



YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
MINUTES
MONDAY 13 JANUARY, 2025
Yarnfield Park Conference Centre

Present (for all or part of the meeting): -

Councillors:

Margaret Broader
Stella Hughes
Una Simpson

Kirsty Treen
Ed Whitfield (Chairperson)

Officer in attendance: John Fraser, Clerk to the Parish Council

Also in attendance: Kelly Wareing, Deputy Commander Stafford LPT,
PCSO Lisa Powel

Public at the meeting: 4

Apologies for Absence

25-1 Apologies were received from – Cllr Parkin, Cllr Beeston, Cllr James (SBC)

Declaration of Interest

25-2 No declarations of interest were received.

Public Question Time

25-3 No public questions received.

Reports from Borough and County Councillors

25-4 Cllr Pert:

- Staffordshire County Council has now received the annual financial settlement from the government, and it is clear financial pressures will continue to be an issue.
- Staffordshire County Council continues to lobby to receive the money promised by HS2 Ltd which amounts to over £40 million per year over a 10-year period.
- The moratorium on pavement work will end in April 2025 and Cllr Pert continues to press for pavement work to be carried out in Yarnfield.
- Critical incidents are being called at many NHS trusts in England because of the acute levels of RSV, Norovirus, Flu and Covid. There are long waiting times in ambulances and A&E departments and the message is for people, particularly the more vulnerable to be careful.

Minutes of the meeting held on 13 November, 2024

25-5 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 13 November, 2024 were approved as a correct record of the meeting.

Parish Action Tracker – review of actions

- 25-6 Minute Number 23-291 – Highway Repair
- Still pressing HS2 Ltd to respond to the requests for them to deal with the flooding of Yarnfield Lane from site 001.
- 25-7 Minute Number 21-499 – Severn Trent work, Highlows Lane
- Two incidents of flooding in November and December 2024 have been reported to Severn Trent. The problem is still being reviewed by the major project team at Severn Trent, but no solution has yet been proposed.
 - Cllr Pert to raise the problem at his next meeting with the principal engineer at Severn Trent.
- 25-8 Minute Number 23-323 – Defibrillator, Cold Meece
- The new defibrillator has been delivered to Eurolighting, and installation of the unit is scheduled to be completed before the end of January, 2025.
 - Project can now be removed from the action tracker.
- 25-9 Minute Number 23-267 – Labour in Vain
- The government has confirmed that there will be no further rounds of the Community Ownership Fund and there will be no more funding available through the scheme.
 - The Labour in Vain working group will continue to meet.
 - The parish council is holding money raised by the working group amounting to £774.
 - An email has been sent to Stonegate asking that they provide an update on their future plans for the Labour in Vain
- 25-10 Minute – 21-488 – Village Gates at Cold Meece
- The cost of providing gates on Meece Road and Swynnerton Road, Cold Meece, together with the cost of installation of the gates, is greater than the budget set aside for the project.
 - Project to be removed from the action tracker
- 25-11 Minute 22-97 – New Office Systems
- The contract for the new website was issued in December 2024.
 - An application has been submitted for the £100 government grant available to parish councils moving to the gov.uk domain.
- 25-12 **Resolution:** A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.

Plunkett Foundation membership

- 25-13 Labour in Vain working group has been asked to consider whether they want this to be renewed using some of the funds held for them by the parish council.

Stafford Borough Council – Corporate Plan survey

- 25-14 The parish council were disappointed that the plan failed to show how the Corporate Plan will be delivered. No details of specific objectives, timescale and accountability were included in the plan.
- 25-15 Councillors were encouraged to respond in their own name and the clerk was asked to prepare a response on behalf of the parish council.

Quarter 3 budget update report

- 25-16 The quarter 3 budget review identify four potential deviations from the budget.
- i. The grounds maintenance contract is projected to have a saving of nearly £900, due principally to the bad weather in the summer that resulted in fewer cuts being carried out.
 - ii. The reported overspend on SP2 – Neighbourhood Plan, is offset by a grant received from Locality to cover the full cost of the work.
 - iii. The reported overspend on SP6 by the Events Working Group is offset by income raised by the group.
 - iv. The reported overspend on SP9, the Yarnfield bus shelter, is offset by income from the insurance claim.
- 25-17 The Reserve Account Balance is £33,646. Of this £6,774 is set aside for special projects which means the Reserve account working balance is £26,872.
- 25-18 The Community Account balance is £3,310.
- 25-19 The Events Working Group balance is £1,325.
- 25-20 A copy of the review is attached at Appendix 3.

