

RUYTON XI TOWNS PARISH COUNCIL ACTION PLAN 2020-21

Parish Council Aims

Ruyton XI Towns Parish Council aims to:

- foster a vibrant and flourishing local community and improve the quality of life for everyone who lives, works, and attends school in the parish
- champion the interests and work on behalf of residents and local businesses on the issues that matter to them the most
- provide effective, efficient, and accountable local government, giving residents the opportunity to become involved and help shape its future

Parish Council Objectives

The Parish Council's objectives are to:

- understand, support, and communicate the views, needs, and aspirations of residents and businesses to statutory and non-governmental bodies as required
- increase public involvement in the local community, by ensuring the Parish Council and its activities are open, transparent, and accountable to residents
- ensure Parish Council information and communications are as accessible as possible to all interested parties, including website, newsletter, social media, etc.
- respond to planning applications and other statutory consultations on time, ensuring that recommendations made to Shropshire Council are in line with the most recent published Parish Plan, any statutory regulations, and the interests of the community
- identify local housing needs in the parish and work closely with Shropshire Council and relevant bodies to meet these needs
- work closely with Shropshire Council and West Mercia Police to improve road safety, reduce, and prevent crime in the parish
- work with other organisations to provide safe, healthy, and timely opportunities for leisure, recreation, and sports
- support local businesses and economic activity in the parish area
- support the work of voluntary/charitable organisations in the parish through grants and practical support
- ensure that Council members and staff have access to high quality training and development opportunities to ensure compliance with legislation and proper practice, including progressing through the Local Council Award Scheme
- work with Shropshire Council, contractors, and voluntary groups to maintain a clean, safe, accessible, and attractive local environment

Creation and review of the Action Plan

This Action Plan is/will be informed by:

- the 2020 Parish Plan review
- the Place Plan

Adopted: Oct 2020

Review due: Dec 2020

- Community representation at Council and Parish meetings
- Community engagement on Social Media

This action plan is a 'live' document and is reviewed and updated on a regular basis (at least quarterly), enabling the council to track and monitor progress against objectives and timescales. The document is published on the Parish Council website so that residents can give feedback, as well as make suggestions for future Council activity.

Contents

This action plan will cover the following matters of parish council activity/interest with a separate table for each matter:

1. [Communication](#)
2. [Roads and transport](#)
3. [Planning](#)
4. [Leisure and Community](#)
5. [Crime and policing matters](#)
6. [Village Maintenance](#)
7. [Council governance](#)

Key: S = Short term (12 months), M = Medium term (1-2 years), L = Long term (3-5 years), O = Ongoing

1. Communication

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Parish Council website	S and O	Ensure compliance with Transparency Code and Website Accessibility Regulations in order to empower residents and increase democratic accountability	1.Ensure website is kept up to date in accordance with Transparency Code and Website Accessibility requirements. 2. Ensure published docs are in accessible format where possible.	Precept (part of clerk's duties)	PC has Accessibility Statement already. All published agendas, minutes, and policies will be in an accessible format (where possible) moving forwards.	Annual Transparency Code docs published June 2020.

Adopted: Oct 2020

Review due: Dec 2020

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Parish Council website	O	Improve communication, maximise engagement, and stimulate community spirit	Keep website up to date with activities and relevant information affecting the local community	Precept (part of clerk's duties)	Ongoing	
Newsletter	O	Improve communication, maximise engagement, and stimulate community spirit	1. Provide regular, relevant updates throughout the year on parish matters and Council activities. 2. Share meeting agendas and Parish Council updates with local mailing list distributor	Precept (part of clerk's duties)	Ongoing	
Community Engagement	O	Improve communication, maximise engagement, and stimulate community spirit	1. Council to approve revised Community Engagement Policy. 2. Follow actions in the updated Community Engagement Policy	Possible budget implications e.g. room hire, consultation costs, etc.	Ongoing	Council approved policy Sept 2020
Notice boards	S to M	Improve communication, maximise engagement, and stimulate community spirit, especially for non-internet users	1. Purchase and install new noticeboard by entrance to Birch Grove. 2. Councillors to publish agendas and other Parish Council notices on PC-owned notice boards.	£3000 allocated to Contingency budget in 2020-21	1. Supplier (Snap Frames) and model (PMNBS) has been agreed by council (£349 plus VAT). Location agreed with SC and Shropshire Towns & Rural Housing (grass verge adjacent to no.38 Birch Grove, on junction with Little Ness Road). SC will pay for installation through their contractors. Clerk was waiting to place	

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					order due to COVID-19, to pick up again.	

