Wigginton and Hopwas Parish Council Action Plan 2027-2029

Adopted by the Parish Council on: 16th October 2023
Revisions approved on: 5th November 2026
Next review date: 2nd November 2028

Introduction

This action plan sets out what Wigginton and Hopwas Parish Council plan to do over the next two financial years.

The plan considers the issues facing us and our ability to respond with the resources available and how the Council will prioritise those resources.

This plan has been prepared and approved by your Parish Councillors, it will aid us as a planning tool and as a review process to measure our performance.

By publishing this action plan, we can help those who live, work and visit the Parish see the work we are undertaking on their behalf.

Context

This is our fifth action plan, through the Parish Plan we can have a shared vision and direction, protect what is important and consider new ways of achieving our goals and getting things done.

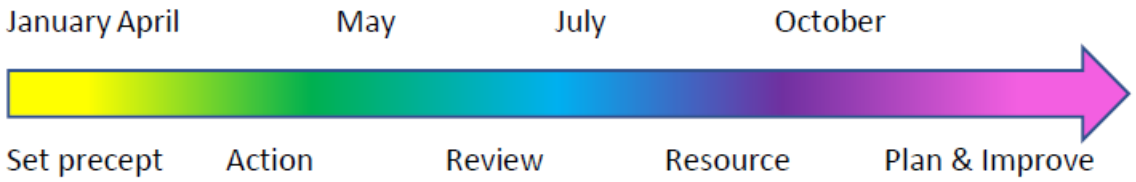
Wigginton and Hopwas Parish Council, as the first tier of local government is uniquely situated to provide the forum for understanding and supporting the needs of this community. The Council provides advocacy on behalf of its residents and liaises with other organisations (including public bodies) to bring in services or procure them. Day to day, the Council seeks to find solutions for issues arising within the community, looks for highly skilled workers and local volunteers to make improvements to our surroundings and promote a better quality of life for all.

Basis of the Planning Cycle

The Parish Council plan is a continuous system of gathering information, formulating actions, acting, measuring the outcomes and suggesting further improvements. Once specific actions are greed to deliver this plan, they are entered into the Actions Register which is monitored by the Council.

Key Dates

Our finances are primarily derived from the precept within the Council Tax system. This precept must be declared at the end of January each year to Lichfield District Council and so this plan is drafted in autumn each year, allowing it to evolve as the Budget is prepared for the final precept calculations.



What is a Parish Council?

A civil parish is an independent democratic unit for villages, smaller towns and suburbs of urban areas. Each Parish has a meeting of all its electors and where the electors exceed 200, have a Parish or Town Council. Wigginton and Hopwas Parish Council have approximately 1204 electors. This is expected to rise further as the property developments in Arkall Green continue.

The Parish Council is a small local authority; its councillors are elected for four years at a time in the same way as other councils. By-elections may be held to fill vacancies between elections or members may be co-opted if no election is called.

The Council is the corporation of its parish in Lichfield, and it covers the villages of Wigginton, Hopwas and Comberford. In May of each year, the Councillors choose a chairperson from their number. In Wigginton and Hopwas there are 7 councillors who make up the Parish Council. The Parish Council employs a part-time Clerk to manage the administration.

Powers and Duties

Parish Councils have many powers and a handful of duties set out in legislation. A duty is something that a council must do, a power is something it may do if it so decides. A Parish Council cannot do anything that is not permitted by law.

What do we do?

The Parish Council acts as custodian to several assets within the villages including Hopwas Playing Field and the equipment there, park benches, litter and dog waste bins, the Samuel Parkes VC War Memorial, 4 bus shelters, 4 Community Noticeboards and computing equipment for administration. The Council is responsible for the maintenance, repairs and insurance for these items and facilities.

Although Lichfield District Council is the Planning Authority, the Parish Council is consulted on each planning application made in the Parish and these are considered by councillors at each meeting. Lichfield District Council are informed of their views.

At each meeting, the Council discuss the correspondence received from residents and local organisations. Community issues are also considered, for example crime, highways, maintenance in the public realm and issues arising with Parish Council assets. The Council can act as an advocate for residents, to communicate information and as a liaison point for dealing with appropriate departments of other local authorities to ensure that views, comments and necessary actions are dealt with.

Accountability

Residents within the Parish elect members every four years, the next time will be May 2027.

Residents are encouraged to attend the Parish Council Meetings which take place on the first Thursday of every other calendar month. These meeting dates are listed on our website and community noticeboards. During Parish Council meetings, residents are allocated time to raise their concerns, ask questions or give comment. Following this the Parish Council will discuss business set out in the agenda, published prior to each meeting.

The Accounts are audited each year and are published on the website, there is also a public inspection period for around 6 weeks every summer, which is displayed on the community noticeboards and the website.

