

CROSTHWAITE AND LYTH 5-YEAR STRATEGIC PLAN 2026-31: APPENDIX 1 (DRAFT)

ETHICAL VALUES	OBJECTIVE	STRATEGIC ACTIONS	TIME SCALES	PRIORITY	BUDGET
Selflessness	To abide by the Nolan Principles of High Standards in Public Life	Council acts solely in the public interest.	At all times	H	
Integrity	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers do not place themselves under any obligation to people or organisations that might try inappropriately to influence them in their work.	At all times	H	
	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers do not act or take decisions to gain financial or other material benefits for themselves, their family or their friends.	At all times	H	
	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers declare any interests and resolve any conflicts of interest or relationships.	At all times	H	
	To abide by the Nolan Principles of High Standards in Public Life	Cllrs abide with the Code of Conduct for Elected Members	At all times	H	
Objectivity	To abide by the Nolan Principles of High Standards in Public Life	Council acts and takes decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias	At all times	H	
Accountability	To abide by the Nolan Principles of High Standards in Public Life	Council is accountable to the public for its decisions & actions	At all times	H	
	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers will submit themselves to the scrutiny necessary to ensure accountability	At all times	H	
Openness	To abide by the Nolan Principles of High Standards in Public Life	Council acts and takes decisions in an open and transparent manner	At all times	H	
	To abide by the Nolan Principles of High Standards in Public Life	Information will not be withheld from the public unless there are clear and lawful reasons for so doing	At all times	H	
Honesty	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers are truthful at all times	At all times	H	
Leadership	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers should exhibit the above principles in their own behaviour & treat others with respect	At all times	H	
	To abide by the Nolan Principles of High Standards in Public Life	Cllrs & Officers will actively promote & robustly support the Principles and challenge poor behaviour wherever it occurs	At all times	H	
STATUTORY VALUES	OBJECTIVE	STRATEGIC ACTIONS	TIME SCALES	PRIORITY	BUDGET
Council Structure	Meet statutory obligation – Council elections	Work with the Principal Authority to facilitate Parish Council elections at 4-yearly intervals	2027	H	
	Meet statutory obligation - Councillor Declarations	Councillors discharge individual responsibilities to sign Declarations	On appointment	H	

	Meet statutory obligation – Council structure	Appoint a Chair	Annually	H	
Hold Required Meetings	Meet statutory obligation – Annual Meeting of the Parish Council	Subject to quorum requirements, hold an Annual Meeting of the Parish Council	May annually	H	
	Meet statutory obligation – meet minimum requirements for meetings	Subject to quorum requirements, hold at least 3 Ordinary Meetings within the PC year	During the PC year	H	
	Meet statutory obligation & exhibit openness and transparency - Agendas and Minutes	Publish Agendas and Minutes of PC meetings on the Council website and other publicly accessible locations	Relative to each meeting	H	
	Meet statutory obligation & exhibit openness and transparency: public accessibility to PC meetings	Make clear that meetings are open to the general public and make provision for public participation in line with Standing Orders	Relative to each meeting	H	
	Meet statutory obligation on the Parish to hold an Annual Parish Meeting	Coordinate an Annual Parish Meeting (APM). Although technically not the absolute responsibility of the Parish Council to organise an APM, PCs usually accept the responsibility for doing so.	Between 01 March and 01 June annually	H	
Appoint & Manage Staff	Meet statutory obligation – appoint Clerk	Appoint a Clerk (Proper Officer)	As required	H	
	Meet statutory obligation – appoint a Responsible Finance Officer Efficiency.	Appoint a Responsible Finance Officer (May be included within role of Clerk)	When deemed to be required	H	
	Meet statutory obligation - staff	Comply with Employment Law	At all times	H	
Discharge Financial Obligations	Meet statutory obligation - accountability	Appoint independent & competent Internal Auditor	Annually	H	
	Meet statutory obligation - budget	Set an annual balanced budget	Annually	H	
	Meet statutory obligation - Precept	Set and request a Precept	Annually	H	
	Meet statutory obligation - accountability	Exercise effective financial controls in respect of its finances and accounts	At all times	H	
	Meet statutory obligation - accountability	Approve & submit an Annual Governance & Accountability Return	Annually	H	
	Meet statutory obligation - accountability	Submit yearly accounts for external audit if turnover exceeds £25K	Annually if required	H	
	Meet statutory obligation - accountability	Publish financial data and enable the exercise of public rights	Annually	H	
Comply with Specific Legislation	Meet statutory obligation - FOI	Comply with the requirements of the Freedom of Information Act 2000	At all times	H	
	Meet statutory obligation - GDPR	Comply with the requirements of the Data Protection Act 2018	At all times	H	
	Meet statutory obligation - Equality	Comply with the requirements of the Equality Act 2010	At all times	H	
	Meet statutory obligation - Documents	Create and comply with the provisions of the Document Retention Policy	Immediate & at all times	H	

