



YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

10 July, 2024 at 7.30pm,
Yarnfield Park Conference Centre

Agenda

1. Apologies for Absence
2. Declaration of Interest
3. Councillor co-option – to consider applications for position of parish councillor for the Yarnfield Ward
4. Public Question Time (30 minutes)
Anyone who wants to ask a question during the public question time session should contact the Parish Clerk by noon on Tuesday 9 July, 2024.
5. Reports from Borough and County Councillors
6. Minutes of the meeting held on Monday 17 June, 2024
7. Parish Action Tracker – review of actions
8. Lunch Club – update on and provision of further support
9. Financial Regulation
10. Yarnfield bus shelter – update on insurance claim and replacement
11. Yarnfield Park – Residents’ Group report
12. Parish Clerk’s report
 - a. Quarter 1, 2024 - budget review
 - b. Budget – update and schedule of payments
 - c. Update on actions taken
13. Grant application – to consider an application from the 1st Yarnfield Scout Group
14. Events Working Group – summer picnic
15. Review of parish council website – to approve work programme for change and
16. Neighbourhood Plan – update and next actions
17. Updates from Parish Councillors
18. Planning – to consider any planning applications

24/39204/FUL	Yarnfield Road, Cold Meece (Outside of parish application)
	Demolition of all existing buildings and the erection of two detached buildings (forming 5 separate units) of Class B2 and B8 floorspace with associated parking, servicing space and hard and soft landscaping (including means of enclosure and security lighting).
24/39276/FUL	Morgan Sindall Ltd, Adjacent Units 2 And 3 Cold Meece Estate Cold Meece Road, Cold Meece (Outside of parish application)
	Demolition of existing office block and erection of new office

Parish Clerk email - ycmclerk@gmail.com
Tel: 07786 948104


19. Forward Plan and Events Calendar
20. Date and time of next meeting - 2 September, 2024 at 7.30pm
21. To consider a resolution under the Public Bodies (Admission to Meetings Act 1960): "In view of the confidential nature of the business about to transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw, and the broadcast of the meeting suspended."
 - Adoption of public open space.

John Fraser
Clerk to the Parish Council
Date: 3rd July, 2024

Parish Council Meetings		
16 July, 7.30pm	Community Action Group	Village Hall
29 August, 7.30pm	YCM Cllr Informal Briefing	TBC
2 September, 7.30pm	Parish Council	Yarnfield Park
2 October, 7.30pm	YCM Cllr Informal Briefing	TBC
9 October, 7.30pm	Parish Council	Yarnfield Park
15 October, 7.30pm	Community Action Group	Village Hall
Events		
Sunday 14, July	Annual Parish Picnic, 1pm - 4 pm on the village green	
Friday 27, September	Macmillan Coffee Morning Village Hall	
Saturday 19, October	Buy, Sell and Swap, Village Hall	
Saturday 2, November	Countryfile Ramble for Children in Need	
Saturday 9, November	Remembrance Day Event, Cold Meece Memorial	
Saturday 21, December	Children's Christmas Party, Village Hall	

Yarnfield and Cold Meece
Parish Council

Co-Option To Councillor
Casual Vacancy Application



I have lived in Yarnfield for nine years and during this time I have made the effort to use what capacity I have to contribute to the community. I regularly support local events and for the past seven years I have been the treasurer for Yarnfield Village Hall Committee.

I am primarily a recently retired teacher, however over the years I held many roles of responsibility including:

- > mathematics advisor for a local authority offering direct support to schools;
- > regional advisor supporting strategic leaders in local authorities across the West Midlands and South London with pupil behaviour and attendance and, more recently
- > designated safeguarding lead in a large secondary school.

Throughout my career I have delivered professional development training to staff and offered advice and guidance to a range of professionals but my passion has always been in the classroom, teaching mathematics to pupils, where the key challenge has been to overcome the negative impact of deprivation.

The range of rolls within education means I have successfully managed a range of budgets and I have a good level of IT competency.

Retirement now gives me the capacity to learn more about the needs of residents, to understand local issues and hopefully through working as a parish counsellor and continuing as a member of Yarnfield Village Hall committee I can make a positive contribution to a village that my family now call home.

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
MINUTES

Wednesday 17th June, 2024
Yarnfield Park Conference Centre

Present (for all or part of the meeting): -

Councillors:

David Beeston

Sally Parkin (Chairperson)

Margaret Broader

Kirsty Treen

Stella Hughes

Officer in attendance: John Fraser, Clerk to the Parish Council

Public at the meeting: 2

Viewing live on Facebook: 6

Apologies for Absence

- 24-61 Apologies were received from – Cllr Ed Whitfield, Cllr Pert (SCC) Cllr Roy James (SBC).

