

**YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
AGENDA**

**Monday 14 April, 2025 at 7.30pm
Yarnfield Village Hall**

- 1 Apologies for Absence
- 2 Declaration of Interest
- 3 Public Question Time (30 minutes)
Anyone who wants to ask a question during the public question time session should contact the Parish Clerk by Saturday 12 April, 2025.
- 4 Reports from borough and county councillors
- 5 Minutes of the meeting held on Wednesday 17 March, 2025
- 6 Parish Action Tracker – review of actions
- 7 Website – update on new site development
- 8 Parish Clerk’s report:
 - i. Quarter 4 budget update
 - ii. Budget – update and schedule of payments
 - iii. Update on actions taken
 - a) Oak Trees – village green, criminal damage
 - b) BT Phone Box –adoption
 - c) Eccleshall and district voluntary car scheme
- 9 Footpath and BOAT (Byway open to all traffic) maintenance
- 10 Grant application - Easter Egg Hunt, St Mary’s Messy Church
- 11 Complaints about the obstruction of pavements – overgrown hedges and pavement parking
- 12 Village Green Playground – project update
- 13 Community Speed Watch, 12-month update
- 14 Yarnfield Park public open space and football ground – adoption proposal
- 15 Neighbourhood Plan – update and next actions
- 16 Updates from parish councillors
- 17 Forward Plan and Events Calendar
- 18 Planning – to consider any planning applications in the parish

John Fraser
Clerk to the Parish Council
Date: 7 April, 2025

Planning Applications - 14 April, 2025

Reference	25/40456/PIP
Address	Land Adjacent White House Ash Lane Yarnfield Stone Staffordshire ST15 0NJ
Proposal	Permission in Principle - Three - six dwellings



YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
DRAFT MINUTES
17 March, 2025
Yarnfield Park Conference Centre

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

Also in attendance: John Fraser, Parish Clerk

25-107 **Apologies for Absence** – Cllr James (SBC), Cllr Nixon (SBC) and Cllr Pert (SCC)

25-108 **Declarations of Interest** - none

25-109 **Public Question Time** - none

25-110 **Reports from Borough and County Councillors**

- i. Cllr Pert provided a note on a Stafford Borough Council Cabinet Report concerning the future of their Local Plan process. Changes to the National Planning Policy Framework and the number and quality of the responses to the preferred options consultation undertaken in 2022 has prompted the council to stop work on the plan and instead start again with the production of a local plan covering the period 2025 – 2040.
- ii. The borough council must maintain a 5-year, soon to be a 6-year, supply of housing land. The change in the number of houses that the government require the local authority to plan for has increased from 394 dwellings to 752 dwellings. As a result, the borough council no longer has a 5-year supply. This leaves parishes such as Yarnfield and Cold Meece exposed to a risk of uncontrolled housing development. Any future refusals by the planning authority may be challenged on the basis that the local plan no longer supports the level of development that is needed in the borough.

25-111 **Minutes of the meeting held on Wednesday 12 February, 2025**, the minutes of the meeting were considered and approval given for the minutes to be signed.

25-112 **Parish Action Tracker** – The updated Action was considered and approved.

i. **Minute Number 21-524:** Village green:

- Working group agreed proposals for the section 106 project reported to March 2025 council meeting
- The borough council solicitor has confirmed part of the village green is not yet registered with the Land Registry and has started gathering evidence to support registration of the land.
- Request sent to Stafford Borough Council for a copy of the tree survey.

ii. **Minute Number 23-291:** Highway Repairs

- Councillor site visit [27/02/25] with HS2 staff, Balfour Beatty (BB), and an officer from county highways. Overall, the meeting went well, and the parish council achieved some good outcomes for the community, although a permanent solution is dependent on HS2 Ltd being given the clear instruction from the DfT to get on with closing down Phase 2 and to remediate all of its construction and environmental sites.

