

Sheepy Parish Council - Annual Action Plan June 2026

Intent - Sheepy Parish Council will seek to develop, improve and maintain village services and facilities to the best of its ability within its budget and will have regard to the safety and interests of parishioners as a primary consideration in all council activities. It will aim to represent parishioner's views at a local, district and county level and ensure Council business is conducted in a professional manner.

Ref	Action	Implementation	Responsible Person(s)	Review frequency	Status
1.0 - Parish Council – General Matters					
1.1	Action Plan Review to ensure fit-for-purpose	<ul style="list-style-type: none"> Review at the Annual Parish Meeting the Annual Action Plan (April to March) 	Clerk	Annual (May)	New Version to be approved and signed off by Council
1.2	Compliance and function Ensure continued compliance with the relevant current legislation and delivery of the Parish Council's function, and to promote community engagement and support, openness and transparency using various communication media.	Clerk to ensure compliance is maintained through: <ul style="list-style-type: none"> Regulations & Policies – Ensure timely review based on any regulation or policy change or where local changes are required Website – ensure current at all times Monthly Parish Council meetings Parish Councillors to attend Council Meetings and represent their communities 	Clerk Clerk Clerk All Councillors	Twice yearly and as required. (November & May)	OK
1.3	Policies & Procedures Ensure all council policies and procedures are reviewed and updated	<ul style="list-style-type: none"> Clerk to ensure annual review process is on the agenda 	Clerk, (Chair) & John Ward	Annually (May meeting)	All up to date
1.4	HR Staff management and development	<ul style="list-style-type: none"> Line management of the Clerk, set development and performance objectives (including training and development requirements), undertake performance assessment and determine pay progression. 	Chair Vice Chair	Annually (April)	
1.5	Finance	<ul style="list-style-type: none"> To ensure financial procedures are followed, decisions are fully approved and auditable Ensure transactions are recorded fully and audited accounts are approved and submitted to relevant bodies (as per legal requirements and standing orders) To prepare budget and submit to Council for approval and determination of precept 	Responsible Financial Officer (RFO) Chair RFO and Full Council	Quarterly	OK
1.6	Councillor Training Ensure Councillors remain familiar with legal responsibility and role of Councillor to ensure effectiveness	<ul style="list-style-type: none"> New Parish Councillors undertaken induction training within 6 months of appointment Identify refresh training and ensure training completed for all Parish Councillors Identify other relevant training to support Parish Councillors with duties/roles 	Clerk & new Councillors Clerk Clerk	As and when required Every 5 years As required	OK To be arranged OK

Sheepy Parish Council - Annual Action Plan June 2026

Ref	Action	Implementation	Responsible Person(s)	Review frequency	Status
			Clerk	On-going	OK
1.7	IT Provision and Support Maintain the integrity of the IT systems and website and investigate ways the service can be improved	<ul style="list-style-type: none"> Replace email system and website .gov.uk 	Clerk, website provider	On going	
1.8	Communications Promote community engagement, share and engage on the work of the Parish Council. Promote specific matters that may impact the Parish and its communities	Use the following communication channels to increase engagement and share information with the Parishioners: <ul style="list-style-type: none"> Noticeboard – ensure up-to-date and tidy Website - ensure remains up-to-date and enhance webpage content to support community and community groups Newsletter – quarterly newsletter to all parishioners Social Media – liaise with recognised community groups (Facebook, WhatsApp) to promote Parish matters 	Clerk Clerk All councillors Clerk	Monthly Monthly Yearly	OK In progress OK OK
2.0 - Other Priorities					
2.1	Parish Council Assets Ensure that all council assets are maintained in a safe and appropriate manner.	<ul style="list-style-type: none"> Clerk to check on a regular basis that council assets such as seats, bus shelters, headstones, streetlights, noticeboards, village signs are maintained and in good working order. Annual review/completion of Risk Assessment for assets; highlight any risks and mitigation measures 	Clerk Clerk	Quarterly Annually (April)	OK OK
2.2	Grant and Funding Applications Seek new/additional funding sources to support delivery of Parish priorities	<ul style="list-style-type: none"> To advise applicants and receive and assess grant/funding applications as required. Make recommendations on applications to the Parish Council. Identify external grants the Parish Council can utilise to improved services and support. 	Kate Gardiner, Rob Ward	As required	<ul style="list-style-type: none"> Locality Grant for Neighbourhood Plan secured. HBBC PCIF award for Interpretation Signs Application to Members Highway Fund (County Councillor) Support to other groups for PCIF funding
2.3	Flood and Incident Management Ensure community response plan is in place, emergency equipment	<ul style="list-style-type: none"> Liaise with community on issues raised and with HBBC/LCC/EA/STW to resolve issues 	LCC Flood Wardens, all councillors	As required Annually	OK OK To be completed ASAP

