

Tidenham Parish Council ACTION PLAN – 2023/2024

Aim	Objective	Action	Who	Completion Date	Update
To comply with the law and inform the community.	<b>ACCOUNTS &amp; AUDIT</b> - 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 2023 & publish on website and noticeboards. Publish final Audited AGAR by 30 <sup>th</sup> September 2023.	Clerk & Parish Council.	July 2023.	Notice of Completion of Audit & Publication of Audited Annual Governance & Accountability Return – 2022/23 to be published on parish council website by 30 Sept 2023.
To comply with the law.	<b>PARISH COUNCIL ADMINISTRATION</b> - 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 May 2023.
To comply with the law.	Calendar of meetings.	Advertise the meeting schedule on the website and noticeboards.	Clerk / Assistant Clerk.	Calendar of Meetings – November 2023	
To comply with the law.	<b>POLICIES</b> - 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 2023. Others on an ongoing basis.	
To monitor development and planning.	<b>PLANNING APPLICATIONS</b> - 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, Assistant Clerk and Council. NDP and Character Assessment consultants.	Ongoing.	Jeff Bishop – Character Assessment – to be contacted once District Council Assessment completed 2022. Postponed – delay with DC.
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, Assistant Clerk and Council.	Ongoing.	Requested GRCC undertake Housing Needs Survey in the Parish. Survey done Jan/Feb 2023 and results received. Meeting with councillors to be arranged January 2024.
To comply with the law and ensure safety.	<b>HEALTH &amp; SAFETY</b> - 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. Full review to be carried out Aug/Sept 2023.	Clerk and Council.	Insurance - renewal 1 <sup>st</sup> October 2023.	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 June 2024.	Reviewed and re-adopted June 2023.
To comply with the law and ensure safety.	<b>ASSETS</b> – 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 2023, inspection by September 2023. Seek local contractor to carry out monthly play area checks following retirement of previous one.	Clerk, Assistant Clerk & Amenities Committee.	Ongoing with annual Risk Assessment due June 2024. Asset Register to be reviewed at May annual meeting.	Inspections of assets ongoing.

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To keep up to date.	<b>SUBSCRIPTIONS</b> - 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 2023.	
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. Training and Development Policy – including record of training undertaken - to be reviewed Dec. 2023.	Clerk and Councillors.	Ongoing.	
To engage with the Community.	<b>COMMUNITY ENGAGEMENT</b> - 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.	<p>To introduce Community Engagement Policy.</p> <p>To issue at least two Parish Council newsletters during the year. Regular website and Facebook updates. Have councillor representation on other Parish organisations.</p> <p>Introduction and development of community hub meeting involving local organisations throughout the Parish.</p> <p>To ensure awareness of Parish Council grant Scheme and consider applications for grants.</p> <p>To hold local stakeholder / groups / venues meeting February 2023 to explore</p>	Clerk and Council.	<p>December 2023</p> <p>Continuous dialogue with local groups. Monthly articles. Invites to Annual Parish Meeting. Website and Facebook ongoing.</p> <p>February 2023 – arranged meeting</p>	<p>Successful introduction of new format Annual Parish Meeting with refreshments held May 2022. Further improvements for the 2024 meeting to be planned from January 2024.</p> <p>First successful community hub meeting March 2022. Next Community Hub meeting due to coincide with launch of Community Electric Vehicle Project on delivery of vehicle, Spring 2024.</p>

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	<p>Project to Provide Community Electric Vehicle to help alleviate the need for taxis / car journeys due to the lack of public transport in the Parish.</p> <p>To introduce Community Awards Scheme.</p>	<p>sharing of ideas. For better integrating community events and volunteers. Also discussed possibility of Section 106 monies to fund a community vehicle.</p> <p>Proposal to be prepared for approval by councillors and submission to FoDDC. Funding through S106 monies to be agreed with DC. Vehicle to be available to all community groups with a designated driver and to be operated using donations from users.</p> <p>Clerk to liaise with other local organisations to introduce local awards scheme.</p>	<p>Clerk / Councillors</p>	<p>with stakeholders – ongoing.</p> <p>Vehicle ordered November 2023.</p> <p>Ongoing.</p>	<p>Project to be called Tidenham Parish Council Community Transport. SOPs and logo etc to be agreed December 2023. Charge point to be installed Dec 23. Launch date at community hub event to be agreed once delivery date known.</p>
<p>To comply with the law and engage with community.</p>	<p><b>WEBSITE</b> – to keep updated and ensure accessibility.</p>	<p>Keep updated on a regular basis and add anything of local interest where appropriate.</p>	<p>Clerk /Assistant Clerk</p>	<p>Ongoing.</p>	
<p>To upkeep open spaces.</p>	<p><b>GROUNDS MAINTENANCE</b> - 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.</p>	<p>2024/25 first year of three-year contract for grass cutting. Change of contractor. Cuts now to include ‘No Mow May’ and three weekly cuts to be trialled. Wild flower areas in Wyebank Road to be extended in 2024. Quotes for hedge cutting to be obtained for autumn cut.</p>	<p>Assistant Clerk and Amenities Committee.</p>	<p>Ongoing.</p>	<p>Three-year grass cutting contract agreed – to start March 2024.</p>

