

AUDLEY RURAL PARISH COUNCIL  **ACTION PLAN 2015/16 – updated as at March 16**

Audley Rural Parish Council constantly strives to work on behalf of parishioners on the issues that matter to the village. We are always keen to receive ideas and suggestions from parishioners on particular areas of interest or concern and where it is felt the Council may assist.

Listed below is our current schedule of activity; this is regularly reviewed and updated as projects finish and priorities change. Please note this list is not exhaustive as there are many facets to a Parish Council, but below are the main items of work.

Portfolio heading	Detail	Timescale	Lead/s	Completed
Administration	Purchase of new PC/Printer for the Office	April 2015	Parish Clerk	Completed
Administration	Producing and publicising the Annual Report 2014/15	May 2015	Parish Clerk/Chair	Completed
Administration	Holding monthly Parish council meetings at various points in the Parish preceded by a public surgery	6.30pm before every monthly Parish Council meeting at various venues	Chair and Vice Chair	Ongoing
Administration	Keep all village (8) notice boards up to date	Prior to monthly meetings and adhoc	Parish Clerk	Ongoing
Administration	Apply for the Local Council award scheme (Foundation level)	January 2016	Parish Clerk and Sub group (<i>Mr M Dolman, Mrs C Richardson and Mr R Kinnersley</i>)	Completed
Administration – Annual Parish Assembly	Invite all village organisations and groups in receipt of Parish funding support to the annual Parish Assembly held in May	April 2016	Parish Clerk	

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	Provide administration for annual Parish Assembly Nominate Parish Awards			
Administration - Training	Source appropriate training for Clerk and Councillors	Adhoc	Parish Clerk	Ongoing
Amenities - Play areas	Investment in new play equipment through identification of new funds, consultation and tendering exercise	Ongoing	Play Area sub-group (Revd Taylor, Mrs V Pearson, Mr C Cooper, Mr D Butler, Mr R Moody)	In development 2016/17
Amenities - Play areas	Maintenance and monthly/annual inspection of play equipment and grass cutting of the 8 play areas in the Parish	As per agreed schedule	(Clerk/Contractor)	Completed
Amenities - Allotments	Management of Halmer End Allotment site (Parish owned and managed)	As and when required	Parish Clerk	Ongoing
Amenities - Footpaths	Provision of signage to warn people using the footpath which leads to the A500 dual carriage way	July 2015	Parish Clerk	Completed
Amenities – Leddys Field	Maintenance of the Wildlife Area at Leddys Field including tree thinning work	April 2015 – November 2015	Chair/Parish Clerk	Completed

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Amenities – Leddys Field	Provision of Leddys Field on a weekly basis to the Parish of Audley Bowman Society (and completing a licence for the same)	November 2015	Parish Clerk Chair and Vice Chair	
Amenities - Memorials	Cleaning the Minnie Pit memorial at Bateswood	July 2015	Parish Clerk	Completed
Amenities – Miles Green Car Park (Station Road)	Addressing issues relating to the Station Road Car park and the powers available to manage the parking	January 2016	Chair and Clerk	Ongoing - subject to Order being approved by County
Amenities – other parish assets	<p>Ongoing maintenance of parish and community assets of importance across the Parish eg</p> <ul style="list-style-type: none"> • Cleaning and maintaining the Cenotaphs at Alsagers Bank and Audley • 8 x noticeboards • Maintenance of Parish Council bus shelters x 5 • Bluebell Woods • Margaret’s Garden • Bignall Hill Pit Wheel memorial and the area surrounding it • Church Street Pit Wheel memorial • Minnie Pit memorial garden 	As and when required or scheduled	Parish Clerk (contractor)	Ongoing

