

RUYTON XI TOWNS PARISH COUNCIL ACTION PLAN 2021-22

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
- work with the local community, Shropshire Council, and other relevant bodies to take action to address the Climate Emergency

Creation and review of the Action Plan

This Action Plan is/will be informed by:

- the 2020 Parish Plan review
- the Place Plan

- Community representation at meetings (Parish Council and other public meetings)
- Research and recommendations from working groups (e.g. Safer Roads Group, Planning, Climate Emergency, Doctors Meadow Improvements, Village Hall Working Group etc.)
- Community engagement via Social Media, electronic and paper surveys, drop-in sessions

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 activities.

Contents

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

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5. [Crime and policing matters](#)
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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 format (where	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
		increase democratic accountability			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 (min 2 x per year). 2. Share meeting agendas and Parish Council updates with local mailing list distributor	Precept (part of clerk's duties)	Clerk working on next newsletter to send asap Ongoing	
Community Engagement	O	Improve communication, maximise engagement, and stimulate community spirit	1. Council to follow actions in the Community Engagement Policy	Possible budget implications e.g. room hire, consultation costs, etc.	Ongoing	
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 2021-22	1. Birch Grove NB installed summer 2021. 2. Ongoing.	July 2021

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.	£3000 budgeted to Safer Roads Group in 2021-22 and £4000 set aside in Earmarked reserves for SRG.	1.Ongoing 2. 4 x solar panel installed on VAS signs throughout village.	July 2021
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. £3000 budgeted to Safer Roads Group in 2021-22 and £4000 set aside in Earmarked reserves for SRG.	SRG and PC priorities agreed with SC and WSP to help form delivery plan for RXIT.	
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)	Agreed to return equipment as not being used, but aim to revisit in future.	
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. Blocked drains/gullies on Olden lane reported 29.01.2021. Believe this has been completed Autumn 2021, but perhaps not all through village. 2.Overgrown ground level vegetation	Ongoing

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					between Perry bridge and Baschurch. DONE. Vegetation and verges on Olden Lane cleared Oct 2021. Hedges trimmed Startlewood Lane Nov 2021. 3. Ruyton was reportedly due to have texpatching repairs for potholes in “coming weeks” (as of Sept 2021). No further update since then.	
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)	Update needed on Shrewsbury Big Town Plan due to impact on rural bus services.	

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.	Precept (part of clerk’s duties)	1. Ongoing. 2. Planning group set up and Terms of Ref approved Feb 2021. Cllrs attended planning training in autumn 2021. Clerk	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			<p>2.Council to set up Planning working group and organise planning training for cllrs.</p> <p>3.Planning Group to advise, so PC can submit well-considered and timely responses to applications.</p> <p>4.Liaise with Climate emergency group to ensure that sustainable development practices are incorporated into planning apps.</p>		shared pre-app letter with SC. Need to liaise with SC planning officers to ensure on same page re. sustainability and climate emergency in planning.	
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	<p>1.Publicise final consultation stage on PC website and encourage community involvement with consultation process.</p> <p>2.Council to consider final pre-submission draft Local Plan and any feedback from community before agreeing formal response.</p>	Precept (part of clerk's duties)	Draft Plan submitted to Secretary of State and Planning Inspectors appointed Sept 2021. Inspector hearings now expected Summer 2022.	
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 (data valid for 5 years).	

