

Tidenham Parish Council ACTION PLAN – 2022/2023

Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and inform the community.	ACCOUNTS & AUDIT - To ensure that there is transparency on payments, audit documents, budget, precept etc.	Publish monthly payments on the website and other audit information on the website and noticeboards (where required by audit legislation).	Clerk and Parish Council.	Ongoing and within 1 month of approval by Council or Auditor.	Website updated daily as required and noticeboards as required.
To comply with the law and inform the Community.	Internal Audit and Annual Governance and Accountability Return completion.	Internal auditor for coming year to be appointed in December meeting. Accounting and Governance Statements to be agreed at the appropriate council meeting to comply with the law. Send to External Auditors by deadline 31 July 2021 & publish on website and noticeboards. Publish final Audited AGAR by 30 th September 2021.	Clerk & Parish Council.	July 2022.	Notice of Completion of Audit & Publication of Audited Annual Governance & Accountability Return – 2021/22 to be published on parish council website by 30 Sept 2022.
To comply with the law.	PARISH COUNCIL ADMINISTRATION - To ensure that the Parish Council administration is run in an efficient and timely manner and that information is open and transparent.	Publish agendas, minutes, and means of contacting the Council on the website / noticeboards	Clerk and Parish Council.	Agendas & minutes ongoing, to be published within one week of availability / approval by Council. Contact details updated as necessary.	Agenda/Minutes published within deadlines. Contact details updated with new councillor details July 2022.
To comply with the law.	Calendar of meetings.	Advertise the meeting schedule on the website and noticeboards.	Clerk / Clerk's Assistant.	Calendar of Meetings – May 2022	Calendar updated June 2022 for changes to meetings schedule.
To comply with the law.	POLICIES - To ensure all council policies (including Financial Regulations & Standing Orders) and procedures are reviewed annually or as individually stated and updated as necessary.	Clerk to ensure annual review process is monitored and the annual reviews on the May agenda are on May agenda.	Clerk and Parish Council	Main policies - May 2022. Others on an ongoing basis.	
To monitor development and planning.	PLANNING APPLICATIONS - To consider all planning applications which fall within, and impact upon, the Parish as requested by	Clerk's Assistant to ensure planning applications are notified to councillors and placed on agenda for consideration.	Clerk and Planning and Highways Committee.	Planning comments sent to FoDDC within 2 days of Planning	Monthly Planning Committee meetings held.

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	the Forest of Dean District Council.	Clerk's Assistant to seek time extensions from FoDDC if necessary. Nominated councillor to review plans / visit sites in detail each month.		Committee Meeting – ongoing.	
To monitor development and planning.	Introduction of Neighbourhood Develop Plan / Character Assessment	Invite specialists for information sessions for councillors. Can be added to agenda from September for consideration having been rejected February 2021. Begin informal consultations with the public on taking forward.	Clerk, Clerk's Assistant and Council. NDP and Character Assessment consultants.	Ongoing.	Jeff Bishop – Character Assessment – to be contacted once District Council Assessment completed 2022.
Community Land Trusts.	To explore the implications and feasibility of a Tidenham Parish scheme.	Obtain advice from specialists, consult with FoDDC and the community.	Clerk, Clerk's Assistant and Council.	Ongoing.	Chairman, Vice Chairman, Clerk and Clerk's Assistant had initial Zoom meeting with GRCC September 2021.
To comply with the law and ensure safety.	HEALTH & SAFETY - To ensure that the Council meets Health & Safety requirements for its staff, councillors and public. Ensure there is adequate Insurance Cover.	Renew insurance. Three year LTA agreed September 2021 after full review.	Clerk and Council.	Insurance - renewal 1 st October 2022.	Renewed with Hiscox Insurers as recommended by Came and Co Brokers on new three-year LTA - September 2021 – 2024.
		Risk Management - reviewed by Full Council Annually.	Clerk and Council.	Risk Management Schedule – review November 2022.	Reviewed November 2021.
To comply with the law and ensure safety.	ASSETS – To ensure a complete record of Parish Council assets is kept up to date showing values and insurance values. To ensure that all council assets are maintained in a safe and proper manor.	Annual Play area inspection carried out by ROSPA approved contractor – quotes July 2022, inspection by September 2022. Seek local contractor to carry out monthly play area checks following retirement of previous one.	Clerk, Clerk's Assistant & Amenities Committee.	Ongoing with annual Risk Assessment due November 2022. Asset Register to be reviewed at May annual meeting.	Inspections of assets ongoing.
To keep up to date.	SUBSCRIPTIONS - To ensure the Parish Council has access to advice and training to keep well informed.	Council to approve annual subscriptions to - GAPTC/SLCC, Information Commissioners Office.	Clerk and Parish Council.	May 2022.	

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To ensure that the Clerk and Councillors maintain good practice.	To ensure that staff and councillors identify and undergo training and development relevant to their roles.	The clerk must identify new legislation and keep abreast of change and source the relevant training. Record of training undertaken by staff and councillors to be introduced and maintained by Clerk. Training and Development Policy to be reviewed Sept. 2023.	Clerk and Councillors.	Ongoing.	
To engage with the Community.	COMMUNITY ENGAGEMENT - To engage with community groups and individuals to help shape the Parish Council plans for the parish. To provide articles to inform residents. Also use Website and the Council's Facebook page.	To issue at least two Parish Council newsletters during the year. Regular website and Facebook updates. Have councillor representation on other Parish organisations. Introduction and development of community hub meeting involving local organisations throughout the Parish. To ensure awareness of Parish Council grant Scheme and consider applications for grants.	Clerk and Council.	Continuous dialogue with local groups. Monthly articles. Invites to Annual Parish Meeting. Website and Facebook ongoing.	Successful introduction of new format Annual Parish Meeting with refreshments held May 2022. Further improvements for the 2023 meeting to be planned from January 2023. First successful community hub meeting March 2022.
To comply with the law and engage with community.	WEBSITE – to keep updated and ensure accessibility.	Keep updated on a regular basis and add anything of local interest where appropriate.	Clerk / Clerk's Assistant	Ongoing.	
To upkeep open spaces.	GROUNDS MAINTENANCE - To manage the cutting of the grass and hedges on Parish Council land and on the Tutshill Recreation ground – under an agreement with the owners Tidenham War Memorial Hall Trust.	2021/22 first year of three-year contract for grass cutting. Quotes for hedge cutting to be obtained for autumn cut.	Clerk's Assistant and Amenities Committee.	Grass cutting – March to October (16 cuts). Hedge cutting – autumn 2022.	Three-year grass cutting contract agreed - started March 2021.

