

Langtoft Parish Council Responsibilities and the main work undertaken in any one year

Managing East End Park and Black Bull Green

- Managing the grass cutting
- Cutting the hedges and organising tree inspections
- Regularly inspect and maintain the play equipment (refurbished the slide with volunteer labour), arrange annual ROSPA inspections
- Supporting the restoration of East End pond (with the help of volunteers)
- Installing gym equipment (funded by grant)

Wellbeing and Environment

- Organising events and activities such as celebration of national events (jubilee and coronation), Christmas tree (light switch on carols), Reindeer trail, annual footpath walk, litter pick
- Negotiate for permissive paths consent to be renewed and the footbridge to be renewed (with volunteer help)
- Fund Penfield Nature Reserve; for the benefit of nature and enjoyment of nature (managed by volunteers)
- Regular litter picking around the centre of the village by the gardener
- Manage the flower planters around the village
- Provide and manage the defibrillators

Manage the Cemetery

- Mowing and maintaining the cemetery
- Administration including booking of plots, liaising with resident, bereaved, undertakers and stone masons and marking out plots for burial

Other Village Services

- Provide **allotments**
- Publish the **Grapevine** (assemble, print and distribute)
- **Winter Road Gritting** of West End and Stowe Road through to King Street when ice is forecast (East End is gritted by Lincolnshire Highways)
- Maintain the bus shelters
- Manage the speed monitors
- Purchasing appropriate tools and equipment
- **Planning** – assessing, listening to residents and responding to all planning applications
- **Liaise with District and County Councillors** to ensure that Langtoft's voice is heard
- **Highways** – periodic meetings with local Highways Officers
- **Councillors and Clerk** to represent the Council and village at external meetings as appropriate
- To draw up and maintain an **Emergency Plan**
- Consider and process **donation requests**

Governance and Administration

Legislation sets down certain activities that the Parish Council has to undertake such as:

- Hold regular Parish Council meetings throughout the year including an Annual Meeting, open to the public
- Hold an Annual Parish meeting
- Keep accurate accounts, monitors the budgets, produce reports for each meeting, publish the payments, arrange internal and external audits within the stated timescale
- Respond to correspondence from villagers
- Obtain insurance to cover third party risks and council property
- **Communication** via our website
- Maintain a **Risk Assessment**
- Funding **Election Costs** as necessary