



St Stephen in Brannel Parish Council

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St Stephen in Brannel Parish Council Three Year Strategic Plan 2019-2022¹



¹ Adopted by Full Council at the meeting held on Wednesday 2nd December 2020 under minute reference FPC284/20. Due for review in November 2021.

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² Document created by Linda Ranger – Clerk & Responsible Finance Officer

Introduction

St Stephen in Brannel Parish Council constantly strives to work on behalf of parishioners on the issues that matter to each of the villages.

Members are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Parish Council may assist.

This three-year strategy replaces the action plan and is a statement of the Parish Council's vision for, and commitment to the Parish and begins in November 2019, in line with the budget setting process.

Its aim is to give the residents of St Stephen in Brannel Parish an understanding of what the Parish Council is trying to achieve and how it intends to deliver over the next three years.

It is a "live" document so will be reviewed and updated on an annual basis with progress being regularly monitored.

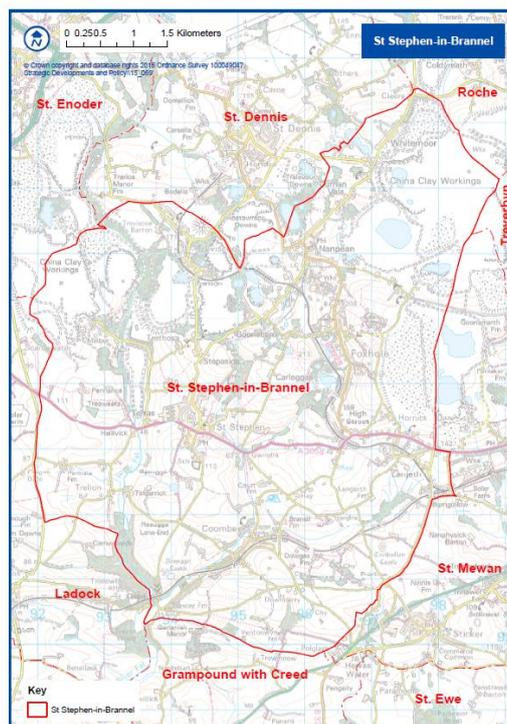
Background

St Stephen in Brannel (Eglosstefan yn Branel) is a civil parish in Cornwall.

The Parish is on the southern edge of Cornwall's china clay district and includes the villages of Coombe, Foxhole, High Street, Lanjeth, Nanpean, St Stephen, Treviscoe and Whitemoor as well as the associated hamlets.

The Parish Council consists of fifteen Councillors and employs ten members of staff.

The Parish Councillors were elected in 2017 and serve for a term of four years.



The Parish is split into three divisional wards for election purposes and is home to over 7,119 residents³ with 5,602 of those people being registered to have the right to vote in an election as follows –

Polling District	Electors
Coombe	282
Foxhole	1,336
Hamlets – including Hillhead, Stepside, Terras Mill, Trelyon and Trethosa	210
High Street & Lanjeth	423
Nanpean	767
St Stephen	1,784
Treviscoe	360
Whitemoor	440

Finances

Income

The total income for the Parish Council is budgeted at £333,560 for 2020/21. The majority of the income goes from the precept issued to Cornwall Council as the local authority. The precept for 2020/21 was £246,221. Other sources of income include

- Burial fees;
- Rent;
- Room hire (Brannel Room);
- Service agreements with Cornwall Council;
- Grant funding; and
- Council tax support.

Expenditure

The total expenditure for the Parish Council is budgeted at £333,560 for 2020/21. A breakdown of expenditure can be found on the Parish Council website www.ststepheninbrannel-pc.org.uk The budget is completely allocated except for a contingency amount which ensures the general reserve is of an adequate level.

General Reserve

The Parish Council needs to hold an amount in reserves to meet unexpected expenditure, otherwise it could run out of money before the end of the financial year. In line with proper practice it was budgeted that the general reserve be maintained at approximately 4 months net revenue expenditure with a figure of £114,280 at the beginning of 2020/21.

Earmarked Reserves

Earmarked reserves are funds that are held for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. A breakdown of earmarked reserves can be found on the Parish Council website. The total amount held in earmarked reserves at the beginning of 2020/21 was £86,310. The majority of this amount was monies allocated to community benefit funding.

³ 2011 Census

Assets

Assets are defined as land, buildings, machines, equipment, furniture, fixtures and vehicles of significant value that are owned by the Parish Council. A copy of the asset register can be obtained from the parish council office. At the beginning of 2020/21, the Parish Council had assets to the value of £881,645.

Community Engagement

The Parish Council understands the importance of engagement with residents and local organisations. In 2018, a community engagement policy was adopted that details how the parish council try to building positive relationship through communication. This policy can be found on the parish council website. If you have suggestions for alternative methods, please contact the parish council office.

In addition, several parish councillors have joined a steering group and are working together with volunteer residents in the creation of a Neighbourhood Development Plan (NDPlan). The NDPlan is a way of helping local communities to influence the planning of the area in which they live and work. It can be used to:

- Develop a shared vision for your neighbourhood.
- Choose where new homes, shops, offices and other development should be built.
- Identify and protect important local green spaces.
- Influence what new buildings should look like.

Membership to the steering group is open to anyone living or working in the parish. If you wish to join, please contact nhplan@ststepheninbrannel-pc.org.uk in the first instance.

