

CLIVE PARISH COUNCIL ACTION PLAN 2023-24

Parish Council Aims

- foster a vibrant and flourishing local community and improve the quality of life for everyone who lives and works in Clive
- 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

- 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
- 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, and ensure that crime remains low 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

The Action Plan is/will be informed by:

- the Parish Plan and subsequent reviews
- the Place Plan
- Community representation at Council and Parish meetings

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

- Community engagement (surveys, Social Media, etc.)

This action plan is a 'live' document and is reviewed and updated 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. [Village and parish maintenance](#)
6. [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 increase democratic accountability	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)	Web accessibility checks completed and statement published. Some corrective work necessary. All published agendas, minutes, and policies will be in an accessible format (where possible)	All audit and year-end Transparency docs published online May/June 2023. Agendas and

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					moving forwards.	mins published on ongoing basis.
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	Ongoing
Clive & Grinshill Newsletter	O	Improve communication, maximise engagement, and stimulate community spirit, especially for those without website access	1. Provide regular, relevant updates throughout the year on parish matters and Council activities.	Precept (part of clerk's duties), possible budget implications e.g. donations	Ongoing	Ongoing
Community Engagement	O	Improve communication, maximise engagement, and stimulate community spirit	Follow actions in the Community Engagement Policy	Possible budget implications e.g. room hire, consultation costs, etc.	Ongoing	Ongoing
Noticeboards	S to M	Improve communication, maximise engagement, and stimulate community spirit, especially for non-internet users	1. Councillors to publish agendas and other Parish Council notices on PC-owned notice boards.	No budget implications.	Ongoing	Ongoing

2. Roads and transport

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Vehicle	S to M	Reduce speeding and	1. Install and maintain vehicle	Grants, Council	1. PC applied for police	VAS installed

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
Activated Speed (VAS) device		encourage compliance to the 30mph speed limit throughout the village.	activated speed indicator device(s) at strategic points in village (Quarry View/Station Rd/Wem Rd) 2.Councillors and/or volunteers to download vehicle data at regular intervals and report to PC meetings.	reserves	grant towards 3 rd VAS on Wem Rd but amount needed above max grant available. PC agreed Jan 2024 to allocate £2k from Parish Projects EMR and approx. £1500 from CIL Neighbourhood Fund to go towards Wem Rd VAS. Clerk to obtain fresh quotes and reapply for police funding in April. 2. Quarterly VAS considered Feb mtg, extracts from term time to be shared with police.	Quarry View VAS installed Nov 2020 Station Rd VAS installed Nov 2021
Community speed watch	O	Reduce speeding and encourage compliance to the 30mph speed limit	Arrange speed data collection within village through Community Speed Watch volunteer group (through WM Police)	West Mercia Police, Precept (clerk's duties),	Ongoing	Ongoing
Road condition	O	Improve the condition and safety of highways throughout the parish	1.Report pot holes, road surface concerns, surface flooding etc. to Shropshire Highways. Follow up delays/repair issues with SC.	Shropshire Highways, Precept (part of clerk's duties), local estates.	Urgent repair work done to edge of highway Preston Brockhurst to Clive June 2023. No current	Ongoing

Adopted: June 2019
Last reviewed: Feb 2024
Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			2. Report mud on road to farms as needed.		concerns. Ongoing as needed.	
Public transport	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), SC/Contractors as necessary.	1. Ongoing correspondence with Arriva, SC, and Helen Morgan MP re. reduction in 511 service from April 2023 and complaints about unreliable service (July 2023). PC to ask for assistance from SC and Helen Morgan. 2. Awaiting response from SC re. High Street roadworks (March 2024) and impact on 511 bus.	Ongoing
Signage	O	Improve the condition and safety of highways throughout the parish	1. Report missing/defective/dirty signage to SC Highways. 2. Address local signage issues where Highways unable to help	Predominantly Shropshire Highways.	1. Yorton bridge, one missing sign before bridge. Chased Jan 2024. 2. Satnav error sign installed Hillside Dec 2022. SC installed Unsuitable for motor	Ongoing Completed May 2023

Adopted: June 2019
Last reviewed: Feb 2024
Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					vehicles sign May 2023. Google maps and other satnav company maps amended to show no through road. No further complaints of stuck vehicles rec'd.	
Traffic calming at school access points	M - L	Improve road safety	1. Work with SC to introduce traffic calming measures around school access points, e.g. 20mph limit around Whitley's Drive, plus ideally engineering e.g. speed bumps, etc. to enforce the speed limit.	Would need SC approval so either SC Highways and/or CIL Local	PC submitted this as project for 2023 Place Plan (Aug 2023).	

