



**YARNFIELD AND COLD MEECE PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**13 October, 2025**  
**Yarnfield Village Hall**

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

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

Members of the public at the meeting: 4

- 25-304 **Apologies for Absence:** Cllr Broader, Cllr Bagguley (SCC), Cllr James (SBC),
- 25-305 Declaration of Interest: none
- 25-306 Public Question Time
- 25-307 Heidi Latala, who stables her horse in Yarnfield, raised concerns about the danger to horse riders on roads in the parish caused by the actions of irresponsible drivers. There have been several dangerous incidents on Yarnfield Lane that have put her and her horse at risk of being injured.
- 25-308 The councillors appreciated the dangers and sited other more vulnerable road users being involved in dangerous incidents and the disregard some drivers have for their safety.
- 25-309 **Resolution:** It was resolved that:
- i. The Police and County Council are contacted to highlight the Parish Council's concerns about road safety.
  - ii. Review the adequacy of signage on Yarnfield Lane and at the junction of Moss Lane.
  - iii. The British Horse Society and Staffordshire Road Safety are approach to support an awareness campaign.
  - iv. The next edition of the Parish Newsletter includes an article about road safety specifically in relation to this issue.
- 25-310 Reports from Borough and County Councillors: None
- 25-311 **Minutes of the meeting held on 8 September, 2025:** the minutes of the meeting were considered and approval given for the minutes to be signed.
- 25-312 **Minutes of the meeting held on 22 September, 2025:** the minutes of the meeting were considered and approval given for the minutes to be signed.
- 25-313 **Parish Action Tracker:** the updated Action Tracker, attached at Appendix 1, was considered and approved.
- 25-314 **Post Office Green Paper consultation responses:** the parish council's response to the consultation, attached at Appendix 2, was noted.
- 25-315 **Rose Garden Renovation:** the proposals for the renovation of the Cold Meece Rose Garden, attached at Appendix 3, set out 2 possible options with costs.

- 25-316 **Resolution:** It was resolved that a budget of £200 to pay for option 2 was approved and that work on the project start after the 2025 Remembrance Day events in Cold Meece.
- 25-317 **Half Year Budget Review:** the quarter 2 financial review, set out at Appendix 4, was approved and the three issues identified in the report were noted.
- 25-318 **Parish Clerk's report:** the final instalment of the precept and concurrent grant of £15,527.50 has been received from Stafford Borough Council.
- 25-319 The schedule of payment and transfers, attached at Appendix 5, were presented to the meeting.
- i. Schedule of payment since the last meeting = £2,805.33
  - ii. Schedule of account transfers since the last meeting = £11,520
- 25-320 The reconciled general account balance after deposits, payments and transfers have been made = £4,154.01
- 25-321 **Resolution:** That the schedule of payments attached at Appendix 5 were approved.
- 25-322 Update on Actions**
- A meeting has been arranged with Cllr Bagguley and County Highways: Cllr Beeston and the Clerk to attend.
  - Stafford Borough Council has now approved the payment of section 106 funding amounting to £48,165.09.
  - The damaged sections of the willow tree on the village green caused by Storm Amy have been removed by Stafford Borough Council.
  - The elections team at Stafford Borough Council has confirmed the next parish elections will take place as scheduled in May 2027.
  - The damaged manhole cover on De Havilland Drive has been reported to Openreach.
  - The latest motocross event at Baden Hall has been reported to Cllr James with a request that he raises the lack of enforcement with the Head of Planning at Stafford Borough Council.
  - Report to County Highways - The view of the warning sign before the roundabout on Yarnfield Park Way is obstructed by a tree growing in front of the sign.
  - Police camera van, a request has been sent to the police asking that the roads in the parish are visited by the camera van.
  - The external auditor, Fovis Mazars, has been written to setting out the Parish Council's concerns about the results of this year's external audit.
  - The annual return for the Labour in Vain has been submitted to the Financial Conduct Authority.
- 25-323 **Neighbourhood Plan:** copies of the local green space survey were shared with councillors with a request for them to support the collection of evidence to demonstrate that areas identified in the draft Neighbourhood Plan are used and valued by residents.
- 25-324 **Local Government Reorganisation:** Cllr Parkin reported on a meeting with the Head of Democratic Services at Staffordshire Moorlands District Council. The focus of the meeting was on the proposal to form a new North Staffordshire authority which

would cover Stoke on Trent, Newcastle, Staffordshire Moorlands and the northern parts of Stafford Borough and East Staffordshire.