You can find out more about meetings, accounts and what work the Parish Council is undertaking at the website www.wiggintonandhopwas-pc-gov.uk.

What we achieved from the previous action plan (2024-2026)

Added – Noticeboard at Arkall Green (circus roundabout), post and chain at Wigginton War Memorial, locked filing cabinet, wooden fencing between red lion car park and HPF footpath, birdsmouth barrier fencing at Hopwas Play area, 2 x benches at HPF, 1 x bench in Hopwas play area, 2x football goalposts, Spped indicator devices x 2 on Ashby Road, Wigginton, 6 x new litter bins in Wigginton, Hopwas and Comberford, dog waste station on Dunstall Lane, Wigginton bus shelter bookcase, Sakura Cherry Trees on HPF, spring bulb planting in the parish, 4 x Real Time Passenger Information devices in Hopwas bus shelters, remembrance street furniture displays.

Replaced – Noticeboard at Comberford, laptop computer, HPF signage, “stop look listen” signage, 1 x replacement litter bin on HPF, safety matting at Hopwas playground, play grade bark at Hopwas playground

Maintained – Noticeboards at Wigginton and Hopwas, HPF fencing, HPF gates, Hopwas playground equipment – play tower, bench refurb, roundabout repair, swings repair, seesaw repair, springer repair. Wigginton War Memorial maintenance, Wigginton bus shelter refurbishment project, Hopwas bus shelters refurbishment, re-painting of all play equipment and fencing at Hopwas playground, refurbished the basketball area on HPF, trees on St Johns

graveyard Hopwas, trees and hedges on HPF, Comberford bus shelter, trees on sill green, Wigginton

Published – New newsletter for Spring/Summer and Autumn/Winter. Annual Governance and Accountability Return.

Adopted – Amendments to Financial Regulations Policy and Standing Orders (NALC Guidance March 2025), IT Policy, Biodiversity Policy, Grant awarding policy, Playing field policy, Dignity at work policy.

Reviewed – Asset register, Disciplinary Policy, Grievance Policy, Health and Safety Policy, Information and Data Protection Policy, Reserves Policy, Press and Media Policy, Code of Conduct, Training Policy, Community Engagement Policy, scheme of delegation to the clerk policy, Publication scheme, Complaints policy, dealing with abusive, persistent, vexatious complaints and complainants' policy, equality and diversity policy, risk management scheme, action plan, statement of internal controls and annual review of effectiveness of internal controls, lone working policy, volunteer policy.

Considered – 60 unique planning applications from Lichfield District Council and Staffordshire County Council (Hints Quarry).

What we want to do next

In addition to ensuring that the Parish is clean, prosperous and safe, the Council will work to boost community pride and work to further improve the services received from the Parish Council.

The Parish Council will also seek to engage with the new residents joining the Parish, particularly those living within the new Arkall Green development, who may be unfamiliar with how the Parish Council can help and support them.

Action Plan 2027-2029

OBJECTIVE	ACTION	RESPONSIBILITY & RESOURCES	TIMESCALE
Governance			
Transparency Code Compliancy	Publish Annual Governance Audit Review, end of year accounts, agendas, minutes, and means of contacting the Council on the website and	Clerk	Ongoing work

	noticeboards (where applicable)		
Ensure Council policies and procedures are reviewed and updated as necessary.	Policies and procedures to be scheduled for review throughout the year as appropriate	Clerk and Parish Council to review. A document tracker is in place to assist.	Ongoing work
Ensure that the Council meets Health and Safety requirements for its staff, for councillors and the public at events and during activities.	Parish Council review a Risk Management Schedule annually. Parish Council renews insurance.	Clerk and Parish Council	Annually
Ensure the Council has access to professional guidance, advice and training	Maintain subscriptions for Society of Local Council Clerks (SLCC) and Staffordshire Parish Councils Association (SPCA).	Clerk and Parish Council	Annually
Planning			
Consider all planning applications which fall within the Parish boundary, and those outside of the boundary which impact upon the Parish.	Clerk to ensure all planning applications are referred to Councillors and included on the meeting agendas when possible. Clerk to seek time extensions from Lichfield District Council when necessary. Clerk to ensure that Council's objections and comments are formerly reported to the Planning Authority in time.	Clerk and Parish Council	Ongoing work

	Action taken to ensure the views of the Parish residents are known when large planning applications take place within the vicinity of the Parish.		
Infrastructure			
To update and maintain children's play equipment in Hopwas play area as necessary	To carry out maintenance work when required. To accrue funds to ensure equipment can be updated and repaired as necessary.	Parish Council	Ongoing
Facilitate Comberford Millennium Green Trust to maintain and refurbish as required	Clerk to organise access to the Trust Bank account. To accrue funds to ensure renovations and maintenance can be carried out as necessary. To install a backless bench as requested by residents.	Clerk and Parish Council	Ongoing
Wigginton Village Hall Trust	The Council will continue to explore ways to utilise the funds held from the sale of the village hall.	Parish Council	Ongoing
To maintain and ensure the general upkeep of the St John's Churchyard	Carry out risk assessments for visitors of the site. Ensure trees and hedges are maintained as required.	Clerk and Parish Council	Ongoing