Declaration of Interest

- 24-62 Nil

Public Question Time

Question 1 - Yarnfield Park Conference Centre Car Park

"I have noticed recently that the land vacated by BT next to the Conference Centre main car park is now being used for vehicle storage. It began with a few cars but the numbers seem to be steadily increasing over the last month or so. I was wondering whether you have any information about this and wondered whether this would constitute a change of use that may require planning approval from SBC?

I have also noticed during the winter some vehicles being parked on the conference centre for many weeks and so that also appears to be being used for storage purposes at times.

Response

- 24-63 The use of the site is not a precursor to a wholesale vehicle storage facility such as the one in Cold Meece. The pole field is now being rented out as part of an office rental in the same way that it was to Openreach and is being used for training specific to that company. Any cars or vehicles stored on the site are a part of that company and are being used for training or other operation.

Question 2

"I have recently put in a couple of reports to the highways about the state of the pavement outside our house and around the area in general. My daughter is a wheelchair user. The potholes and then the tiny gravel-like stones that are created by the potholes are making it very difficult and

unsafe for her to manoeuvre independently from our house. She has already sustained a small injury from the wheelchair slipping which I pointed out in my reports. Yesterday I received emails telling me that they are "unable to action" - no further details. I have sent feedback that I find this unacceptable and dangerous but as you never get to actually speak to a human, I doubt that I will hear anything back from them. I have noticed other wheelchair and mobility aid users having to use the roads rather than the pavements in the village due to the appalling state of them. I wonder if this is something that you would be able to raise as the parish council?

Response

24-64 Similar concerns were raised at the Annual Parish Assembly. The plan of actions prepared by the council to tackle the concerns of the assembly are set out in Appendix 2.

Question 3

"I would like to report the residents living in Colliford Drive for the indecent usage of their video cameras around their property. They are pointing all up and down the street where my children and others play. They record the children playing and save this footage so if they have any problems with the children they confront them with the footage. This should not be allowed they should not be allowed to record any children without the parents' permission, and I certainly do not give them permission to record mine."

Response

24-65 The use of recording equipment, such as CCTV or smart doorbells, to capture video or sound recordings outside the user's property boundary is not a breach of data protection law. However, if allegations of intimidation or harassment were linked to the inappropriate use of video cameras this may warrant reporting to the police.

24-66 **Resolution:** It was resolved to report this complaint to the Police.

Question 4

"In recently contacted the Eccleshall Voluntary Car Scheme to see if anyone in Yarnfield would be considered, providing they had doctors or dentists in Eccleshall. Is this something we might be able to open up to other eligible people and also enrol some volunteer drivers from Yarnfield?"

Response

24-67 The parish council ran a similar scheme during the COVID-19 pandemic. The scheme relied on a small group of volunteers and as such was not sustainable beyond the limited support it provided during the pandemic. In contrast to this, the Eccleshall scheme looks to be well supported. If they are willing to extend the service to residents of the parish, it is something that should be investigated.

24-68 **Resolution:** It was resolved that:

- i. The proposal to develop the Eccleshall car share scheme would be added to the Parish Assembly work plan.
- ii. That the clerk meets with the organiser of the Eccleshall scheme.

Reports from Borough and County Councillors

- 24-69 Nil
- Minutes of the Annual Parish Council meeting held on 15 May, 2024
- 24-70 **Resolution:** It was resolved that the minutes of the Annual Parish Council meeting held on 15 May, 2024 were approved as a correct record of the meeting subject to the correction of grammatical errors.
- Minutes of the Parish Council meeting held on 15 May, 2024
- 24-71 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 15 May, 2024 were approved as a correct record of the meeting subject to the correction of grammatical errors.
- Parish Action Tracker – review of actions
- 24-72 Minute number 23-296 – Homes Plus Estate Management
- Work on repair of the pavements and some walls on Greenside has been started by Homes Plus.
- 24-73 Minute Number 21-499 – Severn Trent
- Contact has been established with the newly appointed lead for this work at Severn Trent.
 - Modelling work of the sewer system has established that the sewer in Yarnfield Lane is capable of handling the volume of sewage, even during periods of heavy rain. The problem is caused by the configuration of the sewer in Highlows Lane which slows the flow of sewage that can, during periods of heavy rain, lead to a sewage discharge from the manhole near to the junction of Yarnfield Lane and Highlows Lane.
 - The work done to prevent flooding of the properties on Yarnfield Lane has been completed and has been successful. What remains is intermittent discharge of sewage from the manhole on the pavement during periods of heavy rain.
 - The original proposal to remedy the problem is no longer feasible because of work done by Network Plus, when they installed a new power cable in Yarnfield Lane.
 - The scheme to prevent uncontrolled discharges from the sewer during periods of heavy rain has been referred to the engineering project team to find a solution to the problem.
 - For any scheme to proceed, it will first need to satisfy a number of criteria: level of public health risk to the community, frequency of the risk, number of properties being affected, deliverability of the proposed solution and financial viability.
 - In view of the progress made the action tracker is moved from red to amber on the proviso that routine communication with Severn Trent is maintained.
- 24-74 Minute Number 21-499: Highlows Lane, Yellow lines
- The work to finish the painting of yellow lines has been completed by Staffordshire County Council.
- 24-75 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.
- Annual Parish Assembly