- 25-325 The Stafford Borough Council Parish Forum, which will focus on proposals for the local government review in Staffordshire, will be held on 10 November, 2025. This clashes with the next parish council meeting.
- 25-326 **Resolution:** It was resolved that:
- i. Cllr Parkin and the Parish Clerk attend the Borough Council Parish Forum.
  - ii. The date for the November parish council meeting is rescheduled to take place on Monday 3 November, 2025.
- 25-327 **Updates from Parish Councillors:** Cllr Hughes reported on the last Stone Parish Liaison Group meeting and a planning training event that she attended. Copies of the notes from the meeting have been forwarded to the councillors.
- 25-328 **Forward Plan and Events Calendar:** attached at Appendix 6 was noted .
- 25-329 **Planning applications:**
- |            |   |
|------------|---|
| Address:   | 23 De Havilland Drive Yarnfield Stone Staffordshire ST15 0SX    |
| Reference: | 25/41145/HOU  |
| Proposal:  | First floor side extension, removal of existing rear dormer and |
- 25-330 **Resolution:** It was resolved to make no comment on the application
- 25-331 **Date and time of next meeting** – Monday 3 November, 2025 at 7.30pm



Signed  
Chairperson of the Parish Council  
Date: Monday 3 November, 2025

Meeting closed 9.06pm

## Monthly Progress Tracker – Update 13/10/2025

## Action Tracker

Minute	Resolution	Action	RAG
<b>Ambition 1 - Environment</b>			
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]	●
<b>Ambition – 2 Safety</b>			
23-291	Highway Repairs Yarnfield Lane	<b>HS2 site Yarnfield Lane, further works are needed on 2 gullies, Highways Team is aware. [07/10/2025]</b>  Meeting with SCC highways liaison lead [2/7/25]  SCC – survey of the road drains carried out [13/3/25]. A request has been made for a further meeting with Highways staff to establish what would be done to repair the system.  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"> <li>- Staffordshire County Council agree to undertake survey of the road drains and gullies and undertake any repairs identified.</li> <li>- BB will monitor flow of water on the site following heavy rainfall.</li> <li>- BB will check with ecology team to see if the gully 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).</li> <li>- HS2 will look at further potential solutions should these be required with a reasonable cost envelope</li> </ul>	●
23-296	Homes Plus Estate Management	<b>Site visit with Homes Plus area officer [30/09/25] – Ash Tree removed. Plans to repair the wall to be prepared, work clearing the path at the rear of the properties of Greenside to be prioritised.</b>  Site meeting with Homes Plus area officer [13/08/25]. Response from House Plus about the work to be carried out still awaited.  Meeting with Homes Plus Area officer [06/06/2025] . Report of the problems sent to Homes Plus. [09/06/2025]  Meeting with Homes Plus area officer requested. [09/05/25]  Work from previous complaint still outstanding.	●

