

**Stoke Orchard and Tredington Parish Council Action Plan 2024/25**  
**Adopted at the Parish Council Meeting on 1 February 2022, to be reviewed and updated annually.**  
**Reviewed and updated at the Parish Council Meeting on 8 May 2024**  
**Next review and update at the May 2025 Annual 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, family events and schemes that benefit local residents
- 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 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.

Stoke Orchard and Tredington Parish Council strives to work on behalf of parishioners on the issues that matter to the villages. In order 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 2023/24, in addition to its overall responsibilities.

The parish council 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, contact details below.

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 and updated annually.

No.	Aims	Objectives	Actions recommended	Timescale	Budget	Power
1.	<b>Accounts and Audit:</b> To ensure that there is transparent information about payments, annual return, audit documents, budget, precept available	<ul style="list-style-type: none"> <li>• Publish on parish council website</li> <li>• Post on notice boards</li> </ul>	Clerk with support of councillors	Within 1 month of approval by council or auditor	Within salary budget	Local Government Act 1972 Section 112
2.	<b>Parish Council Administration:</b> To ensure the parish council administration is run in an	<ul style="list-style-type: none"> <li>• Publish agendas, minutes, calendar of meetings, policies and</li> </ul>			Within salary budget	

	efficient and timely manner and that information is open and transparent	contact details for councillors on parish council website <ul style="list-style-type: none"> <li>Post on notice boards</li> </ul>	Clerk with support of councillors	Within 1 month of availability/approval by council		Local Government Act 1972 Section 112
3.	<b>Review Policies:</b> To ensure all council policies and procedures are reviewed annually/or as specified and updated as necessary	<ul style="list-style-type: none"> <li>Create list of all policy and procedure review dates</li> <li>Diarise to ensure they are added to appropriate agenda for required review</li> </ul>	Clerk to add to agenda as required throughout the year	Quarterly or annually as specified on document	Within salary budget	Local Government Act 1972 Section 112
4.	<b>Health and Safety:</b> To ensure the parish council meets health and safety requirements for its staff, councillors and public at events and activities To ensure there is adequate insurance cover	<ul style="list-style-type: none"> <li>Health and safety risk assessment to be completed as required.</li> <li>Annual review of asset register and activities to be provided to insurance company</li> </ul>	Clerk with support of councillors	Asset Register annual review by 31.3.20 Insurance renewal 1.6.2020	Within salary budget  Insurance budget	Local Government Act 1972 Section 112 and 111 for insurance
5.	<b>Subscriptions:</b> To ensure the parish council has access to advice and training and to support the clerk in their role and ensure they are well informed	<ul style="list-style-type: none"> <li>Parish council to approve annual subscriptions to GAPTC, Plunkett, SLCC, GRCC, Glos. Playing Field Ass.</li> </ul>	Clerk to add to agenda at appropriate time	GAPTC March 2020 Plunkett SLCC GRCC Glos. Playing Field Ass.	Within subscription budget	Local Government Act 1972 Section 143
6.	<b>Planning Applications:</b> To consider planning applications in the interest of parishioners and respond in a timely manner	<ul style="list-style-type: none"> <li>Planning application information to be circulated to councillors in a timely manner</li> <li>Request time extension if date falls outside of parish council meeting</li> <li>Submit decision to TBC within specified timescale</li> </ul>	Clerk to deal with planning applications as specified with support of councillors	Ongoing	Within salary budget	Town & Country Planning Act 1990, Schedule 1, paragraph 8
7.	<b>Transparency and Community Engagement:</b> 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"> <li>Compliance to be maintained through website</li> <li>To continue with Newsletter</li> </ul>	Clerk with support of councillors	Ongoing	Within website budget	Local Government Transparency Code 2014 and Freedom of Information Act 2000

8.	<p><b>Parish Action Plan:</b> To ensure the action plan is reviewed annually</p>	<ul style="list-style-type: none"> <li>• Ask councillors if they wish to add any projects or expenditure to action plan during review</li> <li>• Ask parishioners if they have any items they wish to add to it during the review process</li> <li>• Add annual review process to Annual Meeting agenda</li> </ul>	Clerk with support of councillors	<p>Draft action plan to be prepared in October 2020 as part of budget proposal documentation</p> <p>Annual Meeting agenda prepared late April 2018</p>	Within salary budget	Local Government Act 1972 Section 112
9.	<p><b>Local Council Award Scheme:</b> 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</p>	<ul style="list-style-type: none"> <li>• Review of policies, procedures and plans to ensure they are up to date and in line with good practice</li> <li>• Make a submission when it is satisfied it can meet the requirements laid out in the Award Scheme</li> </ul>	Clerk with support of councillors	Ongoing	Within admin budget	Local Government Act 1972 Section 111
10.	<p><b>Stoke Orchard Community Centre:</b> To continue to maintain the building internally and externally and ensure hire income</p>	<ul style="list-style-type: none"> <li>• Regular maintenance servicing (PAT testing, electricity and fire extinguishers tests/certificates)</li> <li>• Maintenance to outside of building</li> <li>• Utilities for year (electric &amp; water)</li> <li>• Cleaning for year</li> </ul>	Stoke Orchard Community Centre Committee	Ongoing Ongoing	Within Hall budget	Local Government (Miscellaneous Provisions) Act 1976, Section 19
11.	<p><b>Playground</b> To maintain the playground for the safe enjoyment of children/residents</p>	<ul style="list-style-type: none"> <li>• Annual playground inspection</li> <li>• Playground to be updated</li> </ul>	Parish Council	Timescale to be agreed	Within parish maintenance budget Also S106 funds	Local Government (Miscellaneous Provisions) Act 1976, Section 19
12	<p><b>MUGA</b> To maintain the MUGA for the safe enjoyment of residents</p>	<ul style="list-style-type: none"> <li>• Regular inspection</li> </ul>	Parish Council	Frequency to be agreed	Within parish maintenance budget	Local Government (Miscellaneous Provisions) Act 1976, Section 19

<b>13.</b>	<b>Village Maintenance:</b> To keep the village pathways, hedges and verges cut throughout the growing season	<ul style="list-style-type: none"> <li>• Agree action plan with local contractor</li> <li>• Monitor local paths and verges</li> </ul>	Parish Council and contractor	Ongoing throughout growing season	Within parish maintenance budget	Highways Act 1980, Section 96
<b>14.</b>	<b>Parish Footpaths:</b> To maintain and improve parish footpaths	<ul style="list-style-type: none"> <li>• Report any work required to Public Rights of Way Team (PRWT)</li> <li>• Continue with regular vegetation maintenance through summer</li> </ul>	Clerk with support of councillors	Ongoing	Within parish maintenance budget	Highways Act 1980, ss43, 50
<b>15.</b>	<b>Village Spring Clean:</b> Annual event to encourage everyone to spruce-up the village and give them a spring clean! Everyone should be encouraged to assist with tidy round the gateposts etc. during the day/weekend	<ul style="list-style-type: none"> <li>• Village gateways to be cleaned professionally</li> <li>• Article in Topics to advertise the event</li> <li>• Article on village and parish council website</li> <li>• Posters on telegraph posts in the village</li> </ul>	All councillors	Date to be confirmed	Within parish maintenance budget TBC may supply bags etc.	Highways Act 1980, Section 96
<b>16.</b>	<b>Defibrillators</b> Maintain defibrillators in both villages	<ul style="list-style-type: none"> <li>• Regular inspection</li> </ul>	By appointed persons	Frequency to be agreed	Within parish maintenance budget	

## Stoke Orchard and Tredington Parish Council

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