Action Plan

Activity	Responsibility	Timescale	Comment
Annual Parish Meeting	Chairman & Council Finances: None	2020 -2022 Ongoing	Opportunity for residents to receive an update on the work of the Parish Council, listen to speakers on matters of local interest and ask questions.
Planning applications	Planning committee Finances: None	2019-2022 Ongoing	To actively comment on all planning applications that have an impact on the Parish and/or residents
Resurfacing of Craft Workshop car park, St Stephen	Finance & General Purposes committee Finances: Budget allocation	2020-2021 In progress	To maintain the standard of the car park surface to fulfil health and safety requirements for visitors to the parish office, users of the brannel room, tenants and visitors to the craft workshops.
St Stephen Churchtown cemetery extension	Finance & General Purposes committee Finances: Budget allocation	2021-2022 In progress	To ensure and secure adequate burial space for future years
Devolution of land	Finance & General Purposes committee Finances: Earmarked reserves	2019-2022 In progress	Transfer of land from Cornwall Council
Devolution of property	Finance & General Purposes committee Finances: Earmarked reserves	2019-2022 In progress	Transfer of leasehold from Cornwall Council currently (used as public toilets)

Creation of a Neighbourhood Development Plan (NHPlan)	Council & NHPlan steering group Finances: Earmarked reserves	Completion by April 2022 In progress	Helping the community influence future development of the Parish.
Replacement workmen crib hut, Nanpean	Finance & General Purposes Finances: Budget allocation	COMPLETED	To ensure good management of resources and compliance with employment guidance.
Speeding and traffic flow	Planning committee	2019-2022 Ongoing In progress	To listen to resident's concerns and, when relevant, bring locations to the attention of the China Clay Network Panel Highways Scheme To purchase and erect Speed Indication Devices
Formation of a China Clay Cluster Group	Council & Clerk Finances: None	2019-2022 Deferred	To form a joint working arrangement that helps the Parish Councils within the China Clay area meet the needs of the residents in the most effective manner.
Maintenance of grass verges	Council Finances: Budget allocation	2019-2022 Ongoing	To continue with and expand the maintenance of the grass verges within the Parish installing a sense of pride for the area.
Weed spraying	Development & Environment committee Finances: Budget allocation	2019-2022 Ongoing	To continue with the weed spraying of the Parish highways and look at more environmentally friendly methods.
Climate Change	Development & Environment committee	2019-2022 Ongoing	To consider requests for the Council to declare a climate emergency and, in deemed necessary, put a supportive plan in place.

	Finances: Budget allocation		
Air Quality Monitoring	Development & Environment committee Finances: Budget allocation	2019-2022 Ongoing	To continue to monitor the air quality of the Parish to safeguard resident's well-being.
Relaunch of Youth Parish Council	Development & Environment Committee Finances: Earmarked reserves	Completion by April 2021	To give the younger generation of the Parish a voice.
Elections	Council & Clerk Finances: Budget allocation	May 2021	To ensure all seats are filled following the 2021 elections to safeguard democracy and the use of the General Power of Competence.
Car Parks	Finance & General Purposes committee Finances: Budget allocation	2020-2021 In progress	To have measures in place to ensure the correct use of Council owned car parks thus having the facilities available for residents and to address abandoned or illegally parked vehicles.
Office equipment (photocopier)	Finance & General Purposes committee Finances: Budget allocation	2021-2022	To purchase a photocopier/printer for the parish office to ensure best value and use of assets.
Defibrillators	Finance & General Purposes committee Finances: Budget allocation	Completion by 2022 In progress	To have a Council owned defibrillator installed in each village.

Dog Fouling campaign	Staffing committee and Staff Finances: Budget allocation	2019-2022 COMPLETED	Staff trained in non-confrontational enforcement to work with Cornwall Council in prosecuting those who do not clean up after their dog in any area available to the public.
Litter/Flying tipping campaign	Finance & General Purposes committee, Staffing committee and Staff Finances: Budget allocation	2019-2022 COMPLETED Ongoing	Staff trained in non-confrontational enforcement to work with Cornwall Council in prosecuting those who litter or fly tip in any area available to the public. Respond accordingly to requests for additional litter bins.
Community Governance Boundary Review	Council Finances: None	2019-2021 COMPLETED	To comment on proposals under the Community Governance Boundary Review that effect the Parish and enforce Council's request for no change.
Local Council Award Scheme – Gold	Development & Environment committee and Clerk Finances: Budget allocation	Completion by May 2021	To achieve the criteria for the Gold level award.
Grant funding	Community Benefit Fund committee and Finance & General Purposes committee Finances: Budget allocation	2019-2022 Ongoing	Provide grant funding to local organisations to support community activity whilst donating to local/national charities that provide assistance to residents.
Training	Staffing committee & Clerk	2019-2022 Ongoing	Encourage Members and Staff to attend recognised training opportunities to ensure residents receive a professional, lawful service.

	Finances: Budget allocation		
Replacement / New noticeboards	Finance & General Purposes committee Finances: Budget allocation	2020-2022 In progress	Provide a noticeboard in each village to promote the work of the parish council and advertise statutory documents.
Allotments	Finance & General Purposes committee Finances: Budget allocation	2020-2022 Ongoing	To ensure all allotments are eased and that the site is run in an environmentally friendly manner whilst compliant with legislation.
Works Vehicle	Finance & General Purposes committee Finances: Budget allocation	April 2021 In progress	To purchase a new vehicle suitable for the work schedule of the operations team.
CCTV	Finance & General Purposes committee Finance: Grant funding	April 2021	Obtain grant funding for the purchase of more cameras.
Democracy Days	Development & Environment committee and Clerk Finances: Budget allocation	Completion by May 2021	To re-introduce democracy days with local schools to promote membership to the Youth Parish Council

Contact

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