## Monthly Progress Tracker – Update 13/10/2025





Minute	Resolution	Action	RAG
		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	<b>New lead officer at STWCo contacted, resident survey form circulated to affected property owners. Owners encouraged to report flooding incidents when they occur – details of how to do so shared. - 24/7 customer care centre on 0800 783 4444.</b>  Flooding incident reported to STW [06/09/25]. Response awaited.  Email sent to Severn Trent asking for an update. Contact moved to a new role but will brief his successor and request update from the Catchment Lead Officer for the area. Letter now to be send to the CEO.	●
25-210	YCM-PC pavement survey and actions	<b>Survey published on council website. Working group formed: Cllr Beeston, Cllr Simpson and Cllr Whitfield</b>  Staffordshire County Council report of work done received [10/09/25]	●
<b>Parish Ambition – 3 Community</b>			
25-299	Yarnfield Park Public Open Space & Football Ground	Emails and phones calls to the owner of the site have failed to generate a response.  Yarnfield and Cold Meece Parish Council membership of the Staffordshire Playing Fields Association confirmed. [ 02/09/25]  Very productive discussion with Staffordshire Playing Fields Association. Next actions for the council to consider: <ul style="list-style-type: none"> <li>• Become a member of the Staffordshire Playing Fields Association</li> <li>• Write to owner of the site to ask for a draft agreement</li> </ul> Staffordshire County Council Legal Service do not have capacity to support.  Email sent to the Staffordshire Playing Fields Association asking for advice and support.  Approach made to Staffordshire County Council Legal Services to support work to prepare an agreement to acquire the site [16/04/25].  Parish Council agrees to secure legal support.  Owner of the site confirmed his willingness to negotiate with the parish council	●
<b>Parish Ambition – 4 Good Governance</b>			
23-540	Business Continuity Plan	Cllr training in use of the plan to be arranged.  Business continuity plan, supporting documents, contact list and passwords list prepared.  Continuity Plan Template prepared Cllrs invited to comment on the template before it is populated [18/03/24]	●

## Monthly Progress Tracker – Update 13/10/2025

## Special Projects

Reference	Project	Actions/Progress	RAG
SP2	Neighbourhood Plan	<p><b>Open Green Spaces survey form prepared – circulated to Cllrs [13/10/25]</b></p> <p>Project Plan updates [08/09/25]</p> <p>Draft Section 14 consultation papers prepared [08/09/25]</p> <p>[Details of the project timetable monitored separately though the Neighbourhood Plan Project Plan.]</p>	●
SP3	Environmental project	<p><b>Autumn Tidy Up [5/10/25] – spring bulbs planted, litter picking</b></p> <p>Tree work on village green along the brook, and other the two willow trees on the middle green pruned.</p> <p>Himalayan Balsam – balsam removed by Trent Ground Maintenance</p> <p>Meeting arranged to agree cost for tree work on the green.</p> <p>Meeting with Trent Ground Maintenance to get advice on improvements to the footpath at the top of the north green.</p> <p>Cut back overhanging tree branches by the brook running along the South Green</p> <ul style="list-style-type: none"> <li>Meeting arranged with Trent Ground Maintenance to agree work</li> </ul> <p>Repair rotten slats on the bench on Footpath 11</p> <ul style="list-style-type: none"> <li>Replacement timber obtained</li> </ul> <p>Oak Tree, Highlows Lane</p> <ul style="list-style-type: none"> <li>Remove overgrown holly and Brambles – defer start of work until September 2025</li> </ul>	●
SP4 & 6	Community Action Group - projects & Events Working Group	<p><b>Preparation for the Autumn Fayre [18/10/25] completed</b></p> <p><b>Summer picnic cancelled due to bad weather, Partial refunds received.</b></p> <p>Parish Picnic – Sunday 14 September -plans completed, trades confirmed.</p> <p>Summer picnic scheduled for 20 July, 2025 - postponed due to bad weather</p> <p>Summer Bedding Project [11/06/25]</p> <ul style="list-style-type: none"> <li>Source - two replacement wooden planters for outside the beauty salon.</li> <li>Support Walton Hall Scholl work experience day</li> <li>Summer bedding planting – 11 June onwards</li> </ul> <p>Walton Hall Volunteers – Wednesday 11 June</p> <p>Strawberry Tea – Sunday 22 June 2025</p>	●