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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 / Assistant Clerk and Amenities Committee.	Ongoing.	
To comply with Health & Safety.	<b>TREE SURVEY</b> - To establish condition of trees on Parish Council owned land.	Tree survey completed 2023 and report received. To undertake works identified from survey in order of urgency.	Assistant Clerk and Amenities Committee.	Survey to be undertaken every three years. Ongoing.	
Provision of bins.	<b>DOG &amp; LITTER BINS</b> To ensure there are enough bins, they are emptied regularly and replaced/repaired if faulty.	Rolling contract in place with Forest Equipment Services Ltd. Several new bins installed recently.	Clerk / Assistant Clerk / 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.	<b>YOUTH PROJECT</b> 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.	Ongoing.	Youth Worker Emily Pettiford appointed at the September 2021 full council meeting. Dec 2023 - Funding for year 3 raised. Report on first 2 years of project prepared and published.
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	Part of Wyebank Road wildflower planted by Scouts/rainbows and members of the	Experts deem 2023 growth very successful – to be extended through new grass cutting contract 2024.

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				public March 2022. Cut and take away arisings each September.	
Climate Emergency – declaration and action.	<b>CLIMATE</b> 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 <sup>th</sup> ) Jubilee – now Coronation Fund. £13,800 remaining from Future Significant Projects reserves allocated for Jubilee / Coronation projects.	To provide a shelter / gazebo on Tutshill Recreation Ground in conjunction with Tidenham War Memorial Hall Trust to mark the Jubilee.  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.  Introduction of Community Garden on Parish Council land adjacent to allotments.	Obtain Lawful Development Certificate advice from FoDDC. Design and price agreed by Council and Trust.  Forestry England agreed to clear. Must use their own design bench – quotation obtained and agreed.  LDC obtained. Councillor Jenkins new lead – launch with public consultation meeting January 2024.	Clerk and Council.  Clerk and Council.  Clerk and Council.	Ongoing.  May 2022  Ongoing	Installation postponed June 22 due to objections from local residents and Trust requesting LDC prior to installation.  Replacement plaque required. Forestry England will maintain the area around the bench and sign.
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.	Assistant Clerk and Planning and Highways Committee and volunteer members of the public.	Ongoing. Suitable locations throughout the parish identified by Police and Glos CC Highways. Register of volunteers now held by Assistant Clerk – Dec 2023. First Speedwatch early 2022. New	’20 is plenty’ signs and speed monitoring equipment ordered through Glos CC funding July 2022. Awaiting installation.

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		<p>Stakeholder meeting held by Parish Council - August 2023 following fatal accident on Beachley Road.</p> <p>Public meeting held by Parish Council November 2023 to update public on progress so far. Awaiting result of inquest but speed safety measures being considered.</p>	<p>Clerk/ Assistant Clerk/Councillors/District and County Councillors/County Highways/local Police/Police Road Safety officer.</p> <p>As above.</p>	<p>campaigns now held every 2-3 months. August 2023.</p> <p>November 2023.</p>	<p>Public meeting to be held once more details available.</p> <p>Ongoing.</p>
<p>Closed Churchyards – including walls.</p>	<p>To seek to reduce the financial burden of the closed churchyards in the Parish – average expenditure over past 5 years and quotation for current year 10% of precept.</p>	<p>Ascertain historic agreement to maintain and Parish Council obligations. Open dialogue with the FoDDC, local church PCC and Gloucestershire Diocese on the future expectations and financial commitment</p>	<p>Clerk / Clerk’s Assistant / Council / Amenities Committee / Diocese.</p>	<p>Ongoing.</p>	<p>School informed of unsafe wall on churchyard footpath and advised to use an alternative route to the Church - September 2021. FoDDC confirmed they are not responsible for repairs – Amenities Committee to plan way forward. Meeting with Bishop of Gloucester and diocese architect held on site</p>

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					August 2023. Public day to be arranged during winter months 23/24 to remove ivy from walls to better gauge work required.

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

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

**Reviewed and e-adopted by Full Council December 2023 – Minute 2023/24 Page 26 Item 19**