



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

**8 December, 2025
Yarnfield Village Hall**

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

Also in attendance: John Fraser, Parish Clerk

Members of the public at the meeting: 6

25-366 **Apologies for Absence:** Cllr Kirsty Treen, Cllr Roy James (SBC)

25-367 **Declaration of Interest:** none

25-368 **Public Question Time:** A question about the use of Glyphosphites 'Herbicides' being used and sprayed in public open spaces in Yarnfield was raised by a resident whose daughter is asthmatic and is sensitive to Glyphosphites.

Response: the parish council treats the paths on the village green in the Spring with a weed killer and the council's contractor will be asked to confirm what type of weed killer is used. This will then be reported to the resident.

The resident will need to lodge a Freedom of Information Act request to Stafford Borough Council and Staffordshire County Council to establish what sprays they may use in the parish on land that they own.

25-369 Reports from Borough and County Councillors: Nil

25-370 **Minutes of the meeting held on 3 November, 2025:** the minutes of the meeting were considered and approval given for the minutes to be signed.

25-371 **Parish Action Tracker:** the updated Action Tracker, attached at Appendix 1, was considered and approved.

25-372 Review of grounds maintenance contract: the council resolved that:

- i. The grounds maintenance contract with Trent Ground Maintenance be extended for a further year.
- ii. That Trent Ground Maintenance be invited to provide a price to undertake the grounds maintenance of the locations in the parish:
 - a. The grass opposite the junction of Ash Lane,
 - b. The grass at the junction of The Furlong and Yarnfield Lane,
 - c. The area of land on Highlows Lane near to Green Croft,
 - d. The hedge behind parish notice board in Cold Meece.

25-373 **Yarnfield Lane, traffic:** the temporary closure of the railway overbridge at Norton Bridge has resulted in a dramatic increase in the number of vehicle movements on Yarnfield Lane. The speed indicator device on the village green has recorded 31,148 vehicle movements in a single week. The average number of vehicle movements in 2024 was 13,196. (See Appendix 2 for more details).

- 25-374 The closure of the overbridge has also led to an increase in the number of trucks using the lane in contravention of the 7.5 tonne weight limit which have been reported to Staffordshire Police.
- 25-375 Parish Clerk's report:
- a. Budget – update and schedule of payments
 - i. The schedule of payments and transfers, attached at Appendix 3, were presented to the meeting.
 - Schedule of payment since the last meeting = £850.73.
 - Schedule of account transfers since the last meeting = £120.09.
 - ii. The reconciled general account balance after deposits, payments and transfers have been made = £1,667.90.
- 25-376 Update on actions taken:
- Cllr Parkin has written to the Police, Fire and Crime Commissioner thanking him for his support with the new firing range being built in Stafford.
 - A complaint to Severn Trent about the damage to a manhole cover on the north section of the village green has resulted in the cover being replaced.
- 25-377 **Review of 2024/25 audit and preparation for 2025/26 audit:** A challenge has been sent to the External Auditor's about their criticism of the 2024/25 AGAR submission which led to the Parish Council receiving a "scope for improvement" recommendation about the way the audit was published in 2025.
- 25-378 An email has been received from the lead auditor in which he accepts the points made by the Parish Council and saying their procedures and training will be modified to reflect the points raised.
- 25-379 **AGAR Assertion 10** - is a new mandatory declaration in the UK parish and town council Annual Governance and Accountability Return (AGAR) for the 2025/26, focusing on digital and data compliance.
- 25-380 The move to a gov.uk website and email system, which is a prerequisite to meeting the Assertion 10 standard has been completed,
- 25-381 **Resolution:** It was resolved that work is done to:
- i. Update the Parish Council's GDPR and Data Protection Act Compliance.
 - ii. Prepare the Parish Council Information Technology Policy
 - iii. To undertake a review of documents posted on the Parish Council's website to ensure that they meet the accessibility standard.
- 25-382 Ford Drive Defibrillator – update report:
- 25-383 An invitation to quote for the work to install a defibrillator on ford Drive, Yarnfield was sent to 5 contractors. The costs for the two options to deliver the project are:

	Option A	Option B
Defibrillator	775.00	775.00
Cabinet	475.00	475.00
Unmetered supply	1,734.00	1,479.00
Installation costs	718.30	718.30
	200.00	200.00

Mounting board and posts	3,902.30	3,647.30
Defib earmarked reserve budget	3,337.60	3,337.60
Balance to come from Community Action Group general budget	-564.70	-309.70
All prices exclusive of VAT		

25-384 **Resolution:** It was resolved that:

- i. The contract to install the defibrillator on Ford Drive be awarded to Next Phase Electrical.
- ii. The defibrillator is installed in the location at Option A
- iii. The additional cost of installation is paid with money held in the Community Account.

25-385 **Playground project – update report:** work on delivery of the project has been hampered by wet weather throughout December. The final piece of work on the project is scheduled to take place between the 11 and 12 December, 2025.

25-386 A handover meeting between the Playground Working Group and the contractor is scheduled to take place on 18 December, 2025.

25-387 Post Installation and Annual Inspection of the playground will take place on 23 December, 2025. After which any defects in the playground project will need to be put right before the playground is opened to the public.

25-388 **Neighbourhood Plan:** work on the local green spaces supporting evidence and revisions to the draft Neighbourhood Plan are still being prepared. Final document to be presented to the Parish Council before being submitted to Stafford Borough Council.

25-389 Updates from Parish Councillors:

- Cllr Parkin and the Clerk had a meeting with Dr Allison Gardner, MP. The meeting focused on issues affecting the parish including:
 - The implication of the local government review and devolution.
 - The parish council's concern about the Borough Council planning enforcement service.
 - Labour in Vain - the need to apply pressure to Stonegate and to clarify how the new community right to buy provisions will operate, including the process for valuing community assets, the potential funds available to assist communities, and the method of delivering these funds.
 - Yarnfield is not in an area identified as a beneficiary of the Government's Pride in Place Programme.
 - Dr Gardner has asked for a copy of the Parish Council Pavement Survey
- Cllr Parkin attended a training event on the application of "AI" and the benefits it can provide to parish councils.

25-390 **Resolution:** it was resolved that:

- i. The IT strategy incorporates policies on the use of "AI" systems
- ii. The clerk attends a training event on "AI" systems.

- 25-391 **Forward Plan and Events Calendar:** attached at Appendix 4 was noted.
- 25-392 Planning application:
Address: 5 Meadow View Yarnfield
Reference: 25/41436/LDC
Proposal: Lawful Development Certificate - Sun room at rear of property
- 25-393 **Resolution:** It was resolved to offer no comment on the application.
- 25-394 **Date and time of next meeting** – Monday 12 January, 2025 at 7.30pm

Signed:



Chairperson of the Parish Council

Date: 12 January, 2026

Meeting closed: 8:50pm