## Monthly Progress Tracker – Update 13/10/2025

Reference	Project	Actions/Progress	RAG
		[Details of future events reported in the Council's Forward Plan]	
SP5	Cold Meece road safety scheme	<p><b>CSW project - on hold pending advice from Staffordshire County Council Highways</b></p> <p>Installation of Speed Indicator Device: Swynnerton Road &amp; Meece Road</p> <ul style="list-style-type: none"> <li>- Meeting with SCC highways liaison lead [2/7/25]</li> <li>- Meeting with Officer from Staffordshire County Council Highways [19/02/25]</li> <li>- Cost of sourcing two devices will need to be compared between</li> </ul>	
SP7	Yarnfield Park	<p><b>Meeting schedules for the 28 October with Cllr Baggaley and Staffordshire County Council officers</b></p> <p><b>CSW project - on hold pending advice from Staffordshire County Council Highways</b></p> <p>FOI response received [08/08/25], Staffordshire County Council failed to follow through on the Road Traffic Order that would establish the 20 mph zone on Yarnfield Park. Cllr Baggaley to ensure the failure is put right as soon as possible.</p> <p>Results of FOI prompt pause in the delivery of the project. Issues raised in the FOI response referred to Cllr Baggaley.</p> <p>FOI request submitted to Staffordshire County Council to confirm Speed Limit on the estate roads [11/07/25]</p> <p>CSW Project Yarnfield Park</p> <ul style="list-style-type: none"> <li>- Meeting with SCC highways liaison lead [2/7/25]</li> <li>- Meeting with Officer from Staffordshire County Council Highways [19/02/25]</li> </ul>	
SP9	Bus shelter (Cold Meece) Renovation	<p>Councillors to pursue other possible contractors to undertake the repairs and report back to the council</p> <p>Projected cost of renovation of the shelter exceeds budget. Council to consider new approach</p> <ul style="list-style-type: none"> <li>- Visual inspection undertaken</li> <li>- Project plan to be prepared</li> <li>- Contractor to undertake the work to be identified</li> </ul> <p>Timetable</p> <ul style="list-style-type: none"> <li>- Confirm frequency of buses with the community</li> <li>- Contact Bus Company to resolve the difference between published and actual</li> </ul>	
SP10	Village Green s106 Project	<p><b>Tender awarded to Kompan Ltd</b></p> <p><b>Project Team meeting scheduled with company Friday 17 October.</b></p> <p><b>Request sent to Stafford Borough Council to release s106 funding</b></p> <p>Tender documents sent to seven potential suppliers resulting in 5 returns.</p>	

## Monthly Progress Tracker – Update 13/10/2025

Reference	Project	Actions/Progress	RAG
		<p>Playground working group assessment process meetings [26 &amp; 29/08/25].</p> <p>Public viewing of the proposals – 14/09/25</p> <p>Result of tender to be presented to the Extraordinary Parish Council Meeting scheduled 22 September, 2025</p> <p>S106 funding agreed with Stafford Borough Council.</p> <p>Tender document issued to potential suppliers.</p> <p>Timetable for tender submission and evaluation agreed.</p> <p>Playgroup Working Group – holding meetings with potential suppliers.</p> <p>Playground Working Group</p> <ul style="list-style-type: none"> <li>- Supplier meetings – May 25</li> <li>- Approval meeting with Cllr James and Cllr Nixon</li> <li>- Tender document approved – 9 June</li> <li>- S106 application form completed</li> <li>- Tender period 1 July – 15 August</li> <li>- Tender evaluation – 16 August 9 September</li> <li>- Contractor appointed</li> <li>- Notify Homes</li> <li>- Playground Notice of tender published on YCM website and Government “Find a Tender Service”</li> <li>- Agree work period</li> </ul>	



## Yarnfield and Cold Meece Parish Council Parish Council Report Book

06 October 2025

### 1 Post office green paper impact on rural communities

- 1.1 The government's Green Paper on the future of the Post Office, published in July 2025, raises concerns for rural communities by suggesting potential changes to the network that could weaken access criteria and accelerate closures.
- 1.2 Stakeholders such as the [Countryside Alliance](#) are advocating for "rural-proofing" the proposals to ensure these vital services are protected.

#### Key impacts on rural communities

##### Risk to local access

- **Weakened access criteria:** The paper raises the possibility of reviewing the long-standing "Access Criteria," which have protected many rural post offices. This could remove the requirement to maintain a minimum number of branches and lead to a smaller, less accessible network.
- **Greater travel burden:** Rural residents rely on the services that they are able to access at their village post office. The loss of the rural post office would have serious consequences for residents who would then face longer travel times. Any further reduction in branches would increase the cost and inconvenience of travel, particularly for vulnerable people with limited mobility or transport.