24-76 The Parish Assembly, held on 28 May, 2024, was attended by 34 people. The proposals raised by the assembly are set out in Appendix 2 together with actions and timescales needed to deliver on the issues identified.

Annual Audit

24-77 The internal audit, which was undertaken by Black Rose Solutions Ltd, was completed on 5 June, 2024. No major accounting issues were identified but the she did make recommendation for the council to consider.

- i. Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation.
- ii. Review progress against the budget regularly throughout the year - at least quarterly - including a year-end projection and a clear minuted commentary of likely significant variances from the budget.
- iii. Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets

24-78 Copies of the internal audit report and AGAR documents circulated at the meeting are attached at Appendix 3.

24-79 The 30-day period during which the public may examine the accounts and raise issues of concern with the external auditor will run from 19 June – 30 July 2024.

24-80 **Resolution:** It was resolved that:

- i. The recommendations of the internal auditor are accepted.
- ii. The Chairperson and Clerk sign the AGAR Section 1;
- iii. The Responsible Finance Officer and Chairperson sign the AGAR Section 2;
- iv. The dates for the exercise of Public Rights are noted;
- v. The annual return is sent to the external auditor.

Councillor Vacancy - co-option timetable

24-81 Stafford Borough Council has confirmed the requisite number of residents requesting an election has not been reached and the parish council is free to co-opt a new councillor to the vacancy created by the resignation of Cllr. Griffiths.

24-82 The council policy on co-option was approved in 2022 and updated in 2024 to remove typographic errors.

24-83 **Resolution:** It was resolved that:

- i. The vacancy on the parish council be advertised with a view to co-opting a new member onto the council.
- ii. The timetable for receiving applications will be:
 - Applications from – Tuesday 18 June, 2024
 - Closing date: - noon on Friday 5th July, 2024
 - Appointment to be decided at the Parish Council meeting held on Wednesday 10 July, 2024.

Bus Shelter

24-84 The insurance claim made following the damage to the bus shelter in Yarnfield has resulted in a settlement based on the quote provided with the claim which totals £4,195 excluding VAT, minus the policy excess of £125 which totals a final settlement of £4,070.

24-85 **Resolution:** It was resolved that:

- i. That the final settlement offer is accepted.
- ii. Cllr Beeston, Cllr Whitfield and the clerk prepare a costed proposal for the replacement of the shelter to be presented to the July 2024 meeting of the parish council.

Parish Clerk's report:

24-86 Schedule of invoices for the period 16 May – 17 June, 2024, awaiting payment = £1,739.74.

24-87 To maintain the general business account in credit, a transfer of £1,500 will be required from reserves.

24-88 Current account bank reconciliation on June 17 June, 2024, after taking into account outstanding payments and transfers = £1061.21.

24-89 **Resolution:** It was resolved that:

- iii. The schedule of payments and transfers for the period 16 May – 17 June, 2024, set out in Appendix 4, is approved.

Update on actions taken

- i. Phone

As part of the business continuity plan agreed in March 2024 [Minute 23-540] a sim only mobile phone contract has been set up. The proposal is that this is paid for by direct debit rather than as office expenses. The contract is a one-month recurring contract for £5 per month

24-90 **Resolution:** It was resolved that the monthly cost of the mobile phone is paid for by direct debit to Talk Mobile.

Labour in Vain Working Group – update report

24-91 The work on the community acquisition of the Labour in Vain has from the outset been fraught with difficulties, the most significant being the value of the pub, with or without the annexed car park.

24-92 Stonegate's valuation of the Labour in Vain is considerably overstated. Neither Stonegate nor their agent, has shown any willingness to negotiate with the community to arrive at a value that is realistic.

24-93 Yarnfield and Cold Meece Community Ltd. had hoped to submit a grant application to the Community Ownership Fund. This will not now happen, as it has not been possible to arrive at a realistic valuation that would be acceptable to both parties.

