, respectful, and reliable to all
- d) The Parish will communicate and engage with the residents through their newsletters, social media, website and in person and respond in a timely manner
- e) The Parish Council will ensure that the finances of the council are managed efficiently and effectively on behalf of the residents and best practice will be sought in all areas
- f) Health and Wellbeing is important for staff and councillors alike, staff and councillors will be encouraged to apply/attend for training and development opportunities, to give themselves the best opportunities in their careers
- g) The Parish Council is a corporate body and will therefore respect decisions that have been made democratically
- h) Inclusion and Diversity is at the heart of the Parish Council, and they oppose all forms of discrimination
- i) The Parish Council has the ethos and recognises the importance of biodiversity and the benefits that a cleaner, greener, and more eco-friendly environment will benefit all who live in the village

5. The Council's Vision

- a) The Parish Council aim to improve the village environment and therefore provide a better quality of life for residents in the village
- b) The Parish Council will provide residents with a representation and democratic voice when dealing with issues that may arise
- c) The Parish Council aim to be pro-active in the delivery of its services and to fulfil them to a good standard and in a financial way that supports the council's budget
- d) The Parish Council will endeavour to manage and influence how services delivered by third parties are carried out and ensure they are done so to a good standard
- e) The Parish Council aim to strengthen local partnership agreement, improve communication, and develop a happy, healthy, safe, and sustainable community

6. Key Objectives

- a. To keep the village in an attractive state for the people who reside here and for those that chose to join our village life
- b. Ensure that the voice of the village is heard within the other two tiers of local government
- c. Continually look to how the village can deal with change and the demands that come with it
- d. Communicate with our residents in relation to the business plan

- e. Ensure that the Parish assets and resources are maintained and kept in good order
- f. Provide an environment fit for the future generations by being pro active in combating climate change
- g. To engage the village in more public activities and events
- h. Help Grow the clubs and societies which utilise the village community centres and grounds
- i. Help local businesses where we can and work with them to develop a good and vibrant work ethic for the village
- j. Look at developing activities for the young people of the village
- k. Hold public events at key times throughout the year i.e., Christmas Lights, Christmas/Summer Fairs
- l. Work with partner agencies to promote a healthy living for our residents
- m. Continue to support the community garden
- n. Develop clearer communications with the allotment holders to make sure that they are running successfully and are fit for purpose
- o. Liaise with the police and neighbourhood watch schemes to combat antisocial behaviour and reduce crime levels
- p. Continue to develop the speed watch scheme
- q. Keep under review operational efficiencies and office practices
- r. Keep under review Parish Council legal powers and consider any new opportunities
- s. Continue to work with the District Council in tackling dog fouling
- t. Keep all planning applications under review
- u. Protect our green spaces
- v. Develop relationships with our local schools and nurseries
- w. Continually review the availability of grants to support our local groups

7. The Budget

- a) The Parish Council to set a balanced budget
- b) Keep the finances under review throughout the year ensuring we keep to the budgets set