##### Vulnerability of key groups

- **Older and disabled people:** These groups are highly dependent on face-to-face services for banking, bill payments, and cash withdrawals. They are also most affected by longer travel distances and the loss of a trusted social hub.
- **The digitally excluded:** The paper considers relying more on digital services, self-service kiosks, and parcel drop-and-collect points. However, these are unlikely to meet the needs of isolated or digitally excluded individuals in rural areas.

##### Damage to local economies

- **The last shop in the village:** In this parish, the Post Office is co-located with the sole village shop and acts as a financial anchor. Post Office customers provide vital footfall for the village shop. Both the shop and post office service are co-dependent, and the loss of the post office would inevitably put at risk the viability of the village shop.
- **Impact on small businesses (SMEs):** Rural businesses rely heavily on Post Offices for day-to-day operations. Concerns have been raised that changes could impact their ability to access essential services.

### **Erosion of social fabric**

- **Loss of a social hub:** Post Offices serve as a vital link in rural communities, and their closure can lead to a decline in community spirit and social cohesion.
- **Loss of informal support:** Rural post office staff know their customers, and this often helps to provide informal welfare checks for older or isolated residents. The loss of these relationships can further marginalise vulnerable members of the community.

### **Yarnfield and Cold Meece Parish Council**

The Parish Council recognises the essential service provided by the post office in the parish and the role it plays in the lives of residents and local businesses . It is vital that changes to the structure and operation of post office services are rural-proofed to ensure this service is protected. The parish council is looking for an unambiguous commitment to permanently protect the presence of post offices in villages.

The Parish Council recognises the drive to reduce dependence on government funding but is concerned that the services provided by a modern post office will be difficult to support in rural locations without a commitment to continue government funding.

# Yarnfield and Cold Meece Parish Council – 13 October, 2025

















## Rose Garden Renovation


The planted area of the garden is small, measuring only 8 ft x 8 ft, and is in a very poor condition, due in part to the number of rose bushes in the original design. The garden is surrounded by a well-established box hedge and is open on all sides with no shade.

### Option 1

- Remove all the rose bushes
  - Work into the site organic matter and fertiliser £10.00
  - Replant the four surviving roses from last year’s project
  - Add 6 new roses £138.00
  - Mycorrhizal Fungi pouches x 3 £12.00
  - Top dress with bark mulch £18.00
- Project cost - £178.00

### Option 2

Replanted rose bush	 	 	Replanted rose bush
 	English shrub rose “Tottering-by-Gently” x 2		 
 			 
Replanted rose bush	 	 	Replanted rose bush



- Remove all the rose bushes
- Work into the site organic matter and fertiliser
- Plant 2 repeat flowering bare root English shrub rose (Tottering-by-Gently) at the centre of the garden.
- Replant the four surviving roses from last year’s project on the four corners of the plot.
- Infill with companion planting around the two roses - Lavender, Nepeta, Rosemary, Verbena, Fox Gloves, and Anemones.
- Top dress with bark mulch

Cost

Tottering-by-Gently x 2	£46.00
Companion planting (16 x 8/9cm pots)	£100.00
Mycorrhizal Fungi pouches x 3	£12.00
Manure x 2 bags	£10.00
Bark x 2 bags	£18.00
	Project cost - £183.00

Risks and benefits of the two options

	Benefits	Risks
Option 1	Remains faithful to the original design	Short flowering period Drought Higher disease intolerance
Option 2	Extended flowering period – spring to late autumn. Companion planting - greater drought tolerance	Companion planting will need to be managed.

