



YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
MINUTES
14 April, 2025
Yarnfield Village Hall

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

25-124 Apologies for Absence – Cllr Pert (SCC)

25-125 Declaration of Interest - none

25-126 Public Question Time - none

25-127 Reports from Borough and County Councillors

- i. Cllr Pert provided a note about the arrangements for the school bus service which will have an additional stop on Brookvale Drive from the start of the summer term.

25-128 **Minutes of the meeting held on Wednesday 17 March, 2025:** the minutes of the meeting were considered and approval given for the minutes to be signed.

25-129 **Parish Action Tracker:** the updated Action was considered and approved. (Appendix 1)

- i. **Minute Number 22-376:** Yarnfield Lane Lay-by.

- Meeting with the Borough Council enforcement [18/03/25]. New littering signs provided, and the lay-by added to the list of sites to have camera monitoring.
- Meeting with officer from Staffordshire County Council highways planned, to discuss possibility of removing the lay-by.

- ii. **Minute Number 23-296:** Homes Plus Estate Management

- Meeting with Homes Plus area officer requested to resolve outstanding pavement repairs

- iii. **Minute Number 22-47:** Firing Range

- Work continues on the new firing range at Stafford Police Head Quarters with enabling works taking place to allow for build work to start.

- iv. **Minute Number 24-68:** Eccleshall car share scheme

- Very poor response to the request for drivers received. Without local drivers offering their services it was agreed it would not be feasible to offer the service to residents living in the parish.

- v. **Minute Number 23-540:** Business Continuity Plan

- Work on the business continuity plan to be reviewed with the draft business continuity template to be presented to the May meeting.

25-130 **Website:** work on the new website and councillor email system has been completed. The new site and councillor email addresses are being actively promoted.

25-131 **Quarter 4 budget update:** the budget update, set out in Appendix 2, was presented to the meeting. The overall annual expenditure was in line with the budget set for the year.

- 25-132 **Parish Clerk's report** : the schedule of payments and transfers, attached at Appendix 3, were presented to the meeting.
- i. The schedule of bank transactions since the last meeting = £2,101.16
 - ii. Precept – the first payment of £15,527.50 has been received.
 - iii. The funds needed to support the council's annual project plans will need to be transferred to the General Reserve, Community and Events Accounts.
 - iv. The direct debit arrangements with HMRC has been set up.
 - v. Current Account bank reconciliation on 14 April, 2025 after taking into account outstanding payments and transfers = £5,243.13.
- 25-133 **Resolution:** that the schedule of payments and transfers attached at Appendix 3 were approved.
- 25-134 **Update on Actions**
- i. Phone box – it was noted that BT had moved quickly to remove the kiosk from the village green.
 - ii. Oak Trees – the deliberate destruction of three oak trees planted on the village green has been reported to the police. No evidence has come to light about who was responsible.
- 25-135 **Footpath and BOAT (Byway open to all traffic) maintenance:** maintenance of the footpaths in the parish, particularly on the north section of the village green and the Highlows Lane BOAT is a continuing source of complaint.
- 25-136 **Complaints about the obstruction of pavements by overgrown hedges and pavement parking:** the obstruction of pavements by overgrown hedges or inconsiderate parking of vehicles continues to be of concern to residents.
- 25-137 **Resolution:** it was agreed that an invitation is sent to the newly appointed county councillor, following the May 2025 election, and the Highways Officer for the area to meet to discuss the council's concerns about the maintenance of footpaths, overgrown hedges and parking, and to agree how to resolve these problems.
- 25-138 **Grant application - Easter Egg Hunt, St Mary's Messy Church**
- 25-139 **Resolution:** it was agreed to make a payment of £70.
- 25-140 **Village Green Playground:** further meetings with play equipment suppliers are being planned. The meeting of the working group and borough councillors, which has still to take place, needs to be undertaken before the end of May. The tender document will be presented to the June meeting of the council for approval.
- 25-141 **Community Speed Watch, 12-month update:** the report on the activity of the local community speed watch group set out in Appendix 4 was received. The councillors asked that their thanks for this work were passed on to the Speed Watch group.
- 25-142 **Yarnfield Park public open space and football ground:** the owner of the site has confirmed that he is still prepared to transfer the site to the parish council. Staffordshire County Council legal services team has been asked to assist in the preparation of an agreement that would lead to the transfer of the site to the council.
- 25-143 **Neighbourhood Plan:** work on the preparation of the additional material requested by the borough council is being prepared. This work will need to be approved by the borough council before work on the section 16 consultation can start. Concern about the urgency of this work was expressed by the councillors to ensure the Neighbourhood Plan is adopted as soon as possible.

