

## Wall Parish Council Action Plan

### Aims:

This action plan sets out what Wall Parish Council (PC) plan to do over the next two financial years.

By publishing this action plan, the council can help those who live, work and visit the Parish see what it is doing on their behalf.

Wall Parish Council finances are almost entirely derived from raising a precept via the Council Tax system. This precept must be declared at the end of January each year to Lichfield District Council and therefore this plan will be drafted from October onwards each year allowing it to evolve as the budget is prepared for the financial precept calculations.

The plan considers the issues facing the PC and its ability to respond with the resources available and how the Council will prioritise those resources. Of immediate importance is the Local Government Reorganisation that is currently being debated. Depending on the changes implicating Parish Councils this plan will need to be constantly monitored and reviewed, as necessary. It will serve Wall Parish Council as a planning tool and as a review process to measure its performance.

| Objective   | Action  | Responsibility             | Timescale |
|---|---|----------------------------|-----------|
| <b>Governance</b>   |   |                            |           |
| Transparency Code compliancy  | Publish Annual Governance Audit Review, end of year accounts, expenditure over £100, agendas, minutes, and means of contacting the Council on the website (and noticeboards where applicable)                                     | Clerk                      | ongoing   |
| Ensure council policies and procedures are reviewed and updated as necessary                          | Policies/procedures to be scheduled, and tracked for review throughout the year as appropriate  | Clerk and Parish Council – | ongoing   |
| Ensure that the Council meets Health & Safety requirements for its staff, councillors and volunteers. | <ul style="list-style-type: none"> <li>• Renew PC Insurance</li> <li>• Risk Management Schedule – reviewed by Council annually</li> </ul>   | Clerk and Council          | annually  |
| Ensure the council has access to professional guidance, advice, and training                          | Maintain subscriptions to Society of Local Council Clerks (SLCC) & Staffordshire Parish Councils Association (SPCA)   | Clerk and Parish Council   | annually  |
| Work towards quality status   | To develop and implement a quality improvement framework that aligns with national standards and local priorities, embedding a culture of continuous improvement transparency and community engagement in all council operations. | Clerk and Parish council   | 2-4 years |
| Objective   | Action  | Responsibilities           | Timescale |
| <b>PLANNING</b>   |   |                            |           |

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| Consider all planning applications which fall within, and impact upon, the Parish | Clerk to ensure all planning applications are referred to councillors and included on the agenda when possible. Clerk to seek time extensions from LDC when necessary. Clerk to ensure that council's objections / comments are formerly reported to the planning authority in time. | Clerk               | Ongoing     |
| PC Concerns and queries   | Follow up reported concerns by the PC to planning breaches   | Clerk & Councillors | immediately |

| Objective  | Action   | Responsibilities              | Timescale                |
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| <b>INFRASTRUCTURE</b>  |  |                               |                          |
| Highways - to ensure parish infrastructure including, roads, pavements, verges, trees and hedgerows are adequately managed and maintained. | <ul style="list-style-type: none"> <li>• To report to Staffordshire County Council Highways all faults or repair needs, including potholes.</li> <li>• Follow up all previous unresolved reported issues with the new County Councillor</li> </ul> | Clerk and parish council      | Ongoing<br><br>Immediate |
| To plan and spend Community Infrastructure Levy Funding  | Decide how to use CIL Funding received last year.<br>Spend to be recorded under special section on SCRIBE  | Parish council                | Within set 5 year limit  |
| Public Rights of Way and footpaths   | To improve access to PRoW within the Parish collaborating with SCC PRoW team and landowners  | Parish councillors<br>SCC     | ongoing                  |
| Provision of Gateway signage for the Parish  | To enhance local identity and rural settlements by installing gateway signage at key parish entry points and hamlet identification signs throughout the area.  | Clerk & councillors           | Over 2 years             |
| Provision of floral displays   | To provide floral enhancements within the village to include village entrance sign planters, improving the environment and creating a sense of well being  | Councillors, clerk, residents | Over 2 years             |

| Objective   | Action  | Responsibilities               | timescale             |
|---|---|--------------------------------|-----------------------|
| <b>MAINTENANCE</b>  |   |                                |                       |
| To continue to promote ways of reducing litter and dog mess | <ul style="list-style-type: none"> <li>• To ensure that sufficient litter and dog-mess bins are provided and emptied regularly.</li> <li>• Seek the support and cooperation of residents and visitors in keeping the village clean</li> <li>• Renew LDC dog bin emptying contract for the 2 bins</li> </ul> | LDC contract<br>Parish council | Ongoing<br><br>annual |
| To monitor and maintain defibrillator.                      | <ul style="list-style-type: none"> <li>• To carry out and record regular inspections on 'The Circuit.' To ensure that all consumables are replaced as</li> </ul>  | Cllr Sampson, Clerk            | ongoing               |