24-94 The Labour in Vain is typical of many pubs around the country, being abandoned and over-valued to prevent community ownership. The parish council will continue to be advised by the Plunkett Foundation.

24-95 Yarnfield and Cold Meece Community Ltd. will continue to work to secure the future of the Labour in Vain for the benefit of the whole parish.

24-96 **Resolution:** It was resolved to write to the newly elected MP after the general election in July asking for a meeting to explore how they could support this work.

Neighbourhood Plan – update and next actions

- 24-97 The final draft of the Master Plan report had been promised by 10 June, 2024. AECOM have failed to deliver this work in accordance with the agreed timetable.
- 24-98 **Resolution:** It was resolved that the clerk write to AECOM asking for this work to be completed as a matter of priority.

Updates from Parish Councillors

- 24-99 Cllr Whitfield and the clerk attended a planning event organised by the SPCA which was led by Hannah Barter. The event provided a useful insight to the planning process. Slides from the event will be circulated to councillors.
- 24-100 The clerk represented the parish council at the Stone District Parish Council Liaison Meeting held on the 29 May, 2024 at which the Stafford Borough Council Planning manager provided a useful insight into planning enforcement.
- The Stafford Borough Council planning enforcement team consists of 3 agency staff each with a 100+ caseload.
 - Changes to permitted development rights provisions have resulted in a reduction in the number of planning applications that parish councils are being asked to comment on.
 - There has been an increase in the number of applications for lawful development certificates. Such applications are not consulted on by Stafford Borough Council as the National Planning Policy Framework says, “Views expressed by third parties on the planning merits of the case, ..., are irrelevant when determining the application.”

Forward Plan

- 24-101 The forward plan for meetings was noted.

Date and time of next meeting

Parish Council Meeting – 10 July, 2024 at 7.30pm

Signed

Chairperson of the Parish Council

Date: 10 July, 2024

Meeting closed 9.35pm



YARNFIELD AND COLD PARISH assembly COUNCIL MEETING

28 May, 2024

Priorities for the next 3 years

Focus Area	Area of concern	Action/time
Public Footpaths	<ul style="list-style-type: none"> • Footpath maintenance - liaise with landowners and Borough Council to improve paths around the village • Public footpath way signs 	<ul style="list-style-type: none"> - Form a working group to tackle problems of maintenance and obstruction of footpaths. - Engage with landowners and the Staffordshire County Council.
Pavements and roads	<ul style="list-style-type: none"> • Pavement Safety – concern about the general state of pavements on Yarnfield Lane, Ford Drive and other areas 	<ul style="list-style-type: none"> - Compile a report to gather personal stories from people who are either not able to get out of their homes, or don't feel safe to use the pavements and the impact this has on their social isolation.
Roads	<ul style="list-style-type: none"> • Yarnfield Lane • Flood prevention • Problem with the state of the roads after tractors have used them • Encourage the community to report issues around potholes, flooding, pavements, gutter sweeping, drain cleaning, grass cutting and edging. • Speeding outside the school 	<p>Road maintenance and flooding</p> <ul style="list-style-type: none"> - Continue to work to see involved maintenance of the roads in the parish. <p>Speed outside the school and Yarnfield Parkway.</p> <ul style="list-style-type: none"> - Deliver the 20mph road signs project included in the council's budget.
Parking	<ul style="list-style-type: none"> • Antisocial parking <ul style="list-style-type: none"> - Yarnfield Park - Greenside 	<ul style="list-style-type: none"> - Meeting with police and the councillors to improve communication





Parish Clerk -email ycmclerk@gmail.com

Tel: 07546 456771




Focus Area	Area of concern	Action/time
	<ul style="list-style-type: none"> • Condition of the village post office car park • Obstruction of Yarnfield Lane by visitors attending tournaments to Wellbeing Park. 	<p>and to get a better understanding of the law surrounding antisocial parting.</p> <ul style="list-style-type: none"> - Refer complaints to the local PCSOs - Liaise with Wellbeing Park on management of their major events. - Work with the owner of the post office building to secure improvements to the maintenance of the car park. (Possible Health and Safety at Work Act issues.)
Nuisance	<ul style="list-style-type: none"> • Firing rang • Wellbeing Park – car parking • WAR Events • Problem of noise Conference Centre • Anti-social behaviour • Security Cameras 	<ul style="list-style-type: none"> - Prepare an advice sheet on raising complaints.
Open spaces	<ul style="list-style-type: none"> • Maintenance of green spaces • More play equipment on the village green, adventure type equipment for children 9 years+ • Continue management of the green open space to improve environment for wildlife (trees, bushes, flowers), families (benches and picnic tables), children (play equipment, goal posts, rounders pitch) • More waste bins on Yarnfield Park 	<ul style="list-style-type: none"> - Conclude negotiations with Stafford Borough Council over the lease of the village green. - Deliver village green section 106 project. - Work with the Yarnfield Park Residents Association on location of the litter bins.
	<ul style="list-style-type: none"> • Could a local football team make use of the football field next to the MUGA on Yarnfield Parkway 	<ul style="list-style-type: none"> - Contact the owners of the public open space on Yarnfield Parkways about the future of the site.

