

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

Adopted: Oct 2020

Reviewed: Dec 2020

Next review due: March 2021

- the Place Plan
- 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	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	Annual Transparency Code docs published June 2020.

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		increase democratic accountability			format (where possible) moving forwards.	
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. 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. New supplier (Shelley Signs) and	

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					model agreed at Dec meeting and order placed.	

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	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1.Ongoing 2.Purchase order sent to supplier for solar panel and bracket. Awaiting parts. Council to arrange collection from workshop, and SRG volunteers to install and connect to VAS on Brownhill. 	
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 and SC and other bodies on road improvements and traffic calming brief for IIG road safety funding.	SC Infrastructure funding awarded: £225,000 for road improvement scheme. £5000 budgeted to Safer Roads Group in 2020-21 and £4000 set aside in Earmarked reserves for SRG.	Introductory onsite meeting to be organised with reps from Parish Council, Safer Roads Groups, NB, WSP, and SC (possibly also police and St John's school).	

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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. Council/clerk to liaise with SC Highways re. dangerous/urgent/persistent road condition/flooding issues.	Shropshire Highways, Precept (part of clerk's duties)	1. Blocked gullies on Grug Hill and junction with School Rd in SC's programme of works. 2. Overgrown ground level vegetation between Perry bridge and Baschurch. SC have issued works order.	Ongoing
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)	As needed	

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. Council to set up Planning working group and organise planning training for cllrs.	Precept (part of clerk's duties)	2. Clerk has shared recording from remote Planning training. SALC will advise of future training dates. Clerk has attended training on proposed Govt planning reforms and shared	

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			3.Submit well-considered and timely responses to applications to Planning Portal, bearing in mind material considerations and existing regional and national planning policies.		slides. Clerk has also shared example policies from Wem Rural PC.	
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 final consultation stage on PC website and encourage community involvement with consultation process. 2.Council to consider final pre-submission draft Local Plan and any feedback from community before agreeing formal response.	Precept (part of clerk's duties)	Council to meet in new year to discuss exception site policies. Agree response at Jan meeting. Possibly submit formal objection direct to inspector.	
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.	Council agreed not to proceed with NP at Dec meeting.	
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.	

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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"> 1. Promote Parish Council Grants Awarding scheme to encourage interest 2. 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 Covid-19 helpline. PC has pre-approved release of some funds to Basnett, Mathews, and Minton Trust to support households impacted by Covid-19. Some funding may now be required. Awaiting update from Trust.</p> <p>Donations approved for Severn Hospice and Hope House at Dec meeting, to be made via</p>	

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					Village Hall Tree of Light. Separate grant for Hope House (£250) approved at Dec meeting.	
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		
Post Office	S – M	Foster a vibrant and flourishing local community Support economic activity in the parish area	1.Council to support re-establishment of Post Office in parish.	Minor. Possible costs of infrastructure for mobile Post Office	Mobile Post Office to run on Fridays 1.30 – 3.30pm in Village Hall foyer on 6-month trial basis. Posters displayed in village. PC to promote on website.	
Events	O	Foster a vibrant and flourishing local community	Support, promote, and have a presence at community events such as Armistice Day Commemorations, AmDram Christmas Panto, Village quiz nights etc.	Possible budgetary implications to be identified	1.Poppies put up, info on fallen soldiers published on website, and on QR codes next to poppies. 2 x wreaths purchased for War memorial and Stone Cross. RBL has advised lamp post poppies are no longer available for purchase.	

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					Cllr Lister has coordinated a Christmas display in old florist shop and Christmas tree and lights. 3.PC agreed to support orienteering event on Cliffe (new date 20/12/2020).	
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.	Council agreed not to take on lease for green spaces and recreational areas from SC at Dec meeting. Suggestions for additional work/activities will be proposed on a case by case basis.	
Green spaces	S to M	Maintain clean, safe, and attractive local environment	1.Liaise with SC and local volunteers to arrange wildflower seed sowing and tree planting 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.	SC have approved plans for tree planting and wild-flower project. PC will be responsible for wild flower area and new/replanted trees in future. Cllr Lister has successfully applied for funding from Woodland Trust for trees.	

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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.	1.Council and SC OTP to monitor. On agenda for Jan meeting. 2.Some SC sites have bike fixing (Oswestry hill fort, The Mere), but not used very much. Bikes still left at owner's risk.	
The Cliffe	M – O	Provide safe, healthy, and timely opportunities for leisure, recreation, and sports.	1.Designate PC-owned portion of Cliffe as Local Nature Reserve. 2.Improve signage on Cliffe 3.Conduct wildlife/ecological surveys on Cliffe	Earmarked reserves for Cliffe (£3608), possible support from SC.	Council agreed to designate LNR at Nov meeting. Declaration signed, SC OTP to send to Natural England.	

5. Crime and policing

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
SmartWater (Rural)	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	Precept (part of clerk's duties). 308 kits paid for out of 2019-20	Clerk prepared address labels for postal distribution. Grant	

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business/farm burglaries)			provide residential and farm/business SmartWater kits.	budget, additional kits (104) paid for out of 2020-21 Contingency budget header. West Mercia Police contributed towards 25% of cost of all kits ordered. Possible funding from WM Police for Farm/business kits.	application successful, 104 extra kits ordered. WM Police have registered 486 kits and posted out to residents with explanatory letter. 26 addresses not available, so 26 kits remain with WM Police. Residents to inform clerk if no kit received. SG liaising with WM Police re. addresses for business/farm packs (to be funded by WM Police).	
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.Report streetlight issues as needed to contractor or SC.	£1500 budgeted for streetlight	Ongoing	

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			2. 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. 3. Look into/ask SC about cleaning road signs.	£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	£544 set aside in Earmarked reserves for P3. For official P3 groups SC provides equipment, training, and insurance. Possible landowner		

Adopted: Oct 2020

Reviewed: Dec 2020

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Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			2.Encourage regular local walkers to do minor maintenance work as they walk.	spend. May not need PC expenditure.		
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 taken down and stored over winter.	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. 2.Clerk to set up training record for last 12 months. 3.Annual membership to SALC paid for 2020-21. Re-joined SLCC in Oct (cost split with Clive PC). 	Ongoing

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Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Finances	O	Ensure compliance with legislation and proper practice and deliver best value for taxpayers.	Follow proper practices, monitor budgets quarterly to ensure finances are well-managed and align with action plan, and that best value is always sought.	Precept (part of clerk's duties)	Clerk follows Financial Regulations and Practitioner's Guide for managing council finances. Hardcopies of financial docs to be initialled by signatories once face to face meetings resume. Council to finalise budget at Jan meeting.	Ongoing
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. Internal auditor for 2020-21 appointed (SDH Accounting) at Dec meeting.	Int. audit - May. Transparency code and Public rights notices - June. Ext. audit – 12.08.2020.
Casual vacancies	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).	4 new councillors co-opted. 1 x remaining casual vacancy to be co-opted at Jan meeting.	
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)	

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Reviewed: Dec 2020

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