3. Planning

Matter	Timescales	Objectives	Action	Funding source	Update on progress	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. Submit well-considered and timely responses to applications to Planning Portal, bearing in mind	Precept (part of clerk's duties)	Ongoing	Ongoing

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Completed
			material considerations and existing regional and national planning policies.			
Local Plan Review	S	Respond to statutory consultations on time and in line with the most recent published Parish Plan and interests of the community	1.Publicise latest consultation stage, and background info on PC website, encourage residents to respond directly. 2.Engage with community to gauge development preferences, before agreeing formal response.	Precept (part of clerk's duties), possible overtime needed for community engagement.	1.PC website and newsletter and notice boards are updated with consultation info and docs as needed. Still no dates for Stage 2 hearings yet.	
Neighbourhood Plan	M to L	Give community stronger voice and input into future planning decisions affecting Clive	1.Investigate impact of proposed planning reforms on NPs, and if proceeding: 2.Decide on consultant 3.Agree Terms of Ref for Steering group and consultation strategy. 4.Vision event with community	Locality funding, possible budgetary implications	No objections to NP area designation consultation. Approved by SC cabinet (November 2021). Locality funding for 2023-24 now closed (fully allocated). Awaiting news on possible funding for 2024-25. PC plan soft launch at Annual Parish Mtg (provisionally April 2024).	
Housing needs	S	Identify local housing needs in Clive	Work with Right Home, Right Place (Shropshire Council) to arrange possible	Shropshire Council, other budgetary	Housing Needs Survey originally proposed for Winter 2021. No	

Adopted: June 2019
Last reviewed: Feb 2024
Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Completed
			housing needs survey in Clive	implications to be identified	further updates received.	

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"> Promote Parish Council Grants Awarding scheme to encourage interest Encourage collaborative working with organisations. Budget for donations in 2023-24 	No budget for donations 2023-24, except £175 for newsletter, and £250 upkeep for RFA, and one-off £1500 for wall project.	One-off £1500 donation to RFA for wall repair project (April 2023). £250 RFA upkeep contribution made June 2023. £500 contribution budgeted for 2024-25. Newsletter donation (£175) approved Feb 2024.	
Village Hall	S to L	Provide opportunities for leisure, recreation, and sports in the village	Support refurbishment of Village Hall project	Council took out PWLB loan for £7500 for Veolia CTP	Renovation work completed May 2023. No further projects needing PC support at present.	May 2023
Village Hub	O	Provide opportunities for leisure and recreation in the village.	Support and promote the Village Hub as a valuable social space for residents	No budgetary implications at present.	Submitted projects for Place Plan (refurb toilet facilities and replace flat roof).	Ongoing
AED	O	Continued provision of AED to ensure health of local community.	<ol style="list-style-type: none"> Conduct regular checks on AED. Replace parts as needed. Organise CPRD training 	Earmarked reserves (now depleted) and general	1. AED replaced with newer model Spring 2021 (10yr warranty). Volunteer checks	Ongoing

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			for local community. 3. Follow policy for maintenance and running of AED scheme.	reserves.	ongoing every fortnight, dates logged by clerk after each meeting. AED pads replaced July 2023. Expect to replace AED battery summer 2024. Electrician to check cabinet heater. 2. No training organised yet for 2024, needs promotion to get numbers before booking dates.	
Post Office	O	Support local businesses and economic activity	Promote use of local Post Office, support Village Hall.	No budgetary implications.	Opening hours reduced June 2023 (Weds 2-3.30pm only). Cllrs to monitor.	
Grinshill and Corbet Wood	M to O	Provide safe, healthy, and timely opportunities for leisure, recreation, and sports	1. Work together with Grinshill PC, landowners, and MTB groups to tackle littering and safety matters	Budgetary implications to be identified	1. User group has been set up to identify safety improvements and ways to avoid conflict. No progress/updates in quite some time.	
Events	O	Foster a vibrant and flourishing local community	Support, promote, and have a presence at community events such as the Village Hall Christmas event, Village Fete, Village	Budgetary implications to be identified	Helped promote School anniversary events in 2023. PC sponsored Let's Talk about Falls Event Sept	Sept 2023

Adopted: June 2019
Last reviewed: Feb 2024
Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
			Hub quiz nights etc.		2023. PC helping coordinate Blood Pressure Clinics in VH. Date(s) TBC.	