- Staffordshire County Council agree to undertake a survey of the road drains and gullies and undertake any repairs identified.
 - Balfour Beatty and HS2 Ltd will:
 - Monitor flow of water on the site following heavy rainfall.
 - Check with ecology team to see if the gully that takes the runoff from the neighbouring farmers field into the culvert can be cleared where this is on Secretary of State land.
 - HS2 Ltd will look at further permanent solutions to the flooding problem.
 - HS2 Ltd/BB will ensure the accessibility of footpath No 33 where it crosses their land.
- iii. **Minute Number 23-296:** Homes Plus Estate Management
- Work from previous complaint still outstanding.
 - New report of pavement work reported to Homes Plus [14/03/25].
 - Site visit request sent to Homes Plus.
- iv. **Minute Number 23-499:** Severn Trent work Highlows/Yarnfield Lane.
- Cllr Pert will raised this problem at his next meeting with STW management.
- v. **Minute Number 23-267:** Labour in Vain - Community Ownership Fund Round 3
- Labour in Vain Core Group meeting. [20/02/25] agreed:
 - To ask Stonegate for an update on the decision about the future of the pub.
 - Not to renew membership of the Plunkett Foundation.
 - To monitor funding opportunities.
 - To research first annual return of the Yarnfield and Cold Meece Community Ltd to the Finance Conduct Authority.
- vi. **Minute 22-97:** New Office Systems
- Website construction on target to launch the site by 1 April 2025.
 - Councillors to receive their gov.uk email addresses week beginning 24 March.
 - Publicity for the new website and email addresses:
 - Parish News
 - Facebook
 - Parish notice boards
 - Email sent to email contact list

25-113 **Parish Clerk's report:** The schedule of payments, attached at Appendix 1, were presented to the meeting.

- i. The schedule of bank transactions for the period 13 February – 17 March = £2,693.79
- ii. A transfer from the Reserve Account – to the general bank account of £1,000 is required to maintain the account in credit.
- iii. Current Account bank reconciliation on 17 March 2025 after taking into account outstanding payments and transfers = £663.34.

25-114 **Resolution:**

- i. That the schedule of payments attached at Appendix 2 were approved
- ii. A proposal to set up a direct debit facility with HMRC to pay future PAYE and NI payment. was considered and subsequently approved

- 25-115 **Annual Audit timetable:** The internal audit which to be undertaken by Black Rose Solutions Ltd will be reported to the parish council meeting in June, together with the annual AGAR.
- 25-116 **Village Green Playground – project proposals:** The councillor working group presented their proposals for the village green project which are set out in Appendix 3.
- 25-117 **Resolution:** The proposals of the working group were considered and approval given to:
- i. Move to the next stage of the playground project and to present the proposals to the borough council ward representatives, Cllrs James and Nixon, to secure their support.
 - ii. To instigate the repairs set out in the report on the flat swings
 - iii. The maintenance programme set out in the report to washing and leaf blowing to clean the site.
- 25-118 **Website:** the new website will be launched on 1st April, 2025. Promotion of the new site, and the new council email addresses will be included Parish Newsletter, on the council’s Facebook page and on the parish notice boards.
- 25-119 **Neighbourhood Plan.** The decision of the borough council to abandon their work on the Local Plan review and to start afresh on the preparation of a new plan has serious implications for the neighbourhood plan project. The need to have an adopted Neighbourhood Plan becomes even more important to set out how development in the parish should be viewed.
- 25-120 **Updates from Parish Councillors.**
- i. Cllr Simpson attended a Rural Seminar arranged by the SPCA. Copies of the thoughts and proposals from the seminar are set out in Appendix 4
 - ii. Cllr Parkin and the clerk attended the now fortnightly Community Engagement Team meeting. The meeting is coordination work on the integration of the Afghan families into the community, events arranged include coffee mornings, the Women’s International Day display by the Afghan women. Work is now being done to set up guided walks for the Afghan families and MOD staff and further donation appeals.
 - iii. Rose Garden memorial to the Swynnerton Roses is being renovated. Cllr Whitfield has bought a Sandstone plinth for the plaque at a cost of £45. A new plaque will be produced and will be in place before the VE Day celebration in May 2025.
- 25-121 **Planning – to consider any planning applications in the parish** - none
- 25-122 **Forward Plan and Events Calendar**, attached at appendix 2 was noted.
- 25-123 **Date and time of next meeting** - 14 April, 2025

