



Ashchurch Rural Parish Council Action Plan 2022-23

Adopted at the Parish Council Meeting on 19 December 2022

To be reviewed quarterly and updated at the October 2023 Parish Council Meeting

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. 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
- Undertake projects, events and schemes that benefit local residents
- Work in partnership with other bodies to achieve benefits for the community
- 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 which essentially relate to local matters, including looking after community buildings, open space, play areas, war memorials, etc. They also have the power to raise money through taxation, the precept, which is the parish council's share of the council tax.

Ashchurch Rural Parish Council (ARPC) strives to work on behalf of parishioners on the issues that matter to the villages. To help plan for the year ahead, it has created an Action Plan which details the key objectives and actions it hopes to achieve during 2022-23, in addition to its overall responsibilities.

ARPC is 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 - please contact the Clerk with details, contact details are provided at the end of the document.

This action plan will enable parishioners to be kept fully informed of what is being planned and what has been achieved in the parish.

It will be reviewed quarterly and updated annually.

No.	Aims	Objectives	Actions recommended	Timescale	Budget
1	Accounts and Audit: To ensure that there is transparent information about payments, annual return, audit documents, budget, precept available	<ul style="list-style-type: none"> Publish on parish council website Post on notice boards 	Clerk with support of councillors	Within one month of approval by Council or auditor	Within salary budget
2	Parish Council Administration: To ensure the ARPC administration is run in an efficient and timely manner and that information is open and transparent	<ul style="list-style-type: none"> Publish agendas, minutes, calendar of meetings, policies and contact details for councillors on parish council website Post on notice boards 	Clerk with support of councillors	Within one month of availability/approval by council	Within salary budget
3	Review Policies: To ensure all ARPC policies and procedures are reviewed annually/or as specified and updated as necessary	<ul style="list-style-type: none"> Create list of all policy and procedure review dates Diarise to ensure they are added to appropriate agenda for required review 	Clerk to add to agenda as required throughout the year	Quarterly or annually as specified on document	Within salary budget
4	Health and Safety: To ensure ARPC meet health and safety requirements for its staff, councillors and public at events and activities To ensure there is adequate insurance cover in place	<ul style="list-style-type: none"> Health and safety risk assessment to be completed as required Annual review of asset register and activities to be provided to insurance company 	Clerk with support of councillors	Asset Register annual review by 31.3.23 Insurance renewal: 18 November 2023	Within salary budget Insurance budget

5	Subscriptions: To ensure the parish council has access to advice and training and to support the Clerk and staff in their roles and ensure they are well informed	<ul style="list-style-type: none"> Parish council to approve annual subscriptions to Gloucestershire Association of Town and Parish Councils (GAPTC), Society of Local Council Clerks (SLCC), National Association of Local Councils (NALC) and Campaign to Protect Rural England (CPRE) 	Clerk to add to agenda at appropriate time	GAPTC: March 2023 SLCC: October 2023 NALC: Included in GAPTC CPRE: March 2023	Within subscription budget
6	Planning Applications: To consider planning applications in the interest of parishioners and respond in a timely manner	<ul style="list-style-type: none"> Planning application information to be circulated to councillors in a timely manner Request time extension if date falls outside of parish council meeting Submit decision to Tewkesbury Borough Council (TBC) within specified timescale 	Clerk to deal with planning applications as specified with support of councillors	Ongoing	Within salary budget
7	Transparency and Community Engagement: To ensure continued compliance with the relevant current legislation and to promote openness, transparency and community engagement through the use of various communication media	<ul style="list-style-type: none"> Compliance to be maintained through website and Facebook To continue with newsletter 	Clerk with support of councillors	Ongoing	Within website and newsletter budgets
8	Parish Action Plan: To ensure the action plan is reviewed annually	<ul style="list-style-type: none"> Ask councillors if they wish to add any projects or expenditure to action plan during review 	Clerk with support of councillors	Draft action plan to be prepared in October 2023 as part of budget proposal documentation	Within salary budget

