**Mickleton Parish Council (MPC) Action Plan: 2026/2027**

| | AIM | OBJECTIVES | WHO | TIMESCALE |
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| **Accounts and audit** | To ensure that information regarding the annual return, audit documents, budget, payments and precept is transparent and available | Publish information on MPC's website<br><br>Post information on village noticeboards<br><br>Maintain good financial practices to ensure MPC's decisions are both transparent and offer value for money<br><br>Utilise earmarked reserves (EMR) facilities in the finance software | Clerk/RFO and councillors | Within audit deadlines or one month of approval by MPC<br><br>EMR set up by clerk in Scribe Accounts software and reports sent to councillors |
| **Action plan** | To set up a formal action plan and ensure it is reviewed with the budget | Liaise with councillors to see if they wish to add any projects/<br>expenditure to the action plan<br><br>Hold a review process at MPC's annual meeting to include any contributions from parishioners regarding ideas they may have | Clerk and councillors | Annually (October)<br><br>Reviewed by council quarterly |
| **Administration** | To ensure MPC's administration is carried out in an efficient and timely manner, information is open and transparent and MPC complies with relevant legislation | Publish agendas, minutes, calendar of meetings, contact details and policies on MPC's website<br><br>Post information on village noticeboards | Clerk/RFO and councillors | Agendas: immediate<br><br>Clerk's notes/minutes: within one month of approval |
| **Assets** | To maintain MPC's assets | Review of asset register to ensure appropriate level of insurance cover<br><br>Log assets into Scribe Accounts<br><br>Publish land MPC owns on the website | Clerk/RFO, councillors and contractor | Asset register reviewed annually at MPC's annual meeting<br><br>Clerk ongoing<br><br>Clerk ongoing |
| **Cemetery and memorial garden** | To maintain the existing Mickleton Cemetery | Cemetery checks, including putting out cemetery bin for collection, with any issues reported to the clerk/MPC<br><br>Memorial testing plan in place | Clerk, councillors and contractor | Bin: bi-weekly<br><br>Bench check: annually<br><br>Latest tests carried out May 2025, but full check will need to be done within 5 years of initial checks, which were |

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| | | Repair works to cemetery wall<br><br>No more pre-purchases allowed except for people who have previously contacted the clerk to prevent running out of space before the cemetery extension is ready or by council agreement for those who wish to purchase a grave following the death of an immediate family member in the current cemetery, subject to availability<br><br>Add Exclusive Right of Burial records to Scribe Cemetery | | carried out in September 2022<br><br>Some repointing carried out summer 2025 and full plan agreed at the August 2026 full council meeting<br><br>Clerk ongoing |
| **Closed churchyard** | To maintain the closed churchyard at St Lawrence's | Fortnightly checks: any issues reported to the clerk/MPC<br><br>Memorial testing plan in place | Clerk, councillors and contractor | Bench check: annually<br><br>Memorial testing latest tests carried out May 2025, but full check will need to be done within 5 years of initial checks, which were carried out in August 2023 |
| **Cemetery extension** | To finalise landscaping works so that this is ready for use before the current cemetery becomes full | Plan in Scribe cemetery<br><br>Council awaiting to hear from church re consecration requirements (last update given November 2026) | Clerk and burial representatives/ full council | Burial representatives to meet regarding burial layout/restrictions and any further requirements, such as benches, and report to clerk |
| **Charity commitments** | Fulfil responsibilities as a trustee to two charities:<br><br>Nanny Millard's Charity – Charity number 203542<br><br>Mickleton Poor's Land – Charity number 236182 | Trustees to attend meetings, as required, carry out any responsibilities and report back to council at the annual MPC meeting, as a minimum, with annual financial reports for 203542 and 236182<br><br>Clerk to ensure MPC's commitments are met as per the charities' governing documents | Clerk and councillors | Ongoing |
| **Community emergency plan** | Draw up a community emergency plan | Set up a working party to form an emergency planning team and make decisions regarding responsibilities | Clerk, councillors and working party members | Produce and contact list and update annually, or as required |