Parish Clerk's report

- 25-21 The cancellation of the December 2024 meeting resulted in two schedules of payment needing to be approve.
- 25-22 Invoices amounting to £3,234.57 for the period 14 November – 18 December 2024 have been paid in accordance with standing orders: they were either included in the list of approved payments or needed to be paid to avoid having to make late payments.
- 25-23 Schedule of invoices for the period 19 December 2024 – 13 January 2025 awaiting payment = £1,648.16.
- 25-24 A grant of £1,000 has been received from the Rotary Club of Eccleshall Mercia.
- 25-25 Current Account bank reconciliation on 13 January 2025 after taking into account outstanding payments and transfers = £3,538.98
- 25-26 **Resolution:** It was resolved that:
- i. The schedule of payment for the period 14 November – 18 December 2024 set out in Appendix 2, is noted.
 - ii. The schedule of payment for the period 19 December 2024 – 13 January 2025 set out in Appendix 3, is approved.
 - iii. A letter of thanks is sent to the Rotary Club of Eccleshall Mercia.

Annual budget and precept – to approve the budget and precept for 2025/26

- 25-27 A draft budget and precept were presented to the meeting. The councillors were concerned that there were still too many uncertainties in the assumptions on which the budget was based.
- 25-28 **Resolution:** It was resolved to defer making a decision on the budget and that an extraordinary meeting of the council would be held before the end of January 2025.

Phone box – BT proposal to remove the Yarnfield payphone

- 25-29 BT are planning to remove the payphone on the village green. The level of use of the phone has reduced over the last four years and in the last 12 months has been used only 13 times.
- 25-30 **Resolution:** It was resolved that:

- i. An email is sent to Stafford Borough Council confirming the parish council would not lodge an objection to BT's plan to remove the payphone.
- ii. Enquiries are made to establish whether the parish council could acquire the kiosk and find a new use for it.

Neighbourhood Plan – update and next actions

25-31 Neighbourhood Plan draft document has been sent to the Borough Council for them to undertake their "Reg 14" screening. A response is expected before the end of January 2025.

Updates from Parish Councillors

25-32 Nil

Planning – to consider any planning applications in the parish

25-33 An application to vary a previously approved application by Carr Billington Ltd has been received by Stafford Borough Council.

25-34 The parish council has no objections to the proposed changes.

Forward Plan

25-35 The forward plan for meetings was noted. A copy of the Forward Plan is attached at Appendix 4.


Date and time of next meeting

25-36 The next scheduled meeting of the parish council will be held on Wednesday 12 February, 2025 at 7.30pm

25-37 The Events Working Group is preparing a program of events that will be published following the February meeting of the parish council.

25-38 The date of the extraordinary meeting of the council is still to be confirmed.

Signed




Cllr Whitfield

Date: 12 February, 2025




Meeting closed 9:10pm

Monthly Progress Tracker – Update 12/11/24





March 2024	1	13	0
April 2024	1	12	1
May 2024	0	13	0
June 2024	0	13	1
July 2024	0	13	0
September 2024	0	12	0
October 2024	0	11	1
November 2024	0	11	0
January 2025	0	8	3

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Actions prior to 02/09/24 moved to archive file.</p> <ul style="list-style-type: none"> • Trees <ul style="list-style-type: none"> ○ Stafford Borough Council to undertake a new tree survey on the village green which they will share with the parish council. ○ Streetscene to start work on the trees near to the bus shelter ○ Streetscene agreed to the lease not including any responsibility for trees • Lease <ul style="list-style-type: none"> ○ Draft lease prepared by Stafford Borough Council for comment 	
22-376	Yarnfield Lane Lay-by – litter and fly tipping.	<p>Working with SBC and SCC to find a permanent solution.</p> <p>Project to be added to new council work programme</p>	