Sheepy Parish Council - Annual Action Plan June 2026

Ref	Action	Implementation	Responsible Person(s)	Review frequency	Status
	is stored in both Sheepy & Sibson and flood wardens appointed.	<ul style="list-style-type: none"> Revise the Community Response plan by assembling network of volunteers and raising awareness of plan and procedures to the community. Share Community Response Plan with Leicestershire/Warwickshire Fire and Rescue Service Maintain emergency equipment at all designated sites 			OK
2.4	<p>Groups and organisations</p> <p>Parish council to support various groups across the Parish to maintain and enhance our community support and spirit.</p>	<ul style="list-style-type: none"> All councillors to support and attend parish community group events Maintain dialogue and visibility with village/community organisations. Parish Council to consider requests for financial support (via the Grant applications committee) where necessary. Parish Council to select representatives to participate in the following steering groups/committees: Thomas Leaving Charity, Sheepy Memorial Hall Committee, Sibson Village Hall Committee, SPFA, PTA, SGNS. Representatives to provide updates to Council as necessary Encourage all events to be run safely and following HBBC events toolkit (https://www.hinckley-bosworth.gov.uk/arrangingevent) 	<p>Clerk & Councillors</p> <p>See 2.2</p> <p>Appointed Councillors/officers: Thomas Leaving Charity: Rob Ward Sheepy MH: Clive Stretton Sibson VH: Brian May SPFA: Clerk, Tree Warden</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>OK</p> <p>OK</p> <p>OK</p> <p>OK</p> <p>OK</p>
2.5	<p>Planning Applications</p> <p>Consider planning applications in the interest of parishioners and ensure in line with Neighbourhood Plan policies.</p>	<ul style="list-style-type: none"> Clerk receives and forwards (in a timely manner) to Councillors via email, notifies via the WhatsApp Group and places link on Parish Council website. Relevant Ward Councillor to review application and get feedback from parishioners; feedback to Council Applications reviewed by Councillor review team and draft response prepared for NP Steering Group to review (ensuring compliance with NP policies and identifying any specific policies that apply) Councillor review team makes recommendation to Parish Council for discussion and approval. Clerk submits consultation response to relevant planning authority (HBBC, LCC etc) ahead of deadline and records response on websites 	<p>Clerk</p> <p>Councillors</p> <p>Clive Stretton & John Ward & NP Steering Group</p> <p>All Councillors</p> <p>Clerk</p> <p>Clive Stretton & John Ward</p>	<p>As required but in line with planning application timelines</p> <p>Annually</p>	OK

Sheepy Parish Council - Annual Action Plan June 2026

Ref	Action	Implementation	Responsible Person(s)	Review frequency	Status
		<ul style="list-style-type: none"> Review of planning application outcome and implementation of any planning conditions 			
2.6	Neighbourhood Plan Maintain the Plan to keep current to protect and enhance the Parish based on Parishioner's consultation feedback and adopted policies.	<ul style="list-style-type: none"> Review and maintain the MADE Neighbourhood Plan: progress with revisions to current plan to ensure it continues to be effective Steering Group to support the Parish Council with all matters connected with the Neighbourhood Plan including HBBC consultation on Local Plan All policies to be referred to and applied when reviewing planning applications. 	(Chair, NP Steering Group)	Ongoing	OK
2.7	Heritage Street Lighting Operate & maintain in Sibson	<ul style="list-style-type: none"> Operation, and inspection of heritage lighting in Sibson. Review/approve expenditure on a yearly basis 	Clerk and Brian May Parish Council	Annually	OK
2.8	Sports, recreation and open spaces Support in ensuring facilities are made available, maintained and enhanced based on Parishioner and community need.	<ul style="list-style-type: none"> Work closely with Sheepy Playing Fields Association to support provision of recreational facilities and opportunities for all age groups. Support SPFA in development of an evidence-based approach to identifying new initiatives, i.e. use of Neighbourhood Plan consultation responses and liaison with community groups 	Clerk & Chair (Rob Ward)	Quarterly	OK
2.9	Grounds Maintenance Contract Ensuring effective maintenance of parish council land-based assets to ensure an attractive environment	<ul style="list-style-type: none"> Develop/review maintenance specification that is comprehensive and can be used as a basis for tendering and performance assessment Put out to tender and award (following approval by Council) a Ground Maintenance Contractor to a suitable contractor. Monitor performance of contractor against agreed contractual commitments 	Clerk Clerk Clerk and 1 councillor	Annually Every three years Monthly	Specification to be reviewed (Autumn 2027) Expected Winter 2027 Ongoing
2.10	Trees, wildflowers, bulbs and biodiversity Protecting and enhancing the Biodiversity across the Parish	<ul style="list-style-type: none"> Tree Warden to support the Parish Council with the work to ensure the safety and protection of trees. Continue to promote and encourage the planting of trees and support with applying for funding or initiatives. Encourage more wildflowers and planting across the Parish 	Tree Warden	Quarterly	Ongoing, with LCC providing evidence of effectiveness of actions

Sheepy Parish Council - Annual Action Plan June 2026

Ref	Action	Implementation	Responsible Person(s)	Review frequency	Status
2.11	Public Rights of way and footpaths & Interpretation Signs	<ul style="list-style-type: none"> Report damage and ensure timely repairs by LCC / HBBC Design and install Interpretation Signs across Parish 	Clerk	Ongoing	Ongoing
2.12	Farming Matters Support, understand and work with farming community.	<ul style="list-style-type: none"> Share, review and improve farming issues in the Parish 	David Clarke	6-monthly (Feb/July)	OK
2.13	Fly Tipping	<ul style="list-style-type: none"> Report and monitor regular fly tipping and work with HBBC 	All councillors	Quarterly	Fly tipping – growing problem
2.14	Speeding awareness & management Monitor and work with relevant organisations to improve road safety and reduce nuisance by reducing speeding and motorbike disturbance.	<ul style="list-style-type: none"> Establish a working group to identify, review and prioritise practical and deliverable Parish-wide initiatives that are suitable for Sheepy Parish. Liaise with other agencies to achieve a co-ordinated approach, support and potential co-funding Manage mVAS siting, data collection and analysis to inform a parish-wide evidence base of speeding issues. 	Neal Wood Road Safety working group Clerk	Quarterly	mVAS being monitored regularly
2.15	Heritage Matters Ensure that protection and enhancement of heritage assets in the Parish	<ul style="list-style-type: none"> Work closely with HBBC to monitor the condition of The Cock Inn, and support in its re-opening as a community asset 	Clerk Josh Melen	As required	Regular reports provided and liaison with HBBC