OPERATIONAL VALUES

Parish Council operational values centre on serving the local community supporting the delivery of essential services, implementing projects and initiatives to maintain and enhance community well-being and representation, ensuring financial accountability (best value, proper auditing), and continuous improvement in all that it does.

Operational values are guided by ethical governance, statutory duties, codes of conduct, and training. Key values include openness and transparency, integrity, community focus, legal compliance, efficiency, and effective management of local assets and finances, with emphasis on councillor training and clear communication.

OPERATIONAL VALUES	OBJECTIVE	STRATEGIC ACTIONS	TIME SCALES	PRIORITY	BUDGET
Council Structure	To maintain the appropriate level of representation and accountability	Fill vacancies on Parish Council	As soon as practically possible	H	
Promote Sustainable Development locally	Finalise and gain approval for the NP for Crosthwaite and Lyth	Search and apply for funds to enable the completion of the Neighbourhood Plan (NP) process 2025-26	2026-27	H	
	Bring clarity to the status of the NP	Formally pause the NP if funds cannot be secured for its completion	2026-27	M	
	Achieve Objective 1 from the first draft NP (March 2025): To support the provision of small-scale schemes of suitable, energy efficient housing which is affordable to buy, rent and live in and which meets the needs of local residents now and in the future	Request the Lake District National Park (LDNPA) (as the principal planning authority) to acknowledge and support Draft Policies CL1 (Housing Development) and CL2 (Meeting Local Housing Needs) in the draft Neighbourhood Plan (March 2025)	2025-26 2026-27	M	
	Achieve Objective 1 from the first draft NP (March 2025): To support the provision of small-scale schemes of suitable, energy efficient housing which is affordable to buy, rent and live in and which meets the needs of local residents now and in the future	Consider the potential for PC or other resources to be applied towards the provision of affordable housing	2026-2031	M	
	Achieve Objective 2 from the first draft NP (March 2025): To promote high quality and sustainable design which responds to local character and protects local heritage in line with Appendix 2 of the NP: Design Code	Send copy of Appendix 2 of the NP (Design Code) to the LDNPA to secure its acknowledgement and support for draft Policy CL3 (Local Character) in the draft Neighbourhood Plan (March 2025)	2025-26 2026-27	M	
	Achieve Objective 3 from the first draft NP (March 2025): To support investment in existing and new community facilities and infrastructure to enhance the social, physical and economic wellbeing of all	Prepare a Schedule of key local organisations and contacts as an overview for potential support.		M	