Monthly Progress Tracker – Update 12/11/24

Ambition – 2 Safety			
23-291	Highway Repairs	<p>Emails sent to HS2 Ltd. [20/11/24 & 06/01/25] – no reply received</p> <p>Actions prior to 02/09/24 moved to archive file.</p> <p>HS2 Ltd report on highway issues and flooding on Yarnfield Lane received. Copy sent to SCC Cllr Parry</p> <p>HS2 Ltd providing advice as to the reasons behind the delay</p> <p>Details for the visit to the HS2 compound on Yarnfield Lane have yet to be agreed. Balfour Beatty conditions for the visit, that councillors will need to be driven around the site and not allowed to leave the vehicle they are in, will significantly reduce the value of the visit.</p>	
23-296	Homes Plus Estate Management	<p>Work on repairs to the pavements around the village green completed during August 2024.</p> <p>Work started in early June 2024 but has since stopped. Home Plus asked to confirm when the work will resume and to give an assurance as to when all the repairs will be completed.[10/07/24]</p> <p>Repair work to the walls and pavements on Greenside started [04/06/24]</p> <p>Work on the pavements, root damage and perished brickwork scheduled to start 4 June, 2024.</p> <p>Email sent to Homes Plus asking for a meeting to review progress with the footpath repairs.[8/05/24]</p> <p>Homes Plus onsite – work on hedges and pavements underway. [14/02/23]</p> <p>Email from Homes Plus – work scheduled to start February 2024</p> <p>Site meeting with Homes Plus [18 October 23] Agreed to deal with maintenance and repair issues Greenside and The Furlong. Awaiting response from Homes Plus officer.</p> <p>Contact made with Homes Plus Estate Management Team Lead. Meeting with estate walk to be confirmed.</p>	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>Two reports of flooding referred to STWCo [23 November 24 and 6 January 25 24]</p> <p>Continue to monitor progress review January 2025</p> <p>Actions prior to 02/09/24 moved to archive file.</p>	
Parish Ambition – 3 Community			
23-323	Defibrillator project Cold Meece	<p>Defibrillator order placed with AED, Unit and supporting plaque supplied to Eurolighting Ltd [17/12/24]</p> <p>Awaiting confirmation that the unit has been installed.</p> <p>Community Action Group agree programme of work to install a defibrillator in Cold Meece.</p>	


Monthly Progress Tracker – Update 12/11/24

		<p>Eurolighting agree to provide a site for a defibrillator and to pay for the running costs of the unit.</p> <p>Order submitted to AEDdonate.</p> <p>Community Action Group agree to prepare a case to install a defibrillator on Ford Drive, Yarnfield and to secure grant funding for the project.</p> <p>Ford Drive residents to be sent a leaflet setting out details of the project and asking for their support.</p> <p>Cold Meece fund raising campaign leaflet distributed to households and businesses. A single donation of £125 received from a resident of Cold Meece.</p> <p>Offer of a £1,000 donation received from the Ecclian Rotary Club</p> <p>Offer to provide a site for the proposed defibrillator in Cold Meece received from Euro Lighting, Cold Meece.</p> <p>Delivery plan for a defibrillator to be prepared by the Community Action Group with a view to it being approved by the parish council meeting in October.</p> <p>Meeting of Defibrillator project group – plan of action agreed [23/05/24]</p> <p>Meeting with AEDdonate to look at possible site on Ford Drive and in Cold Meece</p> <p>For possible sites.</p> <p>Application to National Grid to provide cost for unmetered cable supply started</p> <p>Application for grant funding being explored.</p>	 
23-267	Labour in Vain – Community Ownership Fund Round 3	<p>Government announce Community Ownership Fund has been closed.</p> <p>Email sent to Stonegate asking for an update on their plans for the Labour in Vain [13/12/24] –</p> <p>Response – “Our Head of Property for the region is costing works required to reopen the pub following which the Directors of the business will consider the merits of investing and reletting vs selling the pub. It is most likely that it will be the new year before a decision is made”.</p> <p>Meeting of the Labour in Vain Core Group [11/11/24]</p> <ul style="list-style-type: none"> - Letter to be sent to Stonegate to establish whether they have plans to invest in the pub with a view to it reopening. - Work to obtain a valuation on the pub has still to be completed, work needs to be done to complete this work 	 

Monthly Progress Tracker – Update 12/11/24

		<p>- Allison Gardner, MP, - letter raising concerns about the future of the Community Ownership Fund sent to Rt Hon Angela Rayner, MP, Secretary of State, Department of Levelling Up, Housing and Communities</p> <p>Actions prior to 02/09/24 moved to archive file.</p>	
22-47	Firing Range	<p>Continue to receive update report of operation dates</p> <p>Continue to monitor progress review January 2025</p> <p>Actions prior to 02/09/24 moved to archive file.</p>	
21-488	Gates at Cold Meece	<p>Budget proposal to install a Speed Indicator Device in preference to gates as it was thought to represent better value of money.</p> <p>Price for new gates included in 2024 budget. Cost limitations will mean the project will need to be phased over several years.</p> <p>Prices for gates being arranged – to be reported to the September</p> <p>Gate design, cost of procurement and installation to be present to September 2023 meeting</p>	 
Parish Ambition – 4 Good Governance			
23-540	Business Continuity Plan	<p>Continuity Plan Template prepared with examples. – Cllrs invited to comment on the template before it is populated [18/03/24]</p> <p>A detailed plan of action covering all aspect of parish council business is to be prepared</p> <p>A contact list for individuals and organisation is to be prepared.</p>	