Focus Area	Area of concern	Action/time
Car Share scheme	<ul style="list-style-type: none"> • Agree joint cooperation with Eccleshall Scheme • Identify potential volunteers • Market scheme with at risk groups in Yarnfield and Cold Meece 	- Work with Eccleshall Car Share scheme to develop opportunity to extend the scheme to the parish.
Labour in Vain	<ul style="list-style-type: none"> • Work to see the Labour in Vain reopened as a village pub. 	- Support the Yarnfield and Cold Meece Community Limited
Parish Council	<ul style="list-style-type: none"> • Promote work and events more widely Cold Meece to be included 	- Continue to work to raise awareness of the work of the council across the whole of the parish.
Priorities for the next 20 years	<ul style="list-style-type: none"> • Surround Yarnfield and cold Meece with a ring of green belt half a mile wide to prevent future encroachment on the heart of the village • Future of the old polo field (Sports ground at YP) • More community events uniting whole village e.g. continuing the summer fair • Engaging with youngsters getting them to 'own' the village. • Rationalise maintenance contracts 	

Monthly Progress Tracker – Update 10/07/24

	 Warning	 Action – in progress	 Achieved
March 2024	1	13	0
April 2024	1	12	1
May 2024	0	13	0
Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Meeting arranged with Stafford Borough Council lead officer to agree;</p> <ul style="list-style-type: none"> Arrangements for the tree survey Timetable for completion of the lease Next steps for the s106 project <p>Proposed lease advertised by Stafford Borough Council.[06/06/24]. Heads of Terms now to be prepared. Referred YCM-PC concerns about the condition of tree on the village green to SBC</p> <p>Meeting with Stafford Borough Council officer [10/01/24]</p> <ul style="list-style-type: none"> - Work on lease still with legal services - New section 106 fund application to be refreshed and resubmitted to Stafford Borough Council <p>Meeting with officer leading this work set for Wednesday 15 November, 2023.</p> <ul style="list-style-type: none"> - Instruction to prepare lease sent to solicitors - Existing lease to be incorporated into the new lease - Pepper corn rent to be charged for the lease <p>Stafford Borough Council confirm funding for the village green lease advert has been found.</p> <p>Meeting with officer leading this work set for Wednesday 18 October, 2023.</p> <p>Stafford Borough Council working to resolve issues with the lease of village green</p> <p>Parish Council meeting to be asked to:</p> <ul style="list-style-type: none"> - To form a working group to prepare the tender for the village green project and to issue tenders documents 	




Monthly Progress Tracker – Update 10/07/24

		<ul style="list-style-type: none"> - Resolve to submit a bid for money to the HS2 Community and Environment Fund - Conclude negotiations with Stafford Borough Council over the lease of the land. <p>Meeting with Planning and Streetscene held on 5 June.</p> <p>The cost of advertising the lease (£500) has yet to be resolved with Stafford Borough Council looking to see if they can identify a budget to pay for this.</p> <p>Planning to look at the boundary lines of the proposed lease to establish ownership details of the pavements surrounding the south green.</p> <p>Streetscene to review work needed to “red flagged” trees on the village green.</p> <p>Progress update report to be brought to next Parish Council Meeting (June 23)</p> <p>Site meeting with Stafford Borough Council officers from planning and Streetscene arranged.</p> <p>Progress on the project and lease of the village green has again stalled.</p> <p>Escalate action to the Borough Council’s Planning Officer</p> <p>Cabinet lead and ward councillors pressing Stafford Borough Council officers to release funds and agree the lease.</p> <p>Project to be added to new council work programme.</p>	
22-376	Yarnfield Lane Lay-by – litter and fly tipping.	<p>Working with SBC and SCC to find a permanent solution.</p> <p>Project to be added to new council work programme</p>	
Ambition – 2 Safety			
23-718	Bus Shelter	<p>Four companies approach to provide a quotation to provide a replacement shelter [09/07/24]</p> <p>Insurance claim settled [18/06/24]</p> <p>Insurance Claim agreed by Avia Insurance [31/05/24]</p> <p>Insurance claim for replacement of the shelter send to AVIVA. Replacement cost likely to be in excess of £4,000 to remove and replace with a similar shelter [14/05/24]</p> <p>Damage to the bus shelter reported to the council’s insurance company. [16/02/24]</p>	
23-291	Highway Repairs	<p>Email exchange with HS2 Ltd over delays in completion of the repairs to Yarnfield Lane. [17/06/24 - 10/07/24]</p> <p>Waiting for the completion of the HS2 Ltd / Staffordshire County Council Highways report.</p> <p>Continue to liaise with Cllr Parry over repairs and receiving a copy of the report.</p>	