2. Roads and transport

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Vehicle activated speed (VAS) devices	O and S	Reduce speeding and encourage compliance to the official speed limits in the village (30mph, and 20mph on Church street), and the wider parish	1.Support and work with Safer Roads Group (SRG) volunteers to monitor and maintain existing VAS devices. 2. Investigate adding solar panels to existing VAS signs to reduce reliance on charging batteries.	£5000 budgeted to Safer Roads Group in 2020-21 and £4000 set aside in Earmarked reserves for SRG.	1.SRG reports on collected speed data on regular basis, and volunteers swap batteries on VAS signs as needed.	
Other traffic calming measures	M to L	Reduce speeding and encourage compliance to the official speed limits in the village and wider parish	1.Work with SRG to investigate and arrange further traffic calming measures throughout village, e.g. build-outs, road markings, additional VAS signs, etc. 2. SRG to put together application for West Mercia Police funding.	£5000 budgeted to Safer Roads Group in 2020-21 and £4000 set aside in Earmarked reserves for SRG. Possible funding from West Mercia Police.		
Community Speed Watch	O	Reduce speeding and encourage compliance to the speed limit	Arrange speed data collection within village through Community Speed Watch group with WM Police	West Mercia Police, Precept (clerk's duties)		
Road condition	O	Improve the condition and safety of highways through the parish	Council to encourage residents to report potholes, road surface concerns, surface flooding etc. to Shropshire Highways.	Shropshire Highways, Precept (part of clerk's duties)	SC planned drainage repairs scheduled for Little Ness Road mid-Oct.	Ongoing

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			Council/clerk to liaise with SC Highways re. dangerous/urgent/persistent road condition/flooding issues.			
Transport links	S and O	Maintain public transport links to and from village	1. Respond to public transport consultations. 2. Liaise with Arriva and SC re. roadworks impacting transport links.	Precept (part of clerk's duties)	1. As needed 2. Arranged for Open Reach to fund replacement shuttle bus service to and from Oswestry during Church Street road closures in June - July 2020.	July 2020

3. Planning

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Planning applications	O and S	Continue to respond to planning applications affecting the parish	1. Follow Council Scheme of Delegation for applications as needed to respond to applications in between meetings. 2. Submit well-considered and timely responses to applications to Planning Portal, bearing in mind material considerations and existing regional and national planning policies.	Precept (part of clerk's duties)	1. As needed	Ongoing
Yardley planning application	S	Continue to respond to planning applications affecting the parish.	1. Council to discuss issues through Yardley Liaison Group and suggest/find solutions for concerns raised.	Precept (part of clerk's duties)	Application has now been withdrawn (26.09.2020)	

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Review due: Dec 2020

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			2.Council to continue to listen to community feedback through Planning Portal, PC meetings, correspondence, and drop-in session before discussing and agreeing formal response to application.			
Local Plan Review consultation	S	Respond to statutory consultations on time and in line with the most recent published Parish Plan and interests of the community	1.Publicise latest consultation stage on PC website and encourage community involvement with consultation process. 2.Council to consider latest pre-submission draft Local Plan and any feedback from community before agreeing formal response.	Precept (part of clerk's duties)	Clerk has drafted response to submit to SC.	
Neighbourhood/ Parish Plan	M to L	Give community stronger voice and input into future planning decisions affecting Ruyton XI Towns.	Encourage community involvement and set up steering group to investigate whether to prepare NP or not.	Locality funding available for NP, £1000 set aside in Earmarked reserves for NP (could also be used towards Parish Plan review)	Cllr Shearan leads, steering group has been set up, but feeling was that cons outweigh pros of preparing a NP. Steering group will look at potentially reviewing last Parish Plan instead.	
Housing needs	M to L	Identify local housing needs in Ruyton XI Towns	1.Make use of existing Housing Needs survey results as evidence in Parish Council responses to planning applications and/or Local Plan Review consultations.	Budgetary implications to be identified.	Right Home, Right Place (Shropshire Council) housing needs survey completed 2019. Clerk has contacted RHRP team to check how often surveys ought to be done to be current.	