Monthly Progress Tracker – Update 12/11/24

22-97	New Office Systems	<p>Contract awarded to Parish Online.</p> <p>Name of the new website and email addresses agreed</p> <p>Decision to end the contract with Staffordshire County Council communicated with the Digital Team</p> <p>Cost of proposed work reported to the council [09/10/24], In line with Standing orders and Financial Regulations estimated cost will trigger need to have 3 quotations for the work.</p> <p>Four companies approach to provide quotations for the work</p> <p>Report prepared for the November 2024 meeting.</p> <p>Schedule of improvements and changes to the council web site prepared. Copy sent to Staffordshire County Council [02/09/24]</p> <p>Staffordshire County Council have confirmed they charge £100 for the work</p> <p>The Cabinet Office are encouraging all local councils to move over the .go.uk domain for their website and Cllr/staff email addresses. Clerk attended a free training session sponsored by the Cabinet Office. A small grant of up to £100 is available to help with the cost of the transition.</p> <p>Community Development Officer – review of website to identify improvements.</p> <p>Councillors to be invited to share their thoughts on the website and what changes they would like to see.</p> <p>Meeting requested with SCC Digital Team before end of July 2023</p> <p>Contact SCC digital team to agree project to update the parish council website</p> <p>Project to be added to new council work programme.</p>	
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Yarnfield and Cold Meece Parish Council
Schedule of Payments - 18 December, 2024

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
10/12/2024	DD	Talk Mobile	Mobile phone charge	5.00			5.00
18/12/2024	BACS	AEDdonate	Pads	59.95	11.99		71.94
18/12/2024	BACS	AEDdonate	Defibrillator	1,258.32	251.66		1,509.98
18/12/2024	BACS	Creative Bee	Newsletter printing	469.00			469.00
18/12/2024	BACS	Clerk	Salary	674.69			674.69
18/12/2024	BACS	HMRC	PAYE payment	168.60			168.60
18/12/2024	BACS	Clerk	Office expenses	15.41	3.08		18.49
18/12/2024	BACS	Village Hall Committee	Parish council hire	138.00			138.00
18/12/2024	BACS	Cllr Parkin	Lunch club Expenses	74.98			74.98
18/12/2024	BACS	Cllr Parkin	Childrens party expenses	103.89			103.89
				2,967.84	266.73		3,234.57

Account Transfers - 18 December, 2023

	From	To	
18-Dec-24	Transfer	Communty Account	Transfer from CAG reserve account
			1,318.27
			1,318.27

Chairperson:
Date:

J. Edward Whitfield
13-Jan-25

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Yarnfield and Cold Meece Parish Council
Schedule of Payments - 13 Janaury, 2025

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
20/12/2024	171	BBC Children in Need	Pudsey walk donation CANCELLED				-
09/01/2025	DD	Talk Mobile	Mobile phone charge	4.17	0.83		5.00
13/01/2025	BACS	Creative Bee	Defibrillator plaque	30.00	6.00		36.00
13/01/2025	BACS	Forvis Mazar	External Audit	210.00	42.00		252.00
13/01/2025	BACS	The Play Inspection Company	Playground annual inspection	102.00	20.40		122.40
13/01/2025	BACS	Staffordshire County Council	Website service charge	125.00			125.00
13/01/2025	Bacs	Clerk	Salary	674.69			674.69
13/01/2025	BACS	HMRC	PAYE payment	168.60			168.60
13/01/2025	BACS	Village Hall Committee	Parish Council hire	24.00			24.00
13/01/2025	BACS	Clerk	Office expenses	175.06	5.41		180.47
13/01/2025	BACS	BBC Children in Need	Pudsy walk donation	60.00			60.00
				1,573.52	74.64		1,648.16

Account Transfers - 13 Janaury, 2025

	From	To	
13-Jan-25	Transfer General account	Community Action Group	1,000.00
13-Jan-25	Transfer Community Action Group	General account	30.00
			1,030.00

Chairperson: 
Date: 13-Jan-25

**YARNFIELD AND COLD MEECE PARISH COUNCIL
MEETING PROGRAMME 2024 -25**

Date	Start	Meeting	Venue
21 January	7.30pm	Community Action Group	Village Hall
5 February	7.30pm	YCM Cllr Informal Briefing	TBC
12 February	7.30pm	Parish Council	Yarnfield Park
13 March	7.30pm	YCM Cllr Informal Briefing	TBC
17 March	7.30pm	Parish Council	Yarnfield Park
26 March	7.30pm	YCM Cllr Informal Briefing	TBC
2 April	7.30pm	Parish Council	Yarnfield Park
22 April	7.30pm	Community Action Group	Village Hall