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	<ul style="list-style-type: none"> Car Park Halmer End (High Street) 			
Amenities – Village Seats	Upkeep of the village seats (approx. 75 in total) across the Parish	Summer 2015	Contractor (Parish Clerk)	Completed
Amenities – Youth Provision	Successful funding bid submitted and the provision of a skateboard ramp at Queen Street Play area	July 2015	Parish Clerk and Cllr Beech/CARA	Completed
Amenities – Audley Allotments	Financially supporting Audley Allotments Association to target harden the site through new security fencing (Parish owned and leased to Allotments Association)	August 2015	Chair	Completed
Amenities – Audley Parish Bowling Club	Provision of the Audley Parish Bowling Club (building and insurance)	Annually set by Bowling Club	Parish Council	Ongoing
Amenities – Halmer End Bowling Club	Financially supporting Halmer End Bowling Club and provision of new signage	April 2015	Parish Council	Completed
Community Development - Audley In Pink	Financially support Audley in Pink week	September 2015	Parish Council	Completed
Community Development – Adult and Family learning	Financially supporting Audley Library to hold two learning events (family and adult)	July 2015	Parish Council	Completed

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Community Development - AMGT	Financially supporting the Audley Millennium Green Trust for the maintenance of the green	July 2015	Parish Council	Completed
Community Development - Audley Millennium Green	Attendance at the Committee meetings as a Parish Council rep	Adhoc	Mr Ron Kinnersley	Ongoing
Community Development - Bunting	Installation and removal of bunting for the village of Audley during the summer months	July 2015 – September 2015	Parish Clerk	Completed
Community Development - CARA	Financially support the CARA fun day	July 2015	Parish Council	Completed
Community Development - Communications	Regular content provided to Audley Community News detailing council activity	Adhoc	Parish Clerk	Ongoing
Community Development - Community Engagement	Consideration and response to consultations on issues specifically affecting the parish now and in the future	Adhoc	Parish Council	Ongoing
Community Development - Remembrance Day	Arrange the Remembrance Day parade	August - November 2015	Parish Clerk	Completed
Community Development - Village Centre	Installation and financing the first Christmas parish lights in Church Street, Audley	December to January 2016	Parish Clerk	Completed
External Organisation - Staffordshire Parish Council Association	Attendance at the SPCA Executive meetings as a Parish Council rep	Adhoc	Mr Ron Kinnersley	Ongoing

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	Circulation of weekly bulletins for the Parish Council to read		Parish Clerk	
External Organisations – Audley Locality Action Partnership	Attendance at the LAP meetings as a Parish Council representative and monthly litter picking in partnership with Audley LAP	Bi Monthly – meetings Litter pick first Friday of the month	Chair/Cllr Beech	Ongoing
External Organisations – District and County	Representation at County & District meetings where appropriate	Adhoc		Ongoing
External Organisations – Parish Council Forum	Attendance at the quarterly meetings	Quarterly	Chair and Parish Clerk	Ongoing
External Organisations – Ravensmead Primary School	Attendance at the School Governing body meetings as a Parish Council rep	Adhoc	Revd John Taylor (nominated school governor)	Ongoing
Finance – Community Chest	Administration of the grant scheme	Adhoc	Parish Clerk	Completed
Finance – Control of Parish Council funds	Control and management of parish public finances and audit, adhere to financial regulations	Adhoc – regular reports to monthly meetings and annual audit (internal and external in April)	Parish Clerk/Parish Council	Ongoing
Highways	Reporting defects in the Highways to Staffordshire County Council eg Potholes and repairs, overhanging hedges, investment	As and when required	Parish Clerk Parish Council ward representatives	Ongoing

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Parking – Parish Owned car parks (Miles Green)	Follow the best course of action to ensure the car park is managed and parked on accordingly	January 2016	Parish Clerk Chair	Ongoing
Parking – Police/Highways/Enforcement/NBC	Pursue the relevant agencies to tackle problematic parking in streets in and around the villages	Adhoc	Parish Clerk Chair	Ongoing
Planning	Consider and respond to all planning applications through the Parish Council meetings	Adhoc	Parish Clerk	Ongoing
Planning	Consider if any applications are to be considered by the Conservation Advisory Working Party (NBC) and request a representative from the Parish Council if there is. Circulate agendas by email	Adhoc	Parish Clerk	Ongoing
Police	Holding monthly Parish/police surgeries	Every 3 rd Wednesday at Audley Community Centre	Chair/Vice Chair and others as requested	Ongoing
Police and Fire - ASB in the village	Install additional measures to deter against ASB activity in Leddys Field through distraction activities	August 2015	Chair/Vice Chair	Completed