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To provide play facilities.	To maintain and replace play and exercise equipment on 5 Parish Council play areas and the Parish Council equipment on Tutshill Recreation Ground.	To conduct the weekly / monthly / annual play equipment inspections and action any issues.	Contractor / Clerk / Clerk's Assistant and Amenities Committee.	Ongoing.	
To comply with Health & Safety.	TREE SURVEY - To establish condition of trees on Parish Council owned land.	Tree survey completed 2020 and report received. To undertake works identified from survey in order of urgency.	Clerk's Assistant and Amenities Committee.	Survey to be undertaken every three years. Ongoing.	
Provision of bins.	DOG & LITTER BINS To ensure there are enough bins, they are emptied regularly and replaced/repared if faulty.	Rolling contract in place with Forest Equipment Services Ltd. Several new bins installed recently.	Clerk / Clerk's Assistant / Contractor & Amenities Committee	Ongoing.	
To enhance the Parish and its amenities.	To continue to seek funding for established projects and enhancement of open spaces and improvement of assets with particular regard to environmental and climate change issues.	To complete relevant grant funding applications as appropriate and in a timely manner.	Clerk and councillors.	Ongoing.	
Address anti-social behaviour and drugs misuse.	Employment of Youth Worker using funds from the Tump Solar Farm Community Benefit and further grant funding.	To advertise and recruit a suitable Youth Worker with remit to build social capital across the Parish, providing an integrated, high quality service that benefits the whole community. The Youth Worker will respond to the unmet needs of young people in the parish of Tidenham.	Clerk / Youth Working Group / Youth Worker.	Aim for employment start date of 1 st October 2021. Ongoing.	Youth Worker Emily Pettiford appointed at the September 2021 full council meeting.
Wild Flower Planting in the Parish	Explore and introduce areas of wild flower planting in the Parish	Seek advice from local experts – including Mark Cleaver Mon. CC on location and type of planting. Seek grant for initial trail area. Include young people in the project and planting.	Clerk / Councillors/ Youth Worker	Planting date 10 th March 2022.	Monitoring for dock weeds and cutting planned Sept. 22.

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Climate Emergency – declaration and action.	To declare Council’s commitment to address the Climate Emergency where possible.	Membership of Local Climate Action Group Introduction of wildflower planting. Introduction of Community Garden.	Clerk / Councillors	Ongoing	
HM Queen’s Platinum (70 th) Jubilee. £15k from Future Significant Projects reserves allocated for Jubilee projects.	To provide a shelter / gazebo on Tutshill Recreation Ground in conjunction with Tidenham War Memorial Hall Trust to mark the Jubilee.	Obtain Lawful Development Certificate advice from FoDDC. Design and price agreed by Council and Trust.	Clerk and Council.	June 2022.	Installation postponed June 22 due to objections from local residents and Trust requesting LDC prior to installation.
	Installation of bench with plaque and information board at the Queen Victoria Jubilee Stone on Parson’s Allotment and arrange for Forestry England to clear the area around the Stone.	Forestry England agreed to clear. Must use their own design bench – quotation obtained and agreed.	Clerk and Council.	May 2022	Replacement plaque required – July 2022 meeting.
	Introduction of Community Garden on Parish Council land adjacent to allotments.	LDC obtained and public meeting arranged for 25 th June 2022 to set up management committee and agree terms of use. Quotes for fencing required.	Clerk and Council.	Autumn 2022	June meeting postponed due to Clerk’s unforeseen circumstances.
Reduce speeding in Parish.	To liaise with Glos CC Highways for the introduction of reduced limits and look at ways the Parish Council can be involved.	Introduction of community Speedwatch events with equipment and training through Glos. Police. Explore use of speed signs etc.	Clerk’s Assistant and Lanning and Highways Committee and volunteer members of the public.	Ongoing. First Speedwatch early 2022. Further campaign summer 2022.	’20 is plenty’ signs and speed monitoring equipment ordered through Glos CC funding July 2022.
Closed Churchyards – including walls.	To seek to reduce the financial burden of the closed churchyards in the Parish – average expenditure over past 5 years and	Ascertain historic agreement to maintain and Parish Council obligations. Open dialogue with the FoDDC, local church PCC and Gloucestershire Diocese on the	Clerk / Clerk’s Assistant / Council / Amenities	Ongoing.	School informed of unsafe wall on churchyard footpath and advised to use an alternative route to the

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	quotation for current year 10% of precept.	future expectations and financial commitment	Committee / Diocese.		Church - September 2021. FoDDC confirmed they are not responsible for repairs – Amenities Committee to plan way forward.

Adopted by Full Council 20th July 2022 Minute 2022/2023 Page 11 Item 17.

To be reviewed ongoing by Clerk and Full Council April 2023.