Monthly Progress Tracker – Update 10/07/24

		<p>Productive meeting with Stone Rural Parish Council.</p> <p>HS2 Ltd report on repairs has still to be completed.</p> <p>Letter sent to HS2 by Cllr Parkin requesting a meeting with HS2 Ltd on the Yarnfield Lane site. [16/06/24]</p> <p>Request for a meeting with Stone Rural PC sent to their clerk – to be considered at their next meeting on the 16/05/24.</p> <p>Chase Cllr Parry and HS2 Ltd Community & Stakeholder Engagement Officer for a copy of the report.</p> <p>HS2 Ltd and Staffordshire County Council Highways compiling a report on several problem sites. It is hoped the report will identify work needed to resolve problems on Yarnfield Lane. [22-04/24]</p> <p>Site meeting with Cllr Parry 20 April, 2024.</p> <p>HS2 Ltd authorise work to clear the road gullies in the vicinity of the HS2 compound – no noticeable improvement</p> <p>Email sent to Cllr Ian Parry [4/03/2024]. Meeting being arranged.</p> <p>Email exchange with HS2 Ltd about the council’s dissatisfaction with their refusal to accept responsibility for the state of the lane and flooding. [13/03/24]</p> <p>Site visit and video evidence collected and sent to HS2 Ltd [15/03/24]</p> <p>Potholes marked up to be repaired by Staffordshire County Council [10/11/23].</p> <p>A complaint about the state of the junction of The Paddocks and Yarnfield Lane has been logged with Staffordshire County Council.</p> <p>A Freedom of Information Act request has been made to Staffordshire County Council for detail so their programme of highway repairs specifically relating to the parish and the criteria that they use for prioritising work.</p> <p>That residents are encouraged to log problems on the Staffordshire County Council report its website.</p>	
23-296	Homes Plus Estate Management	<p>Work started in early June 2024 but has since stopped. Home Plus asked to confirm when the work will resume and to give an assurance as to when all the repairs will be completed.[10/07/24]</p> <p>Repair work to the walls and pavements on Greenside started [04/06/24]</p> <p>Work on the pavements, root damage and perished brickwork scheduled to start 4 June, 2024.</p> <p>Email sent to Homes Plus asking for a meeting to review progress with the footpath repairs.[8/05/24]</p> <p>Homes Plus onsite – work on hedges and pavements underway. [14/02/23]</p> <p>Email from Homes Plus – work scheduled to start February 2024</p> <p>Site meeting with Homes Plus [18 October 23] Agreed to deal with maintenance and repair issues Greenside and The Furlong. Awaiting response from Homes Plus officer.</p>	




Monthly Progress Tracker – Update 10/07/24

		Contact made with Homes Plus Estate Management Team Lead. Meeting with estate walk to be confirmed.	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>New contact identified. No response received from meeting request. Escalating the call to receive an update on progress to the Asset Planning Lead (Waste Networks)</p> <p>New STWCo lead officer for this work has been appointed. Request to meet sent. [18/03/24]</p> <p>Telephone contact with Waste Network Team Manager– evaluation and options report being prepared. Further work needed to establish whether the Highlows Lane junction is the symptom of a bigger problem of the cause of the problem. Meeting to be arranged for the new year.</p> <p>Meeting with Asset Planning Lead (Waste Networks)</p> <ul style="list-style-type: none"> - STWCo looking to find solution that is represents value for money and is achievable given the physical constraints and doesn't move the problem to a different location on the location. - Possible schemes referred to STWCo hydrologists to undertaken assessment of the schemes' suitability. <p>Email to CEO of Severn Trent. Problem delegated to senior officer at Severn Trent to resolve the problem. Contact made with the Asset Planning Lead (Waste Networks): meeting being arranged.</p> <p>Meeting arranged with STWCo Catchment Lead – Sewerage North Staffordshire and his colleagues</p> <p>Pressing STWCo engineering team for date phase 2 project will be started. Site visited by STWCo progress made on the scheme, date for start still to be confirmed. Request made for a site meeting with engineers responsible for the project.</p> <p>STWCo visit in April 2023 identified further complications with delivery of the project. Work with engineers to establish what needs to be done to see the work completed</p>	
Parish Ambition – 3 Community			
23-550	Village Hall defibrillator	<p>Meeting of Defibrillator project group – plan of action agreed [23/05/24]</p> <p>Community Action Group to identify the costs of replacing the battery and pads on the village hall G3 defibrillator and whether a more cost-effective option would be to replace the unit with a fully automatic G5 unit.</p>	
23-323	Defibrillator project	<p>Meeting of Defibrillator project group – plan of action agreed [23/05/24]</p> <p>Meeting with AEDdonate to look at possible site on Ford Drive and in Cold Meece</p> <p>For possible sites.</p> <p>Application to National Grid to provide cost for unmetered cable supply started</p> <p>Application for grant funding being explored.</p>	


