



## **Ashchurch Rural Parish Council Action Plan 2024-25**

**Adopted at the Parish Council Meeting on 21 October 2024**

**To be reviewed annually, next review due at the October 2025 Parish Council Meeting**

Parish councils are an essential part of the structure of local democracy and provide the statutory tier of local government closest to the people. They have a vital role in acting on behalf of the communities they represent, and Ashchurch Rural Parish Council (ARPC) takes its responsibilities very seriously, continuously striving to improve the parish where people are proud to be part of the community.

These include to:

- Provide views on behalf of the parish, on planning applications/development 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

ARPC continues to work hard on behalf of residents on the issues that matter to the villages/hamlets. To help plan for the year ahead, it has created an Action Plan which details the key aims and objectives it hopes to achieve during 2024-235, in addition to its overall responsibilities.

ARPC is always keen to receive ideas and suggestions from members of the community on areas of interest or concern 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 during a twelve month period.

It will be reviewed annually.

## Ashchurch Rural Parish Council

### Parish Clerk Contact details:

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No.	Aims	Description	Objectives	Actions Recommended	Timescale	Budget (Figures are suggestions)	Budget suggestions - not to be included in final published version	Actions - not to be included in final published version
<b>Abbreviations</b>								
Ashchurch Rural Parish Council: ARPC								
Ashchurch Village Hall: AVH								
Ashchurch Village Hall Building Committee: AVHBC								
Ashchurch Village Hall Charity No. 1072493: AVH Ch. No.								
Ashchurch Village Hall Management Committee: AVHMC								
Community Infrastructure Levy: CIL								
Campaign to Protect Rural England: CPRE								
Gloucestershire Association of Town and Parish Councils: GAPTC								
Gloucestershire County Council: GCC								
Gloucestershire Rural Community Council: GRCC								
Gloucestershire Wildlife Trust: GWT								
Local Planning Authority: LPA								
National Association of Local Councils								
Neighbourhood Development Plan: NDP								
Public Rights of Way: PROW								
Society of Local Council Clerks: SLCC								
Section 106 Agreement: S106								
<b>1 Ashchurch Village Hall Charity No. 1072493</b>								
		ARPC as Sole Trustee	To strategically manage AVH to ensure it remains an asset for the Parish residents	Comply with appropriate legislation including the Charities Acts	Ongoing	AVH budget		
1.1		Administration	To ensure all administration and financial support is independent of ARPC	Regular meetings of AVH Ch. No. 1072493	Ongoing	AVH Ch. No. 1072493		Need to create schedule of meeting dates and circulate to members
1.2		Ashchurch Village Hall Management Committee	To manage day-to-day operations including bookings, cleaning, general maintenance and advertising	Regular reporting to ARPC	Ongoing	AVH budget		
1.3		Ashchurch Village Hall Building Committee	To enhance the facilities at the AVH	Tender process, manage build process	Complete by December 2025	S106 monies and grants		
<b>2 Community Engagement</b>								
		Website, Facebook, newsletter, council meetings and social events	To communicate with residents and encourage community engagement	Maintain website, interact on social media, organise face to face social events.	Regularly	Community engagement budget	£10,000 (needs a figure agreeing) in the community engagement budget	Prepare community engagement schedule for the year and promote/advertise widely - as opposed to ad hoc events
2.1		Christmas Bazaar	Community engagement	Organise at AVH, send invitations, consider special guests	On 16 October 2024	Community engagement budget	£250?	
2.2		Photographic Competition	Community engagement for all ages. To record wildlife in the Parish	Advertise on social media and notice boards. Assemble judges. Prize giving	September 2025	Community engagement budget	£500 ????	
2.3		Coffee Mornings in AVH with free refreshments	Improved regular community engagement and interaction	Set dates for the year and promote/advertise widely	Monthly/Bi-monthly	Community engagement budget	(£25/month?)	To be included in annual community engagement schedule
<b>3 Continuous Improvement of ARPC</b>								
		Local Council Award Scheme Achieve Quality Award	To demonstrate best practise and excellence in governance and community leadership and council development	Identify updated criteria for Quality Award	By June 2025	Administration budget		
3.1		Parish Priority Plan	Identify projects for CIL expenditure	Taking guidance from GRCC	Initial list October 2024, Community consultation in November 2024	CIL Reserve	Initial spend £2500 for research	