Signed
Chairperson of the Parish Council
Date: 14 April, 2025

Meeting closed 9.30pm

- Warning
- In progress
- Achieved

Resolution Log

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
22-376	Yarnfield Lane Lay-by – litter and fly tipping.	<p>Meeting with Stafford Borough Council enforcement [18/03/25] – new littering signs in place. Lay-by included on list of sites to have camera monitoring.</p> <p>Meeting with Staffordshire County Council highways arranged [22/04/25]</p>	●
Ambition – 2 Safety			
23-291	Highway Repairs – Yarnfield Lane	<p>Draft minutes of the meeting prepared by HS2 Ltd. YCM-PC prepared updated version.</p> <p>Councillor site visit [27/02/25] with HS2 staff, Balfour Beatty (BB), and officer from SCC Highway. Overall, the meeting went well and Y&CMPC achieved some good outcomes for the community, although a permanent solution is dependent on HS2 being given the clear instruction from the DfT to get on with closing down Phase 2 and to remediate and finish all of its construction and environmental sites.</p> <ul style="list-style-type: none"> - Staffordshire County Council agree to undertake survey of the road drains and gullies and undertake any repairs identified. - BB will monitor flow of water on the site following heavy rainfall. - BB will check with ecology team to see if the gulley that takes the run off from the neighbouring farmers field into the culvert can be cleared where this is on SoS land (may have environmental constraints to this). - HS2 will look at further potential solutions should these be required with a reasonable cost envelope 	●
23-296	Homes Plus Estate Management	<p>Meeting with Homes Plus area officer requested.</p> <p>Work from previous complaint still outstanding.</p> <p>New report of pavement work reported to Homes Plus [14/03/25].</p> <p>Site visit request sent to Homes Plus</p>	●

- Warning
- In progress
- Achieved

Monthly Progress Tracker – Update 14/04/2025

Minute	Resolution	Action	RAG
21-499	Severn Trent work Highlows/Yarnfield Lane	Cllr Pert to raise issues at his next meeting with STW management.	●
Parish Ambition – 3 Community			
22-47	Firing Range	Work continues the new firing range with enabling works taking place to allow for the new range build to start. Continue to receive update report of operation dates Continue to monitor progress review January 2025 Actions prior to 02/09/24 moved to archive file.	●
24-68	Eccleshall car share scheme	Very low response to the request for drivers received. Campaign to sign up as a volunteer driver launched. The proposal to develop the Eccleshall car share scheme would be added to the Parish Assembly work plan	●
Parish Ambition – 4 Good Governance			
23-540	Business Continuity Plan	Continuity Plan Template prepared Cllrs invited to comment on the template before it is populated [18/03/24]	

- Warning
- In progress
- Achieved

Special Projects

			RAG
SP2	Neighbourhood Plan		
SP3	Environmental project (village green)		
SP4	Community Action Group - projects		
SP5	Cold Meece road safety scheme		
SP9	Bus shelter (Cold Meece)		
SP10	Village Green s106 Project		

YCM-PC Budget 2024/5 Review

Line No.		Budget 2024 - 2025	Q1 Spend	Q2 Spend	Q3 Spend	Q4 Spend	Total Spend	Projected end of Year balance
General Administration								
1	Clerk salary	8,239.00	1,943.45	1,943.37	2,188.67	2,023.87	8,099.36	139.64
2	HMRC	2,060.00	485.80	485.80	547.20	597.23	2,116.03	- 56.03
3	Membership fees	400.00	397.00	150.20	-	397.00	944.20	- 544.20
4	Training	500.00	60.00	-	-	42.00	102.00	398.00
5	Office expenses	1,908.00	120.69	257.22	306.79	318.61	1,003.31	904.69
6	Room Hire	700.00	420.00	252.00	186.00	552.00	1,410.00	- 710.00
7	Newsletter	1,060.00	358.00	-	469.00	-	827.00	233.00
8	Website	139.00	-	-	-	467.00	467.00	- 328.00
		15,006.00	3,784.94	3,088.59	3,697.66	4,397.71	14,968.90	37.10
Statutory Requirements								
9	Insurance	695.00	-	-	-	822.88	822.88	- 127.88
10	Audit service	500.00	126.00	-	-	252.00	378.00	122.00
11	Annual inspection of play equipment	114.00	-	-	-	122.40	122.40	- 8.40
		1,309.00	126.00	-	-	1,197.28	1,323.28	- 14.28
Repairs and Maintenance								
12	Grounds Maintenance Contract	8,300.00	915.60	3,542.40	2,742.60	-	7,200.60	1,099.40
13	Play Equipment	1,113.00	-	-	-	-	-	1,113.00
		9,413.00	915.60	3,542.40	2,742.60	-	7,200.60	2,212.40
Miscellaneous								
14	SBC - civic amenity sites						-	-
15	SBC - election recharge						-	-
		-	-	-			-	-
Grants								
16	Community Projects (Grants)	500.00	204.00	-	-	60.00	264.00	236.00
Reserve Account								
17	Deposit Account			-	-	-	-	-
	Total spend Lines 1 - 17	26,228.00	5,030.54	6,630.99	6,440.26	5,654.99	23,756.78	2,471.22