Adopted: Oct 2020

Review due: Dec 2020

4. Leisure and Community

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Grants	S and O	Support voluntary organisations working in the parish	<ol style="list-style-type: none"> Promote Parish Council Grants Awarding scheme to encourage interest Encourage collaborative working with organisations 	£400 budgeted for local grants, and £500 budgeted for youth grants in 2020-21	<p>Grant of £300 approved for Great Ness & Little Ness youth club for 2020-21, waiting to hear back from GN&LN PC as costs may be reduced due to covid-19. All grant applications are considered annually at February Council meeting.</p> <p>Parish Council covers bills for a Coronavirus helpline to support local volunteer group.</p>	
Support Village Hall	O	Support voluntary organisations working in the parish. Foster a vibrant and flourishing local community.	Council to consider ways to support VH.	TBC		
Support local schools	O	Foster a vibrant and flourishing local community?	Council to consider ways to support school.	TBC		
Events	O	Foster a vibrant and flourishing local community	Support, promote, and have a presence at community events such as Armistice Day Commemorations, AmDram	Possible budgetary implications to be identified	Council to discuss Remembrance Day at Oct meeting.	

Adopted: Oct 2020

Review due: Dec 2020

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			Christmas Panto, Village quiz nights etc.			
Recreational areas	S and O	Provide safe, healthy, and timely opportunities for leisure, recreation, and sports	1.Report H&S and other concerns to SC who manage play areas. 2.Make suggestions for improvements to play areas.	Shropshire Council responsible for all play area management in parish. No PC budgetary implications at present.		
Green spaces	S to M	Maintain clean, safe, and attractive local environment	1.Liaise with SC and local volunteers to arrange wildflower seed sowing across QEII Field site. 2. Tree planting project in QEII field and more trees in the Spinney.	Seeds donated FOC by chairman. Possible financial support from SC. Grants from Woodland Trust. Other budgetary implications to be identified.	Council reps and vols to meet Nick Williams from SC to discuss plans and support. Cllr Lister has successfully applied for funding from Woodland Trust for trees.	
Defibrillator (AED)	S and O	Support continued provision of AED in parish	Raise awareness of AED in parish. Organise CPRD training for local community.	AED is owned and managed by St John's school. Parish Council budgets £150 for 2020-21 to support running costs etc. Possible donation to BHF for CPRD training.	Clerk has a contact with Heartstart who can arrange community training, but this is on hold due to Covid-19.	
The Cliffe	M and O	Provide safe, healthy, and timely opportunities for leisure, recreation, and sports	1.Work together with SC and user groups to tackle safety concerns and user group conflict. 2.Look into secure bike racks.	Budgetary implications to be identified.	Council and SC OTP to monitor – problems seem to have subsided. Some SC sites have bike fixing (Oswestry hill fort, The Mere), but not used	

Adopted: Oct 2020

Review due: Dec 2020

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					very much. Bikes still left at owner's risk.	

5. Crime and policing

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
SmartWater (Rural business/farm burglaries)	S to M	Work closely with West Mercia Police to reduce and prevent crime in the parish	Liaise with WM Police (Estelle Stock and Graham Donaldson) to provide residential and farm/business SmartWater kits.	Precept (part of clerk's duties). Kits already paid for from 2019-20 budget and received. Possible funding from WM Police for Farm/business kits.	Councillors to discuss remote registration procedures outside of meetings. SG and clerk to liaise with GD re. funding bids for business/farm packs.	
Police reports	O	Work closely with West Mercia Police to reduce and prevent crime in the parish	Receive monthly reports from Oswestry Safer Neighbourhood Team and discuss policing matters at each Parish Council meetings.	Precept (part of clerk's duties)	Clerk has asked police for more detail in reports and for these to be shared 1 or 2 weeks before council meeting so there is time to discuss incidents with police.	

6. Village maintenance

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Streetlights	S	Maintain clean and safe local environment	1.Appoint contractor for ongoing streetlight maintenance.	£1500 budgeted for streetlight	Highline appointed as contractor Sept 2020.	