Highways – To seek that parish infrastructure including roads, grass verges, trees and hedgerows are adequately maintained.	To report to Staffordshire County Council Highways all faults or repairs required. To remind Staffordshire County Council when maintenance is required on trees, hedgerows and verges.	Clerk and Parish Council	As required
Culverts and Watercourses – To seek that these sites are adequately maintained.	To report to Staffordshire County Council, the Canal and River Trust or Severn Trent Water as appropriate when maintenance issues arise.	Clerk and Parish Council	As required
To plan and spend the Community Infrastructure Levy (CIL) funding within the given timescales, to ensure the Parish benefits from local developments.	To decide how to use CIL Funding to mitigate the impacts of local development. To consult with residents on how best to use CIL Funding.	Parish Council	Ongoing
General Maintenance			
To monitor and maintain local defibrillators.	To carry out and report regular inspections on 'The Circuit'. To ensure consumables are replaced as and when necessary. To report faults and interruptions in provision.	Clerk and Parish Council	Ongoing

	To encourage residents to become 'Defib buddies' to carry out interim checks on equipment.		
To ensure that all council assets are maintained in a safe and proper manner	To regularly review and maintain the asset register. To carry out regular inspections of assets and undertake any maintenance required. To ensure insurance cover is adequate.	Clerk	Ongoing
Community Engagement			
To support and promote community groups and organisations within the Parish.	Councillors to attend organised events when possible. Parish Council to promote these events through their website and social media. Investigate grants which could be useful for local groups and community projects. Consider grant funding requests from local groups.	Clerk and Parish Council	Ongoing
To encourage County Council and District Councillor participation within the Parish.	District and County Councillors to be invited to bi-monthly Parish meetings.	Clerk	Ongoing

Maintain and update the village noticeboards	Ensure the village noticeboards are maintained and that literature displayed is current. Ensure Council meeting dates, agendas and other required notices are displayed at appropriate dates.	Clerk	Ongoing
Support for the Arkall Green Community Centre	Support Arkall Green Community Centre by exploring the Parish Council acting as Custodian Trustee and assisting with governance and funding opportunities.	Parish Council	Ongoing
Hopwas defibrillator Project	Deliver the Hopwas Defibrillator Project, purchase and installation of a defibrillator.	Clerk and Parish Council	2026/ 2027
Maintain and update website and social media	Encourage dialogue with residents and encourage resident participation at local meetings.	Clerk	Ongoing
Training			
To encourage and support training and development opportunities for councillors	To notify and promote attendance at appropriate training courses for Councillors. To ensure sufficient funding is provided through the Annual Budget.	Clerk, Parish Council and the SLCC and SPCA	Ongoing.
To encourage and support training development	To support the Clerk in attendance at appropriate training	Clerk, Parish Council, SLCC and	Ongoing

opportunities for employees.	courses to better assist the Council. To ensure sufficient funding is provided through the Annual Budget.	SALC training providers	
To ensure any Parish Council volunteers can access training and development as appropriate.	To provide training as appropriate to any volunteer carrying out activities on behalf of the Parish Council. To ensure sufficient funding is provided through the Annual Budget.	Clerk and Parish Council	Ongoing
Environment, Crime & Open Spaces			
Work to prevent fly tipping from ruining our open spaces.	Work with Lichfield District Council, the Police and partners to make fly tipping more difficult. Support the development of evidence gathering by partners. Raise awareness on how residents can report fly-tipping.	Clerk, Parish Council and partners	As required.
Work to reduce speeding within the Parish and take steps to reduce car crime.	Work with Staffordshire Police, Staffordshire County Council and other partners to reduce issues. Maintain and monitor the speed limit monitoring signs within the parish.	Clerk, Parish Council, partners	Ongoing

	Support evidence gathering activities carried out by Police and partner groups – like Community Speed watch.		
Public displays and street furniture decorations to mark significant national and community events	Aspiration to deliver public displays and street furniture decorations to mark significant national and community events, including Remembrance Day.	Clerk and Parish Council	Ongoing
Reduce litter and dog mess within the Parish	To ensure that sufficient litter and dog mess bins are provided and emptied regularly. To display appropriate warning notices throughout the village. To seek support and cooperation of residents and visitors to keep the area clean. Continue to review litter bin locations, especially in areas where problems have repeatedly arisen. Work with partners to increase litter picking in the area and support local voluntary groups with litter picking activities.	Clerk, Parish Council, Partners and volunteers.	Ongoing