Monthly Progress Tracker – Update 10/07/24

23-267	Labour in Vain – Community Ownership Fund Round 3	<p>Update on the project sent to all supporters and posted on Facebook. [21/06/24]</p> <p>Yarnfield and Cold Meece community Ltd has reached a point in their work to buy the Labour in Vain where the owners are not prepared to move to a sale price that reflects the true value of the pub. The government's decision, prompted by the general election, to suspension the COF programme and the challenge of not having a clear line of sight to acquisition with an agreed price has become an unsurmountable problem. The working group has agreed:</p> <ul style="list-style-type: none"> - to not submit a Community Ownership Fund application at the end of June 2024. - to written everyone who pledged financial support and the wider group setting out why this decision has been made. - To continue to maintain contact with the agent owner. <p>Update and action planning meeting with Plunkett Foundation [7/03/24]</p> <p>Bid to buy the Labour in Vain rejected by Stonegate.</p> <p>Application to Community Ownership Fund put on hold – further work to secure pledges needed and for Stonegate to their view that the Labour in Vain and associated cap park has a value of at least £500k</p> <p>Application for the membership of the Plunkett Foundation secured</p> <p>Application for the registration of the Community Benefit Society prepared based on the Plunkett Foundation model standards</p> <p>Closing date for Community Ownership Fund application – 31 January 2024</p> <p>Plunkett Foundation support for the project secured. Dates of meeting with PF advisor circulated to members of the working group.</p> <p>Valuation of the Labour in Vain commissioned by the parish council.</p> <p>Working group meeting agreed that the formation of a Community Business Society will be the best approach to secure a Community Ownership grant.</p> <p>The review of the asset of community value found in favour of its retention but with the car park being removed</p> <p>Expression on interest has been approved – with one caveat – application and delivery must be by the same company</p> <p>Formation of a Community Interest Company proposed by the Working Group</p> <p>Asset Lock – can the parish council be named as the recipient of the asset lock</p> <p>LiV Action Group meeting 14/09/23 – agreed outline of the expression of interest application to the Community Ownership Fund.</p> <p>Closing Date for full application 11 October 2013.</p> <p>Meeting of the Parish Council - Community Meeting 7 September 2023 confirmed notice is given to Stafford Borough Council that the parish wish to be considered as a potential bidder</p>	
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Monthly Progress Tracker – Update 10/07/24

22-47	Firing Range	<p>Continue to receive update of range training schedules [10/07/24]</p> <p>Meeting with Stafford Borough Council and Staffordshire Police [22/01/24]</p> <p>Planning permission for the new range in Stafford approved.</p> <p>Police confirm reporting arrangements with parish council to supply dates and time for the operation of the range.</p> <p>Awaiting results – see email from SB</p> <p>Monitoring of the site undertaken by Stafford Borough Council – 25 August 2023</p> <p>Site visit with Police, Property Services and Stafford Borough Council – 24 August 2023.</p> <p>No perceivable improvement in the noise from the site. Meeting with Police Estate Office, Firing Range Team, Stafford Borough Council and representative of the PFCC office.</p> <p>Stafford Borough Council Environmental Health to visit noise sensitive properties to carry out noise monitoring.</p> <p>SBC Environmental Health to SBC pressing Staffordshire Police for date to complete acoustic insulation work at the range.</p>	
21-488	Gates at Cold Meece	<p>Price for new gates included in 2024 budget. Cost limitations will mean the project will need to be phased over several years.</p> <p>Prices for gates being arranged – to be reported to the September</p> <p>Gate design, cost of procurement and installation to be present to September 2023 meeting</p>	
Parish Ambition – 4 Good Governance			
23-540	Business Continuity Plan	<p>Continuity Plan Template prepared with examples. – Cllrs invited to comment on the template before it is populated [18/03/24]</p> <p>A detailed plan of action covering all aspect of parish council business is to be prepared</p> <p>A contact list for individuals and organisation is to be prepared.</p>	