5. Village and parish maintenance

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
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.	Earmarked reserves (£228) and £200 budgeted for repairs and maintenance in 2023-24	1. Annual inspections in progress, to be completed Feb/March 2024.	
Rights of Way	O	Maintain safe, accessible, and attractive local environment. Provide safe, healthy, and timely opportunities for recreation.	1. Support P3 volunteer group to maintain footpaths in Clive & Grinshill parish area. 2. Work with P3 and SC to look into re-opening/re-routing ROWs as needed. 3. Council to report overgrown vegetation/trees to SC/landowners as needed.	Shropshire Council. No budgetary implications.	P3 outings able to resume. P3 members negotiating with landowner re. blocked ROWs at Hills Farm. No recent activities. 3. Overhanging trees Hillside – Sansaw completed work Nov 2023.	
Environmental	S and O	Maintain clean, safe,	1. Council to monitor and	£200 budgeted	Encroaching vegetation	

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
maintenance		accessible, and attractive local environment	report if any grounds maintenance needed in Parish	for repairs and maintenance in 2023-24	Mine bank. Request SC Highways to clear.	
Grinshill Hill/Corbet Wood	S and O	Maintain clean, safe, accessible, and attractive local environment	1.Tackle litter on the Hill.	Shropshire Council, small PC contribution for prize for school competition	1. Extra litter picking equipment (6xsets) rec'd. 2. Littering poster competition with schools. 50 x posters printed – some have been put up around the village and Hill.	
Dog fouling	S and O	Maintain clean, safe local environment	1.Encourage residents to report fouling incidents direct to SC. PC to follow up repeat incidents with SC. 2.Use newsletters to remind owners to clean up dog mess. 3.Liaise with SC re. dog waste bins in problem areas.	Budgetary implications to be identified.	On Glat, behind church and at School. PC to research possible options to address, as well as local comms, and poss item for APM.	Ongoing
Wildflower sowing (Field Drive to Back Lane)	M	Maintain clean, safe, accessible, and attractive local environment	1. Obtain permission from SC to prepare ground and sow wildflower seeds on verge	£200 allocated for Repairs and maintenance in 2023-24.	Talk by RSVP June 2023. Submitted as Place Plan project. Cllrs and vols did groundwork and sowed seeds either side Field Drive Jan 2024. Wem Rd and High Street triangle	

Adopted: June 2019
Last reviewed: Feb 2024
Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					to be done.	

6. 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. 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. 	£210 budgeted for staff and member training in 2023-24	<ol style="list-style-type: none"> 1. Clerk is CiLCA qualified. 2. SALC annual membership paid May 2023. SLCC membership paid Sept 2023. 	Ongoing
Finances	O	Ensure compliance with legislation and proper practice and deliver best value for taxpayers.	<ol style="list-style-type: none"> 1. Follow proper practices, monitor budgets quarterly to ensure finances are well-managed and align with action plan, and that best value is always sought. 2. Internal controls checks every 6 months. 	Precept (part of clerk's duties)	<ol style="list-style-type: none"> 1. Clerk follows Financial Regulations and Practitioner's Guide for managing council finances. 2023-24 precept rec'd April 2023. Clerk to submit updated VAT reclaim once total spend has accumulated above £100. 2024-25 precept request submitted Jan 	Ongoing

Adopted: June 2019

Last reviewed: Feb 2024

Review due: April 2024

Matter	Timescales	Objectives	Action	Funding source	Update on progress	Date completed
					2024. 2. Internal controls completed by PH Sept 2023. No issues. To be scheduled in again March 2023.	
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 2021-22 2.Submit exemption certificate to external audit for 2021-22. 3. Publish documents in accordance with Transparency Code.	Precept (part of clerk's duties). £250 budgeted for audit fees in 2022-23.	Internal audit completed April 2023 and exemption status confirmed by PKF Littlejohn 14.05.2023. AGAR approved May meeting and published on website, period of exercise of public rights concluded. Internal auditor appt'd Jan 2024.	Int. audit - April. All other req's completed May 2023
Council vacancies after election	S	Increase public involvement in the local community. Ensure compliance with legislation.	Notify community of vacant seats and co-opt within 35 working days.	Precept (part of clerk's duties).	1 x vacancy. PC to advertise and co-opt March.	
Local Council Award (Foundation)	M and O	Ensure Council meets recommended standards to deliver best service	1.Maintain Foundation Local Council Award. 2.Consider upgrading to Quality Level.	No budget implications at present.	Foundation accreditation successfully achieved July 2020.	July 2020

Adopted: June 2019
Last reviewed: Feb 2024
Review due: April 2024