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	1. Promote Parish Council Grants Awarding scheme to encourage interest 2. Encourage collaborative working with organisations	£1000 budgeted for local grants, and £500 budgeted for youth grants in 2021-22	No grant requests received	
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.	£1000 allocated to local grants in 2021. External funding possible (Veolia etc.), public works loan as last resort.	AC has advised on options to improve access as alternative to brand new building. Pontesbury PC happy to give tour and discuss their new centre. PC donated £200 to Home Grown Show Sept 2021.	
Support local schools	O	Foster a vibrant and flourishing local community	Council to consider ways to support school.	HAJM Trust provided new AED cabinet. £250 allocated to AED in 2021-22, but may require some reserves.	AED cabinet installed Jan 2022.	Jan 2022
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.	None	Mobile Post Office to run on Fridays 1.30 – 3.30pm in Village Hall foyer on 6-month trial basis. PC promoted on website and in clerk newsletter.	
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	PC supported Home Grown Show financially. Cllrs put up poppies and laid wreaths for Remembrance Day. AL	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					working on plans for Jubilee with MoP.	
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. PC allocated £5000 to Earmarked Reserve for potential DM Field Improvements.	Council agreed not to take on lease for green spaces and recreational areas from SC Dec 2020. Working group survey on hold while waiting for confirmation that SC can give permission for changes. LP to ask Pentons for copy of lease.	
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 Cllr Gittins. Possible financial support from SC. Grants from Woodland Trust. Ongoing maintenance costs included in 2022-23 budget.	Cllrs and vols have planted trees on QEII and Spinney early 2021. Wildflower meadow planted on QEII field.	
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 £250 for 2021-22 to support running costs etc. PC is provisionally budgeting for 2 x community training sessions for 2022-23.	Agreed at March 2021 mtg to continue existing arrangement with school. PC secured new AED cabinet FOC from HAJMT (installed Jan 2022). PC agreed Nov 2021 to cover cost of electrical installation.	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
The Cliffe	M and O	Provide safe, healthy, and timely opportunities for leisure, recreation, and sports	<ol style="list-style-type: none"> 1. Work together with SC and user groups to tackle safety concerns and user group conflict. 2. Look into secure bike racks. PC to revisit this once decision on LNR made. 	Budgetary implications to be identified.	<ol style="list-style-type: none"> 1. PC established it is in its gift to grant access to cyclists. 2. Some SC sites have bike fixings (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.	<ol style="list-style-type: none"> 1. Designate PC-owned portion of Cliffe as Local Nature Reserve. 2. Improve signage on Cliffe, incl. clearer signage around private access. 3. Conduct wildlife/ecological surveys on Cliffe 	Earmarked reserves for Cliffe (£3608), possible support from SC.	<ol style="list-style-type: none"> 1. LNR designation revisited Nov 2021 and agreed to proceed. PC endorsed SC consultation so clerk sent mins to Natural England to proceed with next steps of declaration. Awaiting response. 2. Estimates obtained to update bridleway “no access” signs. Permission granted by SC OPT. Letter to go to residents for feedback. PC liaising with SC re. info boards for Cliffe. 	

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). 308 kits paid out of 2019-20 budget, additional kits (104) paid with 2020-21 Contingency budget. WM Police contributed 25% of cost of all kits ordered.	486 kits posted out to residents. 26 kits returned to PC. Residents to inform clerk if no kit received. WDBC signage installed at Parish entry points March 2021 incl. A1 signs. Cllrs to take photos to share with 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)	Reports still lacking in detail but communication has improved since return of face-to-face meetings.	

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. 2. Arrange electrical testing.	£2000 budgeted for streetlight maintenance and energy in 2021-22, with a separate EMR of £300 to build up reserves for larger/unexpected repairs.	Highline have confirmed electrical testing not legally required until 2025. Annual inspections to take place w/c 21/02/2022.	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Council – owned assets (street furniture, memorials etc.)	O	Maintain clean, safe, and attractive local environment	<ol style="list-style-type: none"> 1. Conduct annual safety inspections of street furniture and undertake maintenance as required. 2. Arrange for cleaning of village welcome gates. 3. Look into whether maintenance is needed for War memorials and what is suitable method. 	£3000 budgeted in 2021-22 for contingencies (includes repairs and renewals).	<p>VAS signs checked regularly by SRG volunteers. Cllrs to complete asset checks before y/e 2022.</p> <p>3. Cleaning report sent to SC Conservation Feb 2022. Awaiting response from SC before proceeding. Chair investigating ownership of memorial.</p>	
Environmental maintenance	O	Maintain clean, safe, accessible, and attractive local environment	<ol style="list-style-type: none"> 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. 	£2170 budgeted for village maintenance in 2021-22 (includes agreed work to QEII/Bridge Inn Field)	<p>Maintenance work undertaken regularly by local contractor. Litter picking kits purchased and held at Café XI.</p> <p>Handrails (not PC-owned): Royal Mail will pay to reinstate. Clerk asked contractor to start work as soon as they can.</p>	
The Cliffe	M and O	Maintain clean, safe, accessible, and attractive local environment	<ol style="list-style-type: none"> 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 2021-22 for Cliffe maintenance (3-yr contract with SC until March 2022).	<ol style="list-style-type: none"> 1. PC agreed to continue Cliffe maintenance contract with SC until March 2022. Clerk to check with SC if any changes to costings. 2. New risk assessment for covid-19 measures drafted. 	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
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.	Overgrown/inaccessible paths reported Sept to SC 2021.	
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.	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 2021-22	Quotes received for baskets for 2022. To consider at March mtg.	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	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	£500 budgeted for staff and member training in 2021-22	1. Clerk is CiLCA qualified and staff training is split with Clive Parish Council. Cllrs attended Code of Conduct training, Planning training, and Fundamentals (new cllrs) in Autumn 2021. 2. Clerk to set up training record for last 12 months.	Ongoing

