Norton Parish Council Action Plan 2026/27
Adopted at the Parish Council Meeting on 17.09.25, to be reviewed and updated annually.
Reviewed 20.05.26
Next Schedule Review May 2027

Parishes are the smallest areas of civil administration in England and provide the statutory tier of local government closest to the people. Parish councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- Provide views on behalf of the parish, on planning applications and other proposals that affect the parish
- Undertake projects, family events and schemes that benefit local residents
- Work in partnership with other bodies to achieve benefits for the parish
- Alert relevant authorities to problems that arise or work that needs to be undertaken
- Help the other tiers of local government keep in touch with their local communities

Parish councils have a wide range of powers which essentially relate to local matters, including looking after community buildings, open space, play areas, war memorials, etc. They also have the power to raise money through taxation, the precept, which is the parish council's share of the council tax.

Norton Parish Council strives to work on behalf of parishioners on the issues that matter to the village. In order to help plan for the year ahead, it has created an Action Plan which details the key objectives and actions it hopes to achieve during 2025/26, in addition to its overall responsibilities.

The parish council is always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the parish council may assist - please contact the clerk, contact details below.

This action plan will enable parishioners to be kept fully informed of what is being planned and what has been achieved in the parish. It will be reviewed and updated annually.

No.	Aims	Objectives	Actions Recommended	Timescale	Budget	Power
1.	**Accounts and Audit** To ensure that there is transparent information about payments, annual return, audit documents, budget, precept available	• Publish on parish council website • Post on notice boards	Clerk with support of councillors	Within 1 month of approval by council or auditor	Within salary budget	Local Government Act 1972 Section 112
2.	**Parish Council Administration** To ensure the parish council administration is run in an efficient and timely manner and that information is open and transparent	• Publish agendas, minutes, calendar of meetings, policies and contact details on parish council website • Post on noticeboards	Clerk with support of councillors	Within 1 month of availability/approval by council		Local Government Act 1972 Section 112
3.	**Review Policies** To ensure all council policies and procedures are reviewed annually/or	• Create list of policy and procedure review dates	Clerk to add to agenda as required throughout the year	Quarterly or annually as specified on document	Within Salary budget	Local Government Act 1972 Section 112

	as specified and updated as necessary	• Diarise to ensure they are added to appropriate agenda for required review				
4.	**Health and Safety** To ensure the parish council meets health and safety requirements for its staff, councillors and public at events and activities. To ensure there is adequate insurance cover	• Health and safety risk assessment to be completed as required • Annual review of asset register and activities to be provided to insurance company	Clerk with support of councillors	Asset register annual review Insurance policy renewal	Within Salary budget Insurance budget	Local Government Act 1972 Section 112 and 111 for insurance
5.	**Subscriptions** To ensure the parish council has access to advice and training to support the clerk in their role and ensure they are well informed	• Parish Council to approve annual subscriptions to GAPTC, SLCC and Glos. Playing Field Ass.	Clerk to add to agenda at appropriate time	Renew GAPTC, SLCC AND Glos.Playing Fields association	Within Subscription Budget	Local Government Act 1972 Section 143
6.	**Planning Applications** To consider planning applications in the	• Planning application information to be circulated	Clerk to deal with planning applications as specified with support of councillors	Ongoing	Within Salary Budget	Town and Country Planning Act

	interest of parishioners and respond in a timely manner	to councillors in a timely manner • Request time extension if date falls outside of parish council meeting • Submit decision to TBC within specified timescale				1990,Schedule 1, Paragraph 8
7.	**Transparency and Community Engagement** To ensure continued compliance with the relevant current legislation and to promote openness, transparency and community engagement through the use of various community media	• Compliance to be maintained through website • To contribute to newsletter	Clerk with support of councillors	Ongoing	Within Website budget	Local Government Transparency Code 2014 and Freedom of Information Act 2000
8	**Parish Action Plan**	• Ask councillors if they want to add any	Clerk with support of Councillors	Review at annual meeting	Wihin salary budget	Local Government Act 1972 Section 112

	To ensure the action plan is reviewed annually	projects or expenditure to action plan during review • Ask parishioners if they have any items they wish to add to it during the review process • Add annual review process to Annual Meeting agenda				
11.	**Playground** To maintain the playground for the safe enjoyment of children/residents	• Regular inspection	Community Volunteers	Ongoing	Within maintenance budget	Local Government (Miscellaneous Provisions) Act 1976. Section 19
12.	**Defibrillators Maintain defibrillator**	• Regular Inspection	Clerk	Monthly	Within maintenance budget	

Norton Parish Council

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