# Yarnfield and Cold Meece Parish Council

## Half Year Budget Review 2025

### Breakdown of income, expenditure and interest payments:

- Q2 expenditure	7,571.41
- Q2 income	3,356.81
▪ Defibrillator Donation	920.00
▪ Lunch Club Income	285.93
▪ Community Foundation	1,500.00
▪ Other income	650.88
- Reserve account interest	118.72
▪ Community Action Group	10.72
▪ Events Working Group	3.83
▪ Reserve accounts	104.17
- Q2 transfers from the Reserve Account	2,000.00

### The Quarter 2 review has identified three issues.

#### Summer Picnic Cancellation

The early cancellation of the Summer Picnic allowed the council to avoid some of the costs associated with the event. However, £687.02 had already been spend before the decision to cancel was made.

A refund of £223.20 has been received from the toilet and security fencing company and Bouncy Bouncy Boo agreed to carry forward the £300 deposit to any event that is held in 2026.

The unrecoverable cost for the picnic = £163.82. (Temporary event notices x2, wine and beer). This will need to be charged to the Events Working Group reserve account.

Duplicate payment: double payment for lunch club provisions was made in July. This has now been corrected and a refund received.

Staffordshire Playing Fields Association: the payment to Staffordshire Playing Fields Association was approved by the council at the meeting in July [minute 25-248] but was not recorded on the Schedule of Payments for that meeting.

### Projected commitment and end of year balance

There are no significant overspends on the individual budget lines.

The projected end of year surplus for the general account = £3,611.95

The award of the playground project contract to Kompan Ltd has meant none of the maintenance budget [£1,169] has been spent. Consideration should be given to using some of this budget to support the playground project.

### Special Projects - SP2 – SP9

SP2 - Neighbourhood Plan	Budget will be used in March 2026
SP3 - Environmental Projects	No new projects currently committed to this line.
SP4 - Community Action Group - projects	See separate note
SP5 - Cold Meece road safety scheme	On hold pending further work with Staffordshire County Council
SP6 – Events Group	See para 2.1 (above)
SP7 - CSW project - Yarnfield Park	On hold pending further work with Staffordshire County Council
SP8 - Wednesday Lunch Club	Income of £ 305.76 received that offsets the costs of the project. £1,500 grant received to be added to the SP7 budget.
SP9 - Bus shelter (Cold Meece)	No projects currently committed to this line.

### SP4 - Community Action Group - projects

<b>Income and Expenditure</b>	
Balance carried forward from 2024 & income received	5,109.99
Expenditure (minus VAT)	494.82
<b>Community Account Statement Balance</b>	<b>4,615.17</b>
Defibrillator project held in reserves	3,337.60
Working balance	<b>1,277.57</b>

The Npower charges for the unmetered supply to the defibrillator on Mitchell Rise have not been charged to the Community Account. The annual cost for this will be in the region of £50. Once the Ford Drive Defibrillator is installed a similar charge will be made for this unit. Consideration needs to be given as to whether this is charged to the community account or absorbed by the general budget.

A report will be presented to the November parish council meeting setting out proposals to buy a defibrillator for Ford Drive.

### Events Working Group

Balance carried forward & income	1,437.43
Expenditure	_____
Balance	<b>1,437.43</b>

A transfer of £163.82 is required to pay for the cost of the Summer Picnic.

## Wednesday Lunch Club

The Community Foundation has now paid the warm spaces grant of £1,500.

Income & Grants	
YCM-PC budget donation	300.00
Warm Spaces Grant carried forward from 2024	82.00
Warm Spaces Grant 2025	1,500.00
Income from donations	305.76
	2,187.76
Expenditure Q1 & Q2	
Village Hall	228.00
Catering	612.07
	840.07
Balance	1,347.69

Based on current projections the grant is sufficient to support the lunch club for at least 18 months [March 2027].

Quarter 3 & 4 projections	
Income	600.00
Expenditure	734.48
Projected income and expenditure balance to be debited to the Warm Spaces grant balance	- 134.48

The income and expenditure for Q1 and Q2 have been managed through the general bank account. It is proposed that:

- (i) The Community Foundation grant is transferred to the General Reserve Account.
- (ii) The Quarter 4 financial report reconcile the 2025/26 income and expenditure for the lunch club to confirm the actual cost and the element of the grant that has not been spent and can be carried forward.
- (iii) Any deviation from the projected costs will be reported to the council at the earliest opportunity.