Adopted: Oct 2020

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			2.Report streetlight issues as needed. 3.Arrange electrical testing.	maintenance and energy in 2020-21.		
Council – owned assets (street furniture etc.)	O	Maintain clean, safe, and attractive local environment	1.Conduct annual safety inspections of street furniture and undertake maintenance as required. 2.Arrange for cleaning of village welcome gates.	£3000 budgeted in 2020-21 for contingencies (includes repairs and renewals).	Last asset checks undertaken in Feb 2020 prior to year-end. VAS signs checked regularly by SRG volunteers.	
Environmental maintenance	O	Maintain clean, safe, accessible, and attractive local environment	1.Continue to arrange regular environmental maintenance, e.g. grass strimming around paths, trimming back foliage around road signs, litter picking, etc. 2. Promote use of litter picking kits.	£1750 budgeted for village maintenance in 2020-21.	Maintenance work undertaken regularly by local contractor. Litter picking kits purchased and held at Café XI.	
The Cliffe	M and O	Maintain clean, safe, accessible, and attractive local environment	1.Continue to work with Cliffe Crew volunteers and SC Outdoor Partnership team to maintain site, report and address H&S and accessibility concerns, as well as work to protect ecology of the site.	£3000 budgeted in 2020-21 for Cliffe maintenance (3-yr contract with SC until March 2022).	1.PC agreed to continue Cliffe maintenance contract with SC until March 2022. 2. New risk assessment for covid-19 measures drafted.	
Rights of Way	O	Maintain clean, safe, accessible, and attractive local environment. Provide safe, healthy, and timely opportunities for leisure and recreation	1.Discuss with landowners the possibility of a) replacing stiles with pedestrian gates and b) restoration of surface of cross-field footpaths 2.Encourage regular local walkers to do minor maintenance work as they walk.	£544 set aside in Earmarked reserves for P3. For official P3 groups SC provides equipment, training, and insurance. Possible landowner spend. May not need PC expenditure.		

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Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Dog fouling	O	Maintain clean, safe, and attractive local environment	Monitor reports of dog fouling in parish and liaise with SC about actions if relates to Cliffe and/or play areas.	Shropshire Council. No budgetary implications at present.	SC have renewed dog fouling signage in Doctor's Meadow play area. No incidents reported recently. Council to monitor.	Ongoing
Floral displays	O	Maintain clean, safe, and attractive local environment	Provision of floral displays over spring and summer months.	£1250 budgeted for floral displays in 2020-21	Hanging baskets supplied by local florist in Spring 2020.	Ongoing.

7. Council governance

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Training of staff and members	O	Ensure Council complies with legislation and best practice to deliver best service to community	<ol style="list-style-type: none"> 1. Provide training opportunities in line with Training Policy and support staff and member development needs. 2. Keep training record and publish on PC website. 3. Subscribe to Shropshire Association of Local Councils (SALC) and Society of Local Council Clerks (SLCC) to ensure Council receives most up to date information affecting the sector and support. 	£300 budgeted for staff and member training in 2020-21	<ol style="list-style-type: none"> 1. Clerk is CiLCA qualified and staff training is split with Clive Parish Council. Cllr Lister signed up for Councillor training in Sept and Oct (2-part course). 2. Clerk to set up training record for last 12 months. 3. Annual membership to SALC paid for 2020-21. Clerk to arrange for RPC to re-join SLCC in Nov. 	Ongoing
Finances	O	Ensure compliance with legislation and proper	Follow proper practices, monitor budgets quarterly to ensure	Precept (part of clerk's duties)	Clerk follows Financial Regulations and	Ongoing

Adopted: Oct 2020

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Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
		practice and deliver best value for taxpayers.	finances are well-managed and align with action plan, and that best value is always sought.		Practitioner's Guide for managing council finances. Precept rec'd April. VAT refund rec'd July. Hardcopies of financial docs to be initialled by signatories once face to face meetings resume.	
Audit	S	Ensure compliance with legislation and proper practice. Ensuring Parish Council and its activities are open, transparent, and accountable.	1.Complete Internal audit for 2019-20 2.Complete External audit for 2019-20	Precept (part of clerk's duties). £360 budgeted for audit fees in 2020-21.	Both audits completed, no matters of concern.	Int. audit - May. Transparency code and Public rights notices - June. Ext. audit – 12.08.2020.
Casual vacancy x 4	S	Increase public involvement in the local community. Ensure compliance with legislation	Notify SC and community of casual vacancies and fill vacant position as soon as reasonably practicable.	Precept (part of clerk's duties).	No election called for 3 x vacancy. Council to co-opt in Oct. Awaiting 14-day period for 1 x new vacancies.	
Local Council Award (Foundation)	M	Ensure Council meets recommended standards to deliver best service	Council currently holds Foundation Local Council Award (expires Feb 2022).	£50 + VAT registration fee, plus accreditation fee (£80, no VAT). Could budget for this in 2021-22 if desired.	Council to decide if it wants to renew Foundation Award (or attempt Quality award)	

Adopted: Oct 2020

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