	Achieve Objective 4 from the first draft NP (March 2025): To support suitable investment in the local economy so that residents have access to a range of employment opportunities	??? SMART actions required		M	
	Provide the Parish with a strategic framework for sustainable development	Consider the benefits of preparing a Parish Plan in lieu of the NP	Late 2026-27	M	
	Support sustainable development in line with provisions in the NP	Respond to consultations on planning developments	At all times	H	
	Ensure planning regulations are observed in support of sustainable development	Report developments potentially without planning consent to LDNPA Enforcement	Whenever required	H	
Highways & Road Safety	Implement actions that improve road safety and contribute to the quality of life of parishioners	Follow through on current actions to secure zonal speed limits in Crosthwaite	2025-26 2026-27	H	
	Implement actions that improve road safety and contribute to the quality of life of parishioners	Report highways issues to W&FC Highways via HIAMS, including potholes, fly-tipping and requirements for white lining	Whenever required	H	
	Empower the local community by highlighting the actions individuals can take to achieve a safe and sustainable community	Use communication channels (Parish Newsletter etc) to encourage Parishioners to report issues on HIAMS	Periodic notes in the Parish Magazine	M	
	Work with partners to maintain a safe and sustainable transport network	Continue constructive liaison with W&FC via Ward Councillor at PC meetings	At PC meetings	H	
	Secure improvements to the A590	Press for meetings of the A590 Steering Group when appropriate and ensure PC representation			
Infrastructure, Utilities and Services	Press for an upgrade of the water supply to the Valley to address the failing system / asset	Require United Utilities to confirm that the Valleys 6" 1950's AC Water Main will be upgraded as part of its £380M scheme to improve water supply in the region.	2025-26 2026-27 2027-28	M	
	Any other Objectives on water supply, grey/brown water disposal ??	Introduce First Time Sewerage scheme??			
	Secure consistent and effective waste disposal services	Seek an update from W&FC on waste disposal particularly in relation to green waste and recycling	2025-26	M	
	Lobby for the reinstatement of a public transport service to and from Crosthwaite	Action??			
Partnership Working	Work with external partners and agencies on initiatives that make a difference and provide added value to the Parish and the wider environment.	Confirm PC representatives on external bodies / organisations to maintain and where necessary improve or strengthen existing relationships with external agencies (including but not exclusively:	May 2026 and annually	M	

		LDNPA, W&FC, CALC, ENWL, UU, EA, the Police)			
	Hold partners, agencies and other service providers to account to maintain a safe and sustainable community.	Provide positive and if necessary constructively critical feedback to external organisations	Whenever appropriate	M	
	Work in partnership with local organisations of behalf on all members of the community	Work closely with the Landowners of Crosthwaite and Lyth to promote the development of 'The Field' as a community asset	2025-26 2026-27	M	
	Work in partnership with local organisations of behalf on all members of the community	Attend meetings with neighbouring Parish Councils and other community groups to raise awareness of matters of mutual concern	Whenever required	M	
Commitment to the Community	Encourage a positive engagement by the local community in Parish Council work - Communication	Develop community focused communication via the PC website, more regular updates in the Two Valley News and via other channels as appropriate.	Ongoing	H	
	Promote partnership working that maintains resilient local institutions, organisations and facilities	Prepare a Schedule of key local organisations and contacts as an overview for potential support.	2025-26 2026-27	M	
	Support local events and societies that are pillars of the Crosthwaite and Lyth community, and which underpin a diverse and engaged community of local people.	Extend invitations to all local organisations to attend the Annual Parish Meeting and report on their activities	On an annual basis	H	
	Support local events and societies that are pillars of the Crosthwaite and Lyth community, and which underpin a diverse and engaged community of local people	Promote and support the activities of all local societies and institutions including the Church and the Primary School.	Ongoing as appropriate	H	
	Engage in local initiatives on behalf of all members of the community – young people	Convene a PC Working Group to consider how the PC can coordinate activities that deliver on the needs of young people and adolescents	Ongoing as appropriate	M	
	Promote partnership working that maintains resilient local institutions, organisations and facilities – Argles Memorial Hall	Promote and support the activities the Argles Memorial Hall. Appoint a PC representative to sit on the Board of Trustees	Ongoing as appropriate	M	
	Act on behalf of all members of the community by demonstrating an awareness of and willingness to respond to negative pressures on the environment - CLEAN	Promote and support the Crosthwaite and Lyth Environmental Network (CLEAN) and other relevant environmental initiatives	In relation to specific initiatives	M	
	Engage in local initiatives on behalf of all members of the community	Support the Annual Litter Pick through publicity and tangible support where feasible	On an annual basis	H	
	Act on behalf of all members of the community by coordinating community resources	Review the Parish Emergency Plan and propose revisions if appropriate	2026-27	M	