YCM-PC Budget 2025/6 Quarter 2 Review						June	July	August	Sept	October	November	December	January	February	March	Outstanding commitment	Projected end of year spend	Projected end of Year balance	
Line No.		Budget	Q1 Spend	Q2 Spend	Total Spend	Projected Commitments													
<b>General Administration</b>																			
1	Clerk salary	8,486.00	1,943.42	2,237.38	4,180.80						700.00	700.00	700.00	700.00	700.00	3,500.00	7,680.80	805.20	
2	HMRC	2,800.00	775.21		775.21			233.33	233.33	233.33	233.33	233.33	233.33	233.33	233.33	1,866.67	2,641.88	158.12	
3	Membership fees	455.00	95.44	20.00	115.44										450.00	565.44	-	110.44	
4	Training	200.00			-										-	-	-	200.00	
5	Office expenses	1,000.00	280.21	267.46	547.67					20.00	20.00	20.00	20.00	20.00	20.00	120.00	667.67	332.33	
6	Room Hire	1,000.00	138.00	192.00	330.00	60.00	60.00	60.00	60.00	108.00	60.00	84.00	60.00	60.00	60.00	672.00	1,002.00	-	2.00
7	Newsletter	1,120.00	206.00		206.00					400.00			400.00			800.00	1,006.00	-	114.00
8	Website and office systems	700.00		115.20	115.20								512.40			512.40	627.60	-	72.40
		<b>15,761.00</b>	<b>3,438.28</b>	<b>2,832.04</b>	<b>6,270.32</b>											<b>7,921.07</b>	<b>14,191.39</b>	-	<b>1,569.61</b>
<b>Statutory Requirements</b>																			
9	Insurance	695.00			-										700.00	700.00	700.00	-	5.00
10	Audit service	400.00	126.00		126.00					275.00						275.00	401.00	-	1.00
11	Annual inspection of play equipment	130.00			-								130.00			130.00	130.00	-	-
		<b>1,225.00</b>	<b>126.00</b>	<b>-</b>	<b>126.00</b>											<b>1,105.00</b>	<b>1,231.00</b>	-	<b>6.00</b>
<b>Repairs and Maintenance</b>																			
12	Grounds Maintenance Contract	8,600.00	2,768.22	3,588.44	6,356.66					1,430.00						1,430.00	7,786.66	-	813.34
13	Play Equipment	1,169.00			-											-	-	-	1,169.00
		<b>9,769.00</b>	<b>2,768.22</b>	<b>3,588.44</b>	<b>6,356.66</b>											<b>1,430.00</b>	<b>7,786.66</b>	-	<b>1,982.34</b>
<b>Miscellaneous</b>																			
14	SBC - election recharge	-	-	-	-											-	-	-	-
		-	-	-	-											-	-	-	-
<b>Grants</b>																			
15	Community Projects (Grants)	200.00	170.00	-	170.00											-	170.00	-	30.00
<b>Reserve Account</b>																			
16	Deposit Account			-	-											-	-	-	-
		<b>26,955.00</b>	<b>6,502.50</b>	<b>6,420.48</b>	<b>12,922.98</b>	-	-	-	-	-	-	-	-	-	-	<b>10,456.07</b>	<b>23,379.05</b>	-	<b>3,575.95</b>

<b>Special Projects</b>																			
SP1	Road projects - contribution to Staffordshire County Council				-											-	-	-	-
SP2	Neighbourhood Plan	200.00			-											-	-	-	200.00
SP3	Environmental Projects	2,000.00		294.00	294.00											-	294.00	-	1,706.00
SP4	Community Action Group - projects	400.00	468.98	9.55	478.53											-	478.53	-	78.53
SP5	Cold Meece road safety scheme	5,000.00			-											-	-	-	5,000.00
SP6	Events Group	100.00	223.20	626.82	850.02											-	850.02	-	750.02
SP7	CSW project - Yarnfield Park	1,000.00			-											-	-	-	1,000.00
SP8	Wednesday Lunch Club	300.00	253.10	220.56	473.66											-	473.66	-	173.66
SP9	Bus shelter (Cold Meece)	400.00			-											-	-	-	400.00
SP10		-			-											-	-	-	-
	Budget codes SP1 - SP8	<b>9,400.00</b>	<b>945.28</b>	<b>1,150.93</b>	<b>2,096.21</b>	-	-	-	-	-	-	-	-	-	-	-	2,096.21	-	7,303.79

