



## ACTION PLAN 2023-24

(new actions – green/ past actions – red, all others are general points)

Parishes are the smallest areas of civil administration and provide the statutory tier of local government to parishioners. Parish councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent.

They:

- Provide views on behalf of the parish on planning applications and other proposals that affect the parish
- Work in partnership with other bodies to achieve benefits for the parish
- Alert relevant authorities to problems that arise or work that needs to be undertaken
- Help the other tiers of local government keep in touch with their local communities

Parish councils have a wide range of powers regarding local matters and have the power to raise money through taxation, the precept, which is the parish council's share of the council tax.

The parish council always welcomes ideas and suggestions from parishioners on particular areas of interest and concern and where it is felt that the parish council may assist – please contact the clerk, contact details below.

This action plan will keep residents informed of the council's plans in line with its aims and objectives:

No.	Aims	Planned Objectives	Budget	Power
1	<b>Accounts and Audit:</b> To ensure that transparent information about payments, annual return, audit documents, budget, precept is available	<ul style="list-style-type: none"> <li>• Publish on website</li> <li>• Post on noticeboards</li> </ul>	Within Staff Costs budget	Local Government Act 1972 s112
2	<b>Parish Council Administration:</b> To ensure that the parish council administration is run	<ul style="list-style-type: none"> <li>• Publish agendas, minutes, calendar of meetings, policies and contact details for councillors on website</li> <li>• Post agendas on noticeboards</li> </ul>	Within Staff Costs budget	Local Government Act 1972 s112

	<p>in an efficient and timely manner and that information is open and transparent To ensure that the parish council complies with all relevant legislation</p>	<ul style="list-style-type: none"> <li>• Support training of clerk and councillors in line with parish council's Training and Development Policy</li> </ul>	Within Training budget	
3	<p><b>Review Policies:</b> To ensure that all council policies and procedures are reviewed annually and updated as necessary</p>	<ul style="list-style-type: none"> <li>• Create list of all policy and procedure review dates</li> <li>• Diarise to ensure that they are added to appropriate agenda for review.</li> </ul>	Within Staff costs budget	Local Government Act 1972 s112
4	<p><b>Subscriptions</b> To ensure that the parish council has access to advice and training and to support the clerk in their role</p>	<ul style="list-style-type: none"> <li>• Parish council to approve annual subscriptions</li> </ul>	Within subscriptions budget	Local Government Act 1972 s143
5	<p><b>Planning Applications</b> To consider planning applications in the interest of parishioners and respond in a timely manner To ensure that parishioners are aware of new applications and are encouraged to make their own representations on new proposals</p>	<ul style="list-style-type: none"> <li>• Planning applications to continue to be added to meeting agendas monthly</li> <li>• Clerk to seek extension for comments if deadline falls before council meeting date</li> <li>• Provide a platform for applicants/developers to address parishioners on proposed schemes</li> <li>• Submit comments to Tewkesbury Borough Council within agreed timescale</li> <li>• Submit comments in respect of appeals, where relevant</li> <li>• Clerk to add details of all new applications to the website and to ensure that the website provides details as to how to comment to Tewkesbury Borough Council on proposals.</li> <li>• To advise the webmaster of all new applications for circulation via the email distribution list.</li> </ul>	Within Staff Costs budget	Town and Country Planning Act 1990 Sch 1 para 8
6	<p><b>Transparency and Community Engagement</b> To ensure continued compliance with relevant</p>	<ul style="list-style-type: none"> <li>• Compliance to be maintained through website</li> <li>• To continue to support the village newsletter</li> </ul>	Within Staff Costs budget	Local Government Transparency Code 2014

	legislation and to promote openness, transparency and community engagement through the use of various communication media	<ul style="list-style-type: none"> <li>To continue to support the village website and email distribution list</li> <li>To continue to develop the parish council's social media presence, thereby providing a link to the other tiers of local government</li> </ul>	Part Transparency Fund Grant received 2016 Part within IT budget	Freedom of Information Act 2000
7	<b>Parish Maintenance</b> To keep verges across the parish cut throughout the growing season  To improve local facilities where possible	<ul style="list-style-type: none"> <li>Agree action plans with local contractors</li> <li>Receive feedback from parishioners regarding problem areas</li> <li>Report work required to County maintenance teams</li> <li>Directly employ a village maintenance person</li> </ul>	Within Grass Cutting budget	Highways Act 1980 s96  Local Government (Miscellaneous Provisions) Act 1953 s4
8	<b>Parish Footpaths</b> To maintain parish footpaths	<ul style="list-style-type: none"> <li>Receive feedback from parishioners regarding problem areas</li> <li>Liaise with footpath warden where appropriate</li> <li>Report any work required to Public Rights of Way Team</li> <li>To liaise with and support where possible the work of the Cotswold Wardens</li> <li>Advertise contract for the maintenance of the bus shelter/steps/general tidiness</li> <li>Improvements to gateways/stiles</li> </ul>		Highways Act 1980 ss 43,50
9	<b>Health and Safety</b> To maintain defibrillator at Village Hall <del>To provide additional dog waste bin on Noverton Park estate</del>	<ul style="list-style-type: none"> <li>Fund replacement pads and batteries, as required.</li> <li><del>Liaise with Tewkesbury Borough Council and fund additional bin</del></li> <li>Fund replacement bins as necessary</li> </ul>	Cover from Reserves, as necessary <del>Within Street Furniture budget</del> INVOICE AWAITED MAY 2022	Public Health Act 1936, s234  Clean Neighbourhoods and Environment Act 2005 s.55
10	<b>Local Groups</b> To support local groups which have no other source of income	<ul style="list-style-type: none"> <li>Subsidise hall hire cost of Drop In Sessions</li> </ul>	Within Grants/Donations budget	Local Government Act 1972 s112
11	<b>Road Safety</b> To support Community	<ul style="list-style-type: none"> <li>To continue to provide equipment for Community</li> </ul>	Within VAS Equipment	Local Government and Rating

	Speedwatch Team To provide VAS equipment	Speedwatch volunteers <ul style="list-style-type: none"><li>• To continue to provide vehicle activated speed signs for use in the parish</li><li>• To publicise data extracted from the VAS equipment</li><li>• To act as intermediary with relevant authorities on matters of road safety</li></ul>	budget	Act 1997 s30
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**Southam Parish Council**

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