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| | | Produce a contact list to be used in case of an emergency in the parish. Post on website and in noticeboards<br><br>Take advice from district/county councils | | Information from CDC circulated to council October 2026 |
| **Community engagement and transparency** | Promote and encourage use of the multi-use games area (MUGA) facility | Organise an open day at the MUGA | Clerk and councillors | Annually |
| | Promote MPC and raise awareness of its work | Organise a 'meet & greet' event with councillors and members of the public or liaison with local organisations for a joint event | Clerk and councillors | Annually |
| | Encourage involvement in the annual parish assembly | Continuous dialogue with local groups<br><br>MPC report produced by the chairman for the parish assembly | Clerk, chair and councillors | Annually |
| | Provide a clerk's report to the Mickleton magazine | Meet publication dates | Clerk | Approx. nine reports per year |
| | Maintain an up-to-date website and social media presence | Compliance with relevant legislation to ensure transparency<br><br>Keep website updated on a regular basis<br><br>Ensure accessibility requirements are met | Clerk | Ongoing<br><br>Table formatting to be improved by website provider (in progress) |
| | Recruit full cohort of councillors: either by co-option or encouraging an election in election year | To advertise vacancies and actively encourage new councillors | | Ongoing |
| | Provide promotional banners | To promote specific MPC events and services, e.g. Christmas Carol Service, Family Sports Day, games area open day, others as needed | Clerk and Councillors | Before being needed |
| | Organise an Annual Outdoor Christmas Carol Concert | Bring the whole village together through planning, co-ordinating and overseeing | Clerk and Councillors | Outline plan agreed end June each year |

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| | | execution of an annual outdoor Christmas carol service | | All participants and key logistics confirmed by end October each year |
| | Organise an Annual Family Sports Day and Picnic | Bring the whole village together through planning, co-ordinating and overseeing execution of an annual Family Sports Day | Clerk and Councillors<br><br>Collaboration with Mickleton Sports Club | Outline plan agreed end November each year<br><br>All participants and key logistics confirmed by end June each year |
| | Establish a feedback mechanism for parishioners on key issues | Show alignment of MPC actions to the demonstrable wishes of residents<br><br>Identification of an affordable and functional feedback platform | Clerk and Councillors | Ongoing |
| | Engage the community on specific areas of common interest | Gardening Club – Planters<br><br>Mickleton Sports Club – Playing Field | Councillors | Ongoing |
| **Data protection** | To comply with regulations | Clerk to carry out data audit and documents (hard copy and electronic) to be maintained/destroyed in line with the document retention policy | Clerk | Ongoing |
| **Defibrillators** | Maintain the four defibrillators | Carry out regular inspection and replacement of parts as required<br><br>Further to taking on this responsibility in 2022, to ensure fundraising opportunities are identified and appropriate budget is in place for ongoing maintenance and replacement of old machines | Councillors and clerk | Councillors: monthly checks carried out and logged electronically on The Circuit<br><br>Contact the clerk to order supplies<br><br>Clerk: monthly checks on The Circuit and to ensure spares are available at the KGH |
| **Dog fouling** | To reduce dog fouling in the village | Respond to complaints regarding dog fouling by members of the public and encourage residents to report issues to Cotswold District Council (CDC) | Clerk, councillors and district councillor Tom Stowe | Ongoing |
| **Footpaths, public rights of way (PROW) and highways** | To support parishioners to achieving resolutions regarding complaints about footpaths, PROW and highways in the parish | Liaise with CDC regarding street cleaning and GCC regarding PROW/footpaths/highways<br><br>Signpost residents to report issues via district and county facilities (online, phone or email) and to | Clerk and councillors | Ongoing |