<b>Total Spend</b>	<b>7,447.78</b>	<b>7,571.41</b>	<b>15,019.19</b>
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<b>10,456.07</b>	<b>25,475.26</b>	<b>10,879.74</b>
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**Yarnfield and Cold Meece Parish Council**  
**Schedule of Payments - 13 October, 2025**

13-Oct-25 Transf  
 13-Oct-25 Transf  
 13-Oct-25 Transf

Chairperson:  
 Date:



Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
09/09/25	DD	Talk Mobile	Phone bill	4.17	0.83	5.00
10/09/25	Card	Clerk	Picnic - cash float [Minute 25-236 iii]	205.00		205.00
12/09/25	DD	Npower	Defibrillator - unmetered supply	4.57	0.23	4.80 ✓
12/09/25	DD	Npower	Defibrillator- unmetered supply	4.52	0.23	4.75 ✓
10/10/25	DD	Talk Mobile	Phone bill	4.17	0.83	5.00 ✓
13/10/25	BACS	Trent Grounds Maintenance	Grounds maintenance contract	947.64	189.53	1,137.17 ✓
13/10/25	BACS	Boston Seeds	Spring bulbs	115.82	23.17	138.99 ✓
13/10/25	BACS	Clr Parkin	Lunch Club provisions	122.07		122.07 ✓
13/10/25	BACS	SPCA	Training course - Planning	35.00	7.00	42.00 ✓
13/10/25	BACS	Clerk	Salary	696.80		696.80 ✓
13/10/25	BACS	Clerk	Office expenses	66.37	13.28	79.65 ✓
13/10/25	BACS	Clerk	Royal British Legion Wreaths x 2	50.00		50.00 ✓
13/10/25	BACS	Clr Stella Hughes	Community Autum Tidy up provisions	28.17	3.33	31.50 ✓
13/10/25	BACS	Village Hall	Parish Room hire	147.00		147.00
13/10/25	BACS	Village Hall	Parish Room hire	120.00		120.00
13/10/25	BACS	Creative Bee	Printing	13.00	2.60	15.60
				<b>2,564.30</b>	<b>241.03</b>	<b>2,805.33</b>

Chairperson:

*S. Parkin*

Date:

13-Oct-25

Bank payment authorisation	
 Clr Parkin	 Clerk

### Account Transfers - 13 September, 2025

		From	To			
13-Oct-25	Transfer	General Account	General Reserves			10,000.00
13-Oct-25	Transfer	CAG Account	Community Action Group			20.00
13-Oct-25	Transfer	General Account	General Reserves			1,500.00
						<b>11,520.00</b>

## Yarnfield and Cold Meece Parish Council

Date	Notes
<b>Parish Council Meetings - Village Hall. Start time: 7.30pm</b>	
Monday 3 November	Community Action Group meeting report
Monday 8 December	
Monday 12 January 2026	Q3 account update
Monday 9 February	Community Action Group meeting report
Monday 9 March	Data protection policy reviews
<b>Community Action Group - Village Hall. Start time: 7.30pm</b>	
Tuesday 21 October	
Tuesday 20 January 2026	
Tuesday 14 April	

### Events

Date	Event	Organising Group	Time
Saturday 18 October	Autumn Fair	Events Working Group	8.30am - noon
Saturday 15 November	The day the American's left Yarnfield	Events Working Group	7.00pm – 9.30pm
Saturday 8 November	Remembrance Service	Events Working Group	10:55am
Saturday 22 November	Christmas Craft Fair	Village Hall	TBC
Saturday 20 December	Children's Party	Events Working Group	10am – 4.30pm
Saturday 20 December	Carols round the Tree	Village Hall	5pm – 6.30pm