		<ul style="list-style-type: none"> • Ask parishioners if they have any items they wish to add to it during the review process • Add annual review process to Annual Meeting agenda 		Annual Meeting agenda to prepared in late April 2023	
9	Local Council Award Scheme: Parish council is seeking to achieve the Foundation Award which demonstrates a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development	<ul style="list-style-type: none"> • Review of policies, procedures and plans to ensure they are up to date and in line with good practice • Make a submission when it is satisfied it can meet the requirements laid out in the Award Scheme 	Clerk with support of councillors	Ongoing	Within admin budget
10	Village Maintenance: To keep the village pathways, hedges and verges cut throughout the growing season	<ul style="list-style-type: none"> • Agree action plan with local contractor • Monitor local paths and verges 	Parish Council and contractor	Ongoing throughout growing season	Within parish maintenance budget
11	Parish Footpaths: To maintain and improve parish footpaths	<ul style="list-style-type: none"> • Report any work required to Public Rights of Way (PROW) • Regular vegetation maintenance throughout the growing seasons 	Clerk with support of councillors	Ongoing	Within parish maintenance budget
12	Defibrillators Maintain all defibrillators in ARPC	<ul style="list-style-type: none"> • Regular inspection and replacement of parts as required 	By appointed persons	Frequency as agreed	Within defibrillator budget

13	Litter Bins, Dog Bins and Grit Bins Maintain all bins in ARPC	<ul style="list-style-type: none"> Regular inspection and maintenance as required 	Parish Council and contractor	Frequency as agreed	Within parish maintenance budget
14	Notice Boards and Benches Maintain all ARPC notice boards and benches	<ul style="list-style-type: none"> Regular inspection and maintenance as required 	Parish Council and contractor	Frequency as agreed	Within parish maintenance budget
15	Bus shelters Maintain all ARPC bus shelters	<ul style="list-style-type: none"> Cleaning quarterly or sooner if required Agree action plan with local contractor 	Parish Council and contractor	Quarterly	Within parish cleaning budget
16	Vehicle Activated Signs (VAS) Maintain VAS	<ul style="list-style-type: none"> Regular inspection and maintenance as required 	By appointed persons	Frequency as agreed	Within parish maintenance budget
17	Speed Watch Team To establish a Community Speedwatch Team	<ul style="list-style-type: none"> Encourage members of the local community to sign-up to the Community Speedwatch Team Liaise with Gloucestershire County Council with regard to equipment 	Clerk with support of councillors	Ongoing	To be funded by Gloucestershire County Council
18	Laptops, mobile phones and other equipment Maintain all staff equipment as required	<ul style="list-style-type: none"> Regular inspection and maintenance as required 	Clerk with support of councillors	Ongoing	Within equipment budget
19	Transport Voucher Scheme To ensure the Transport Voucher Scheme is administered and promoted effectively to support residents with mobility issues	<ul style="list-style-type: none"> Promote the Transport Voucher Scheme on the ARPC website and Facebook Liaise with residents and distribute vouchers annually Liaise with transport providers and settle invoices for redemption of used vouchers 	Clerk with support of councillors	Ongoing	Within Transport Voucher Scheme budget

20	Newsletter To provide regular ARPC newsletters to aid community engagement	<ul style="list-style-type: none"> • Prepare newsletter in to meet agreed distribution dates • To distribute as agreed 	Clerk with support of councillors	Quarterly	Within Newsletter budget
21	Community Engagement Event To facilitate a community engagement event	<ul style="list-style-type: none"> • Prepare a suitable agenda • To promote across all platforms 	Clerk with support of councillors	11 March 2023	Within Community Event budget
22	Training To ensure all Councillors and staff receive training to enable them to carry out their roles effectively To provide induction training for new Councillors and staff	<ul style="list-style-type: none"> • Clerk to inform Councillors and staff of appropriate training available • Clerk to source specific training as requested by Councillors and staff • Clerk to provide or source induction training for all new Councillors and staff 	Clerk with support of councillors	Ongoing	Within Training budget

Ashchurch Rural Parish Council

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