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			information affecting the sector and support.		3. Annual membership SALC paid July 2021, SLCC membership paid Sept 2021 (split with Clive PC).	
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. Precept request submitted Jan 2022.	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 2020-21 2. Complete External audit for 2020-21	Precept (part of clerk's duties). £500 budgeted for audit fees in 2021-22.	1. Internal audit questionnaire submitted Dec 2021. Clerk to send requested info to IA.	
Elections/Council vacancies	S	Increase public involvement in the local community. Ensure compliance with legislation	After May election 9 cllrs re-elected unopposed and 2 seats unfilled. Council to co-opt within 35 working days after 6 th May 2021.	Precept (part of clerk's duties).	New cllrs co-opted Sept, Oct 2021 and Feb 2022. All DPI paperwork submitted.	
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).	Council decided not to renew Foundation Award Jan 2022.	

8. Climate emergency

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Climate Emergency Working Group	S and O	Address the climate emergency	Set up advisory Climate Emergency Working Group, Terms of ref, and gain community support and involvement	No funding implications as yet. All working group spending decisions must be agreed by full council.	No recent meetings. Some research done on sewage discharge into rivers.	Ongoing
Recycling	S and O	work with voluntary groups to maintain a clean, safe, accessible, and attractive local environment and address the climate emergency	Work with local school and volunteers to set up community drop-off recycling point (possibly through Terracycle)	Budget implications to be identified (hopefully low cost)	School was interested in being a possible drop-off location. Some Terracycle recycling programmes are unavailable (oversubscribed), CEWG will establish if any other private collections already exist in the community. No recent updates.	
Renewable energy	S - M	Address the climate emergency through encouraging sustainable development and provision of sustainable energy options in community	1. Investigate feasibility of community ground source heat network	Feasibility study (exp'd. £2000-£3000), Parish Council earmarked reserves, grant funding, CIL funds, s.106 agreements	1. Initial discussions with agent for Pentons dairy site positive. CEWG in process of obtaining quotes for feasibility study for ground source heat network on land adjacent to Pentons dairy site. Clerk has established legal limitations with	

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					NALC. Ground source heat pump feasibility study idea on hold.	
EV charging points	S - M	Address climate emergency through provision of renewable energy options in community	1. Investigate provision of EV charging points in parish	Parish Council earmarked reserves grant funding, CIL funds, s.106 agreements	Meeting with @Electric car chargers, awaiting recommendations for possible locations in village.	
Tree planting and wild flower meadow	S - L	work with voluntary groups to maintain a clean, safe, accessible, and attractive local environment and address the climate emergency	1. Tree planting project in QEII/Bridge Inn field and in the Spinney. 2. Wild flower meadow project in QEII/Bridge Inn Field.	Grants obtained from Woodland Trust. Flower seeds donated FOC by Cllr Gittins. PC £2170 budgeted for village maintenance in 2021-22. Ongoing maintenance provisionally budgeted 2022-23.	Cllrs and vols have planted trees on QEII and Spinney early 2021. Wildflower meadow planted QEII field. PC has agreed to take on responsibility for extra trees and wildflower meadow.	Spring 2021 but ongoing maintenance
Sustainable development	S and O	Address the climate emergency through encouraging sustainable development	Liaise with Planning authority (SC), developers, and planning applicants in pre-app stage to promote uptake of sustainable practices in local development	Budget implications to be identified, but likely to be covered by developers.	Need to liaise with planning authority once new cabinet in place to discuss aspirations and ensure on the same page.	Ongoing