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|  | and when necessary.<br><ul style="list-style-type: none"> <li>• Report any faults or interruption in provision.</li> </ul>   |   |   |
| To ensure that all council assets are maintained in a safe and proper manner | <ul style="list-style-type: none"> <li>• To review and maintain asset register ensuring all assets are properly identified and listed.</li> <li>• To carry out regular inspection of assets and undertake any maintenance required.</li> <li>• Annual machinery safety checks arranged in March</li> <li>• To ensure insurance cover is adequate.</li> </ul> | Clerk using SCRIBE records<br>Councillors<br><br>Cllr Saxton<br>Hiscox /Gallagher | As required<br>ongoing<br><br>March<br>June |
| Website improvement  | To review and enhance the Parish Council's website to ensure it effectively serves the residents and accurately represents the work and values of the Council. Keep key documents updated, relevant news items to be added as required   | Clerk<br>Website manager  | ongoing                                     |

| Objective  | Action   | Responsibilities                     | Timescale                  |
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| <b>COMMUNITY ENGAGEMENT</b>  |  |                                      |                            |
| To encourage County and District Councillor participation                  | Invite District and County Councillors to parish council meetings and encourage participation at meetings  | Clerk, County Cllr<br>District Cllrs | PC meetings<br>bi-monthly  |
| Maintain and update village notice boards                                  | Ensure that village notice boards are maintained, literature displayed is current, relevant and well presented.<br>Ensure that Council meeting agendas and other required notices, are displayed at appropriate dates and times. | Clerk<br><br>Clerk                   | Ongoing<br><br>As required |
| Website  | Increase information & resources useful to residents   | Clerk,web manager                    | As required                |
| Support & promote groups & organisations within the Parish                 | <ul style="list-style-type: none"> <li>• Councillors where possible to attend organised events. To promote organised events e.g. posters</li> <li>• Create awareness of grant opportunities</li> </ul>                           | Councillors<br><br>Clerk             | ongoing                    |
| To engage with residents and ensure new residents are introduced to the PC | To explain what the Parish Council is and what it does to involve local people and seek candidates for elections   | Clerk and Parish Council             | ongoing                    |

| Objective                | Action   | Responsibilities    | Timeline |
|--------------------------|--|---------------------|----------|
| <b>TRAINING</b>          |  |                     |          |
| To encourage and support | <ul style="list-style-type: none"> <li>• To notify and promote attendance at appropriate training</li> </ul> | All councillors and | Ongoing  |

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| training and development opportunities for councillors                                | <p>courses for new and existing councillors to enable them to better assist the council in achieving its aims and objectives.</p> <ul style="list-style-type: none"> <li>To ensure sufficient funding is provided through the annual budget.</li> </ul>          | <p>Clerk</p> <p>Training Providers:<br/>SLCC and SPCA<br/>LDC</p> |   |
| To encourage and support training development opportunities for employees.            | <ul style="list-style-type: none"> <li>To support the Clerk in attendance at appropriate training courses to better assist the council in achieving aims and objectives.</li> <li>To ensure sufficient funding is provided through the annual budget.</li> </ul> | Parish Council  | Ongoing   |
| To ensure induction awareness, training and development needs provided to volunteers. | <ul style="list-style-type: none"> <li>To provide appropriate induction awareness to any volunteer carrying out activities on behalf of the PC</li> <li>Provide appropriate resources to enable tasks to be carried out safely and efficiently.</li> </ul>       | <p>Clerk</p> <p>Clerk &amp; Councillors leading activities</p>    | <p>After new councillor appointment<br/>As required</p> |
| Local Government Reorganisation (LGR) training  | <ul style="list-style-type: none"> <li>attend any courses available</li> <li>work with parish network and neighbouring parishes</li> </ul>   | Clerk, councillors<br>SLCC, NALC,LDC                              | Until LGR established                                   |

Approved at Full Council: 18<sup>th</sup> November 2025

Review date: November 2026 or when required