Reserve Accounts

Community Action Group			
Balance forward - 01/04/24			2,202.68
Income during - 2024/5			2,722.96
Expenditure during - 2024/25			1,635.66
Bank Statement Balance			3,289.98
Defibrillator reserves			1,938.90
Working balance at 31/03/25			1,351.08
Events Working Group			
Balance forward - 01/04/24			839.14
Income during - 2024/25			819.43
Expenditure			328.96
Working balance at 31/03/25			1,329.61
General Reserves			
Balance forward - 01/04/24			30,041.66
Income during - 2024/25			12,457.79
Expenditure			11,750.00
Bank Statement Balance			30,749.45
Special Projects - carried forward			6,509.24
Working balance at 31/03/25			24,240.21
Special Projects carry Forward			
	Budget	Spend	Carry forward
Staffordshire County Council	4,000.00	-	4,000.00
Cold Meece Gates	1,000.00	-	1,000.00
CSW Project	1,000.00	264.76	735.24
YCM Community Ltd	774.00	-	774.00
	6,774.00	264.76	6,509.24

Yarnfield and Cold Meece Parish Council
Schedule of Payments - 14 April, 2025

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
09/04/25	DD	Talk Mobile	Phone bill	4.17	0.83	5.00
14/04/25	BACS	Village Hall	Parish room hire	138.00		138.00
14/04/25	BACS	Creative Bee	March Newsletter	206.00		206.00
14/04/25	BACS	SPCA	Annual Subscription	23.44		23.44
14/04/25	BACS	Creative Bee	Rose Garden Plaque	30.00	6.00	36.00
14/04/25	BACS	Trent Grounds Maintenance	Grounds maintenance contract	659.10	131.82	790.92
14/04/25	BACS	Clerk	Salary	647.94		647.94
14/04/25	BACS	Clerk	Office expences	86.55	12.32	98.87
14/04/25	BACS	Cllr Whitfield	Rose gardent memorial - materials	9.99	2.00	11.99
14/04/25	BACS	Cllr Parkin	Lunch Club provisions	78.89		78.89
14/04/25	BACS	Mrs J Lewney	Lunch Club provisions	16.97		16.97
14/04/25	BACS	Mrs S Farrelly	Lunch Club provisions	22.14		22.14
						2,076.16

Account Transfers - 14 April, 2025

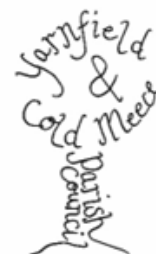
	From	To	
14/04/25	General Fund		8,600.00
14/04/25	General Fund	Community Action Group	400.00
14/04/25	General Fund	Events Working Group	100.00
			9,100.00

Chairperson:

Date:

14-Apr-25

YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL GRANT APPLICATION FORM



Please complete all questions including signing & dating the declaration at the end of the form. Where a question is not applicable, please enter N/A on the form.

If you wish to provide additional information or expand on a question, please provide an attached sheet.

Please refer to the Council's Grant Policy for full terms and conditions of grants and details of what documentation needs to be included with your application.

If you wish to discuss the feasibility of your proposal or want further advice on the application process please contact the parish clerk, or one of the parish councillors.