25-144 Updates from Parish Councillors.

- Cllr Parkin reported that plans to return the MOD camp at Cold Meece to its primary purpose have been put in place and are likely to be completed by the end of June.
- Cllr Beeston has spoken to Greenhous Group about the possibility of them sponsoring the Cold Meece road safety project. Details of the cost of the scheme will be shared with the company once they have been produced.

25-145 Planning – to consider any planning applications in the parish

- Reference ▪ 25/40456/PIP
- Address ▪ Land Adjacent White House Ash Lane Yarnfield
- Proposal ▪ Permission in Principle - Three - six dwellings

25-146 The parish council recognises that changes to the National Planning Policy Framework in relation to land in the Green Belt comprising previously developed land and/or any other land that, in either case, does not strongly contribute to any of purposes (a), (b) or (d) in paragraph 143 of the NPPF. The parish council considered that if permission were to be granted, the following should be taken into account:

- i. The site is over washed by the North Staffordshire Greenbelt, and as such, any development on the site needs to meet the tests set out in the NPPF.
- ii. The applicant has argued that there is an unmet need for this type of development, based on the assessment of the Borough Council that it no longer has a 5-year supply of housing land. The parish council believes the assessment of unmet need should also consider the size and type of housing required.
- iii. Any detailed application to build houses on the site should take full account of the types of dwellings required in the parish, as identified by the housing needs survey commissioned by the parish council in 2023.
- iv. While the parish council recognises that the application is for permission in principle, the access to the site on Ash Lane is narrow, and as such, the traffic generated by any development of the site and subsequent increase in traffic will have an impact on the junction with Yarnfield Lane. If the application in principle is granted, the detailed application should demonstrate how the proposed development will mitigate the impact on Ash Lane.

25-147 **Forward Plan and Events Calendar:** attached at appendix 4 was noted.

25-148 **Date and time of next meeting:** 14 April, 2025

Signed 

Chairperson of the Parish Council

Date: 14 April, 2025

Meeting closed 9.55pm

- Warning
- In progress
- Achieved

Monthly Progress Tracker – Update 14/04/2025

Resolution Log

| Minute | Resolution | Action | RAG |
|---------------------------------|---|--|---------------------------------------|
| Ambition 1 - Environment | | | |
| 22-376 | Yarnfield Lane Lay-by – litter and fly tipping. | 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. Meeting with Staffordshire County Council highways arranged [22/04/25] | ● |
| Ambition – 2 Safety | | | |
| 23-291 | Highway Repairs – Yarnfield Lane | Draft minutes of the meeting prepared by HS2 Ltd. YCM-PC prepared updated version. 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. <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 | Meeting with Homes Plus area officer requested. 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 | ● |
| 21-499 | Severn Trent work Highlows/Yarnfield Lane | Cllr Pert to raise issues at his next meeting with STW management. | ● |

- Warning
- In progress
- Achieved

Monthly Progress Tracker – Update 14/04/2025

| Minute | Resolution | Action | RAG |
|--|-----------------------------|---|---------------------------------------|
| | | | |
| Parish Ambition – 3 Community | | | |
| 22-47 | Firing Range | <p>Work continues on the new firing range with enabling works taking place to allow for the new range build to start.</p> <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> | ● |
| 24-68 | Eccleshall car share scheme | <p>Very low response to the request for drivers received.</p> <p>Campaign to sign up as a volunteer driver launched.</p> <p>The proposal to develop the Eccleshall car share scheme would be added to the Parish Assembly work plan</p> | ● |
| | Yarnfield Park POA | Owner of the site confirmed his willingness to negotiate with the parish council | ● |
| 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

Monthly Progress Tracker – Update 14/04/2025

Special Projects

| | | | RAG |
|------|-----------------------------------|--|------------|
| SP2 | Neighbourhood Plan | | |
| SP3 | Environmental project | <ul style="list-style-type: none"> - Trees on the village green green - Oak Eds oak tree | |
| 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 |
| 14/04/25 | BACS | Support Stffordshire | Annual subscription | 25.00 | | 25.00 |
| | | | | | | 2,101.16 |

Chairperson:

Date:



14-Apr-25

Account Transfers - 14 April, 2025

| | From | To | |
|----------|--------------|------------------------|-----------------|
| 14/04/25 | General Fund | Reserve Account | 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 |

Account Transfers - Approved February 12, 2024 - but not made

| | From | To | |
|----------|------------------------|------------------------|---------------|
| 14/04/25 | General Account | Community Action Group | 295.00 |
| 14/04/25 | Community Action Group | General Account | 104.00 |
| | | | 399.00 |

Chairperson:



Date:

14-Apr-25

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