Property Management	Manage Council assets efficiently	Finalise new rents for PC properties and communicate to tenants	By 01/02/2026	H	
	Manage Council assets efficiently and communicate clearly to all stakeholders	Issue new leases with updates Ts&Cs and rents. Issue new rent demands for 2026-27 and thereafter	By 31/03/2026	H	
	Manage Council assets efficiently	Seek new tenants for any vacant properties	Whenever appropriate	M	
	Manage Council assets efficiently	Review leases and rents at 5-yearly intervals	2030-31	M	
	Maintain the environs of the Parish (where the PC can do so) and demonstrate a commitment to increasing biodiversity	Create full management plans for those properties retained in-hand particularly the Parish Walkway, Jubilee Wood and the Parish Room.	2026-27	M	
	Manage Council assets efficiently	Update HMRC records	2026-27	M	
	Manage Council assets efficiently – property and community assets	Develop the full potential of Parish Online	2026-31		
	Manage Council assets efficiently and in the interests of health and safety - tree inspections	Act on the recommendations of full and professional tree health inspections at three-yearly intervals. Check after any extreme weather event.	Check date of last one	H	
	Manage Council assets efficiently and in the interests of health and safety – property visits	Commence a programme of biennial visits to PC properties to record issues and initiate works where necessary.	Biennial	H	
Projects To engage in projects that make a difference and provide added value	Deliver high standards in governance through project management, identifying risk	Establish project management frameworks for future PC projects	2026-27	M	
	Engage in projects that make a difference and provide added value	Deliver the Community Orchard at Jubilee Wood by March	2026-27	H	
	Engage in projects that make a difference and provide added value	Track the progress of the Lyth Valley Damson initiative and determine the level of support to be offered	2026-27	M	
	Engage in projects that make a difference and provide added value	Consider additional locations for the siting of benches / picnic tables	2027-28	M	
Footpaths, Verges, Hedges & Trees (owned by others)	Act on behalf of all members of the community and the general public - footpaths	Report issues with public footpaths to LDNPA. Mark up public footpaths on Parish On-line	Whenever necessary	M	
	Act on behalf of all members of the community and the general public: road-verges	Clearly identify those road verges that require strimming by the PC and when. Mark up road verges on Parish On-line. Manage appropriately via contractors thereafter.	2026-27	H/M	
	Act on behalf of all members of the community and the general public: hedgerows	Clearly identify those roadside hedgerows that require trimming by the PC and when. Mark up road verges on Parish On-line. Manage appropriately via contractors thereafter.	2026-27	H/M	

	Work in partnership to maintain a safe and sustainable community	Liaise with landowners where individual trees may be of concern	Whenever necessary	M	
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Governance	Manage Council assets efficiently - finance	Conform to Financial Regulations, audit requirements. Maintain PC finances effectively and report monthly to PC meetings	Monthly as appropriate	H	
	Manage Council assets efficiently – Asset Register	Maintain the Register of Assets	Update as required and report annually	H	
	Protect the PC and its stakeholders from negative impacts – Risk Register	Maintain a Risk Register and update whenever necessary	Update as required and report annually	H	
	Demonstrate accountability and responsiveness – health and safety	Review the existing Health and Safety Policy and update if necessary	Update as required and report annually	H	
	Protect the PC and its stakeholders from negative impacts- insurance	Maintain comprehensive insurance cover	Update as required and report annually	H	
	Provide operational backdrop for decision making - policies	Review and update operating policies. Approve new policies as required	March 2026 and annually thereafter	M	
	Deliver high standards in governance	Encourage Councillors and Officers to undertake relevant training	Ongoing as required	M	
	Maintain a compliant digital and data protection environment.	Implement the requirements of Assertion 10	End March 2026	H	
	Demonstrate accountability and responsiveness	Review the role and responsibilities of the PC as Sole Trustee of local charities	2026-27	M	
	Review the Strategic Plan annually and update as necessary	To deliver high standards in governance	Annually	H	