



**YARNFIELD AND COLD MEECE PARISH COUNCIL  
ANNUAL PARISH COUNCIL MEETING  
MINUTES**

**12<sup>th</sup> May, 2025**

**Yarnfield Village Hall**

**Councillors in attendance:** David Beeston, Margaret Broader, Stella Hughes, Sally Parkin (Chairperson), Una Simpson, Kirsty Treen

**Also in attendance:** John Fraser, Parish Clerk

- 25-149 **Election of the Chairperson of the Council:** Cllr Parkin was proposed by Cllr Hughes, seconded by Cllr Treen, and agreed by all present.
- 25-150 **Apologies for Absence:** Cllr Whitfield, Cllr James (SBC)
- 25-151 Declaration of Interest: none
- 25-152 **Election of the Vice-Chair of the Council:** Cllr Treen was proposed by Cllr Parkin, seconded by Cllr Simpson, and agreed by all present.
- 25-153 **Community Action Group appointments:** Cllr Hughes was proposed by Cllr Parkin, seconded by Cllr Broader and agreed by all present to take on the role of Chair of the Community Action Group.
- 25-154 Cllr Broader was proposed by Cllr Hughes, seconded by Cllr Parkin and agreed by all present to be the second councillor on the committee.
- 25-155 Mr and Mrs Collins, and Miss Chapman have each indicated their willingness to continue for a further 12 months as non-elected members of the Community Action Group. Mr Smee and Mrs Eyre have not yet confirmed their willingness to continue, and a further approach will be made and reported to the next meeting.
- 25-156 **Personnel Committee:** Cllr Treen (Chairperson), Cllr Broader and Cllr Hughes were proposed by Cllr Parkin, seconded by Cllr Simpson, and agreed by all present.
- 25-157 **Election of Planning Lead:** Cllr Whitfield has confirmed his willingness to continue as the planning lead, if elected, and was proposed by Cllr Parkin, seconded by Cllr Simpson, and agreed by all present.
- 25-158 **Election of Finance Lead:** Cllr Broader and Cllr Simpson were proposed by Cllr Parkin, seconded by Cllr Hughes and agreed by all present to jointly take on the role of finance lead for the council.
- 25-159 **HS2:** it was resolved that the Stone Railway Campaign Group continue advise and support the Council on matters relating to the HS2 development.
- 25-160 **Appointment of representation to external groups:** it was resolved that the following appointments were agreed:
- Events Working Group: Cllr Parkin, Cllr Treen and the Clerk
  - Springfields First School: Cllr Treen
  - Yarnfield Park Residents' Association: Cllr Treen.
  - Yarnfield Park Conference Centre: Clerk
  - BIFFA: Cllr Beeston

- Village Hall Committee: Cllr Beeston
- SRCG: Cllr Hughes and Cllr Broader
- Stone Parish Liaison Group: Cllr Hughes

25-161 **General Powers of Competence:** it was resolved to adopt the General Power of Competence as the parish council continues to meet the criteria for adoptions.

25-162 **Review of the terms of reference:** it was resolved that the terms of reference for the Community Action Group, Events Working Group and Personnel Committee were renewed without change but that a review would be undertaken during the year.

25-163 **Financial Regulations:** it was resolved that:

- i. The revised Financial Regulations, set out in Appendix 1, were approved.
- ii. The General and Earmarked Reserves Policy, set out in Appendix 2, was approved.
- iii. The council will continue to use NatWest for all its banking arrangements.
- iv. The BACS payments will be the preferred method of payment.
- v. The bank signatories will be Cllr Parkin, Cllr Broader, the Clerk and that Cllr Simpson be added to the list of signatories.
- vi. The list of regular approved payments will be:

- Annual subscriptions (NALC, SPCA, Support Staffordshire)
- National Associations of Local Councils
- Staffordshire Parish Council Association
- Trent Grounds Maintenance
- Yarnfield Village Hall hire fees
- Salaries
- Councillor Expenses
- Transfer between parish council bank accounts

vii. The list of direct debit payment arrangements:

- Information Commission Office
- Talk Mobile
- Npower
- HMRC

25-164 **Asset Register:** a review of the register is being undertaken as part of the annual internal audit and will be presented to the June 2025 meeting of the council.

25-165 **Review of the Risk Register:** the risk register, as set out in Appendix 3, was approved

25-166 **Review and re-adoption of key documents:** It was resolved to approve:

- i. The Councils Standing Orders set out in Appendix 4
- ii. The Code of Conduct (unchanged since 2022)
- iii. Data Protection Act and Freedom of Information Act policies and procedures, subject to a full review being undertaken in September 2025.

25-167 **Future Meeting dates for 2025/2026:** the dates set out in Appendix 5 were noted.

Signed   
 Chairperson of the Parish Council  
 Date: 9 June, 2025