Name of Group or Organisation	St Mary's Messy Church		
Contact name	Anna Hawkins	Position with the organisation	Volunteer
Address	[REDACTED]		
Phone number	[REDACTED]		
Email address	[REDACTED]		
<p>Brief description of your group/organisation's main purpose/activities</p> <p>One of our main purposes is to help create a sense of community and bring people together. The aim of Messy Church is to provide activities for families, for their enjoyment and to create community for and with them. These activities are free and therefore accessible to all.</p>			
<p>Please provide the number, or percentage, of members that belong to the organisation and live within Yarnfield and Cold Meece parish.</p> <p>50%</p>			
<p>Project for which grant is required</p> <p>Easter Egg Hunt for the village of Yarnfield run by the Messy Church volunteers of St Mary's.</p>			
<p>How will this project benefit the residents of the parish</p> <p>This will provide a free Easter activity for families and anyone else in the Parish that would like to join.</p>			

Have you received, applied for or intend to apply for funding from any other source for this project	Yes / No
Total cost of the project	£132 (80 eggs at £1.65)
Amount of grant required	£132
How much of the total cost does your group/organisation intend to raise yourself and how?	Anything above the grant the Church will supply from the donations received at previous Messy Church events.

Please tick to confirm you have included the following documentation with your application (please enter n/a if not applicable):


- Complete and signed application form
- Detailed budget plan and supporting evidence
- Evidence of any other awards towards the project
- Copy of your organisations Constitution, Terms of Reference or Rules

DECLARATION

Please ensure the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

"I confirm that the information contained in this application is correct to the best of my knowledge. I agree that any money awarded by Yarnfield and Cold Meece Parish Council as a result of this application will only be used for the purposes stated in the application, and in accordance with the grant conditions detailed in the Parish Council's Grant Policy.

I further agree to provide copies of receipts & invoices as required to Yarnfield and Cold Meece Parish Council to confirm to them exactly how the money has been spent if the application is successful."

Signed	
Print Name	Anna Hawkins
Position in the organisation	Volunteer/Previous Paid Lead

Please sign the following declaration and return this form together with all supporting documentation required to:

Yarnfield and Cold Meece Parish Council
c/o 5 De Havilland Drive
Yarnfield
ST15 0SX

Telephone: 07456 456771
Email: ycmclerk@gmail.com

1 Community Speed Watch Update

The group has met regularly throughout 2024 and now has 4 members

Activity Period 01 January 2024 – 31 December 2024

Group statistics by location

Road	Speed Limit (mph)	CSW Sessions	Total Time on Site (HH:MM:SS)	Total Vehicle Count	Total Above Threshold	NFA
Yarnfield Lane, Yarnfield	30	18	18:02:00	2173	238	46
Swynnerton Road, Cold Meece	40	6	6:00:00	1088	42	8
Yarnfield Parkway, Yarnfield	20	12	12:00:00	898	130	28
Meece Road, Cold Meece	40	4	4:00:00	494	38	7
Grand Total	20	40	40:02:00	4653	448	89

Recorded sessions between 01/01/2024 and 31/12/2024

	Letters & Offences	NFA Details
40	1st Letters sent: 310	Wrong Colour: 0
40:02:00	2nd letters sent: 44	Wrong Make/Model: 4
116:06:00	3rd Offences: 5	No PNC Data: 23
4653	4th Offences: 0	Out of Area: 28
448	5th Offences: 0	Wrong Reg: 9
9.6%	Total offences actioned: 359	Outside Times: 0
	Offences over 30mph: 323	Same vehicle return journey: 8
	Offences over 40mph: 101	Other Reasons: 16
	Offences over 50mph: 21	Total NFA: 88
	Offences over 60mph: 0	
	Offences over 70mph: 1	
	Offences over 80mph: 0	
	Highest speed (mph): 74	

Total 1st Letter	Total 2nd Letter	Total 3rd Offence	Total 4th Offence	Total 5th Offence	30 MPH+	40 MPH+	50 MPH+	60 MPH+	70 MPH+
158	30	4			193	39	4		1
32	2				1	31	9		
92	9	1			128	2			
28	3				1	29	8		
310	44	5			323	101	21		1

No direct action is taken as:

- The device isn't Home Office approved for enforcement.
- In not annually calibrated by a manufacturer.

2 Parish Council Activity for the coming Year

Two budget lines have been agreed:

Cold Meece – SID project

- 2024/5 carry forward £1,000
- 2025/6 budget £5,000

Meeting with Staffordshire County Council Highways [19/02/2024] to agree location of two SID devices on Meece Road and Swynnerton Road.

Confirmation on proposed sign location still to be agreed.

Tender for new devices and their installation will be necessary

Yarnfield Park

- 2024/5 carry forward £735
- 2025/6 budget £1,000