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| | | assist for those who do not have such access<br><br>Liaise with GCC regarding relocation of Speed sign on Granbrook Lane<br><br>Increase the number of speed cameras, candidate locations being High Street, Broadway Road, Granbrook Lane, Broad Marston Lane<br><br>Increase the number of excess speed warning signs/devices | | <br><br>Ongoing<br><br>Ongoing<br><br>Ongoing decision made at September 2026 meeting |
| **Funding** | To identify and apply for funding sources to benefit the parish<br><br>To spend Community Infrastructure Levy (CIL) and s106 monies | Keep abreast of funding opportunities via publications/websites and emails<br><br>Ensure CIL funds are spent, as appropriate<br><br>Ensure s106 residual funds are spent, as appropriate | Clerk and councillors | Funding: monthly<br><br>CIL information reported to CDC and published on the website<br><br>Raised with MPC and CDC |
| **Health and Safety** | To ensure the health and safety of MPC's staff, councillors and members of the public | Health and safety risk assessments for events and activities to be completed as required<br><br>Review the insurance cover to ensure it is both adequate and fit for purpose | Clerk and councillors | Risk assessments reviewed annually, or sooner if required<br><br>Insurance policy expires annually on 31 May |
| **Litter** | To reduce litter in the parish | Liaise with the litter picking working group<br><br>Purchase equipment via MPC or in liaison with CDC<br><br>Report any litter collection issues to CDC | Litter picking working group and clerk | Monthly |
| **Local Council Award Scheme** | MPC achieved the Bronze Award (previously foundation level), which demonstrates a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development in April 2026 | Consider if MPC can achieve the Silver Award (as it has a CiLCA-qualified clerk but does not have elected councillors) | Clerk | Ongoing |

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| **Maintenance** | To keep the village pathways and verges cut as per the mowing schedule | Monitor local paths and verges against the mowing schedule | Councillors, contractor and clerk | Ongoing throughout growing season<br><br>3-year agreement expires March 2028 |
| **MUGA and junior playing field** | To maintain the facilities for use by members of the public | Inspect equipment as per insurance requirements, to ensure safety<br><br>Carry out RoSPA safety checks and action any remedial tasks<br><br>Consider contracting out additional checks as per advice from manufacturers | Councillors and clerk | Inspections: weekly<br><br>RoSPA: annually |
| **Planning** | To consider all planning applications that fall within the parish and those of neighbouring parishes which MPC is informed | Planning application information to be circulated to planning representatives in a timely manner and placed on the agenda for consideration at a full council meeting<br><br>Clerk to request a time extension from CDC if necessary<br><br>Clerk to submit MPC's comments to CDC following a meeting decision and as per the required timescale<br><br>Planning representatives to support residents via public consultation and guidance for submitting comments for significant development applications<br><br>To include Plota planning application information on the MPC website | Clerk/planning representatives | Ongoing<br><br>Application-specific information on website<br><br>Parish Online will be implementing this in due course |
| **Neighbourhood Plan** | To drive and action the creation of a Neighbourhood Plan for Mickleton | MPC is working on a Neighbourhood Plan and has a steering group and working groups. It reports to full council at meetings | Chair and members of the steering group and working groups | Ongoing |
| **Policies** | To ensure all MPC policies and procedures are reviewed and updated as necessary | Policies are reviewed the annual meeting of MPC<br><br>Implement new policies as required | Clerk | Annually/as required |

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| **Staffing** | Annual appraisals to review staff performance and development | Review roles and responsibilities annually<br><br>Complete annual appraisals, with feedback provided by councillors | Clerk and councillors | October 2026 |
| **Staffing emergency plan** | Draw up an emergency plan | Clerk to draw up 'handover' documents in case of long-term sick or similar<br><br>Take advice from GALC regarding a locum clerk, as appropriate | Clerk | Annually/as required |
| **Subscriptions** | To ensure MPC has access to advice and training and to support the clerk and councillors in their roles and ensure they are well informed | MPC to approve annual subscriptions to Gloucestershire Association of Local Councils (GALC), Society of Local Council Clerks (SLCC), Institute of Cemetery and Crematorium Management (ICCM) and Information Commissioner's Office (ICO), so MPC is kept up to date with legislative requirements/best practice | Clerk | GALC (including NALC): annually in May<br><br>SLCC: annually in Feb<br><br>ICCM: annually in Apr<br><br>ICO: annually in July (automatic renewal) |
| **Training** | To ensure councillors, staff and volunteers receive training to enable them to carry out their roles effectively<br><br>Induction training for new councillors and staff | Inform councillors and staff of appropriate training available<br><br>Source specific training as requested by councillors and staff<br><br>Provide or source induction training for all new councillors and staff | Clerk | Ongoing |
| **Tree survey** | To carry out a survey of all MPC-owned trees to assess their condition | Tree survey completed May 2024 and remedial works identified have been carried out by another party | Clerk and contractor | Every three years unless required beforehand |