3.2	Parish Emergency Plan	Prepare for emergency events within the Parish, i.e. fire, flood,	Create an Emergency Plan	Complete by January 2025	Administration budget	Is this a realistic timeframe for such a project?	
<b>4 Managing Development Change within the Parish</b>							
	Review of Neighbourhood Development Plan	To generate a robust plan to ensure the community has an input in future development	Review Team including planning consultants and other relevant experts	By October 2025	NDP Reserve and budget	£20000??? from relevant grants.	This need a target date for each phase
4.1	Planning Applications	To consider planning application implications for the Parish	Review, discuss and submit comments to LPA	Ongoing	Administration budget		
4.2	Liaise with Developers	To create great places to live that have the least amount of impact on the existing residents	Attend and comment at consultation events, where they do not exist reach out to developers	As and when required	Administration budget		
4.3	Garden Communities	To ensure the Parish is represented for governance and detail for the Garden Communities	Communicate via Parish Liaison Group and Oversight Board. Feedback to the community	Ongoing	£0		
4.4	Nature Recovery (Wildlife)	To ensure suitable habitat is retained for wildlife connectivity	Working with GWT. To be included within the NDP	March 2025??	CIL Reserve	£10000?	
<b>5 Parish Maintenance</b>							
5.1	Cutting grass verges, cleaning bus stops PROW	To instil a sense of pride within the Parish To enable residents to enjoy the countryside	Manage contractors Identify suitable PROW. Liaise with GCC PROW Officer. Manage vegetation maintenance	Regular maintenance Ongoing	Maintenance budget Maintenance budget		
5.2	Village signs	To promote individual Village identities	Install village signs at each end of the villages/hamlets	December 2024	CIL Reserve		
5.3	Defibrillators	To provide eibrillators throughout the Parish	Review requirements when requested for defibrillator locations. Regular maintenance checks	Ongoing	Defibrillator budget		
5.4	Litter Bins, Dog Bins and Grit Bins	To discourage littering, dog fouling and provide for road safety durig inclement weather	Review requirements and requests. Regular inspection and maintenance	Annually or sooner if required	Maintenance budget		
5.5	Notice Boards	Community Communication	Regular inspection and maintenance, including notices	Quarterly or sooner if required. New notice board for Ashchurch within three months	Maintenance budget		
5.6	PAT testing	Electrical safety	Parish equipment and facilities	Annually or sooner if required	Maintenance budget		
<b>6 Parish Council Administration</b>							
6.1	Accounts and Audit Parish Council Information	To provide transparent information	Publish on website Agenda, minutes, calendar, policies etc. published on website	Annually Monthly	Administration budget Administration budget		
6.2	Parish Records	To maintain historic records	Minutes archived. Financial records retained/disposed of as per HMRC requirements	Quarterly	Administration budget		
6.3	Staff	To maintain sufficient staff to address increasing workload	Review regularly	Ongoing	Administration budget		
6.4	Review Policies	To ensure policies are current and relevant	Included in monthly council meetings	As specified on document	Administration budget		
6.5	Health and Safety	To meet health and safety requirements for staff, councillors, volunteers and members of the public	Health and safety risk assessments, Asset Check Report	As identified	Administration budget		
6.5	Subscriptions	To keep up to date with current legislation	GAPTC, SLCC, NALC, CPRE	As required	Subscription budget		

6.6	Training	To ensure continuous improvement for councillors, staff and volunteers	Identify and organise appropriate training	Ongoing	Training budget
	Training Record	To monitor training	To ensure continuous improvement for all	Ongoing	Training budget
<b>7 Road Safety</b>					
	Vehicle Activated Signs	Community Safety	Review new requirements, secure funding then continual maintenance	As requested	Equipment budget
7.1	Community Speed watch	To ensure proactive road safety initiative	Current permitted locations, Pamington and Fiddington	Quarterly	Equipment budget
7.2	Speed Limit review	Proactive road safety initiative	Review speed limits on Fiddington Lane with the increased traffic	November 2024	Administration budget