Monthly Progress Tracker – Update 10/07/24

22-97	New Office Systems	<p>Staffordshire County Council have confirmed they charge £100 for the work</p> <p>The Cabinet Office are encouraging all local councils to move over the .go.uk domain for their website and Cllr/staff email addresses. Clerk attended a free training session sponsored by the Cabinet Office. A small grant of up to £100 is available to help with the cost of the transition.</p> <p>Community Development Officer – review of website to identify improvements.</p> <p>Councillors to be invited to share their thoughts on the website and what changes they would like to see.</p> <p>Meeting requested with SCC Digital Team before end of July 2023</p> <p>Contact SCC digital team to agree project to update the parish council website</p> <p>Project to be added to new council work programme.</p>	
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Yarnfield and Cold Meece Parish Council Parish Council Report Book

10 July 2024

Lunch Club – update on and provision of further support

- 1.1 A budget of £800 was approved in April to support the Lunch Club, with a proviso that the continued support of the club be reviewed in July.
- 1.2 The village hall committee has agreed to hire the hall to the club at a reduced rate of £6 per hour.
- 1.3 People attending are asked to make a voluntary donation of £1 each per session.

	Number in attendance	Room Hire	Catering	Income	Subsidy
Apr-24	58 / 16	48.00	83.56	64.10	67.46
May-24	76 / 15	60.00	126.24	82.62	103.62
Jun-24	51 / 13	48.00	68.06	57.30	58.76
		156.00	277.86	204.02	229.84

Financial Regulation

The National Association of Local Council's has published a undated version of the Financial Regulations.

The new model standard has been adapted to meet the needs of the parish council. A copy of which is attached. The Financial Regulations provide the basis on which the council's budget control and financial procedures are based and as such is an essential element of the council's governance procedures.

The FR set out the rules and financial limits for

- Online banking
- Dual signatories for all transactions
- Arrangements for issuing contracts
- Purchase order arrangements
- Limits value of transactions by the clerk - £500
- Debit card limited to the clerk and maximum transaction of £500
- Etc

Yarnfield bus shelter – update on insurance claim and replacement

The insurance claim has been settled by Aviva and a payment of £4.070 received

Quotes for the replacement shelter have been asked for from;

Shelter Solutions, Unit 12, Custom Complex, Yardley Road, Knowsley Ind Estate,	£4000 installed, these were open ended so end panels extra.
Shelters for less Value Products Ltd, 1st Floor Fleetsbridge House, Fleets Corner Business Park, Nuffield Road, Poole,	£4385 - base price
Broxap Ltd. Rowhurst Industrial Estate, Chesterton, Newcastle- under-Lyme	£5000 - delivered and erected.
Ace Shelters Unit 6 Seafire Business Park, Seafire Way Burscough, Lancashire,	£4,195.00 - 3 Bay Heritage bus shelter with full end panels Full specification attached

Optional Extras:

- Perch seating per metre £80.00 + VAT
- Bench Seating Per Metre £240.00 + VAT
- Standard timetable casing £170.00 + VAT

The shelter sprayed painted to the council's specification.

It is proposed that the new shelter is moved away from the junction with Greenside and to place it about 1m back from the pavement.

The cost of the slabbing under and around the shelter has still to be added to the cost of the project.



Unit 6 Seafire Business Park, Seafire Way
Burscough, Lancashire, L40 8AH

Tel: 01704 829 404

Email: info@aceshelters.co.uk

Web: www.aceshelters.co.uk

3-Bay Bus Shelter with Full End Panels (3.06M x 1.3M Roof Dimension)



Specification

- 3.06M x 1.3M Bus Shelter with an Elliptical Roof.
- The roof will be constructed from high grade 80.0mm x 40.0mm extruded aluminium section and glazed in 4.0mm THK UV Stable Polycarbonate.
- The main frame of the structure will be constructed from high grade 80.0mm x 50.0mm extruded aluminium section with a polyester powder coated finish. A choice of colours is available.
- The side glazing panels of the Bus Shelter will utilise either 6.0mm THK toughened glass or 4.0mm THK Polycarbonate for ease of maintenance and safety purposes.
- The Bus Shelter will be dug into the ground with 300.0mm cubed footings, in order for the Bus Shelter to be stable in all weather conditions or bolted down where applicable.

Parish Clerk's report

Quarter 1, 2024 - budget review

Budget 2024 - 2025				Projected commitment	Projected end of year spend	Projected end of Year balance
		Budget 2024 - 2025	Q1 Spend			
General Administration						
1	Clerk salary	8,239	1,943	5,827.41	7,770.68	468.32
2	PAYE	2,060	486	1,458.00	1,943.80	116.20
3	Membership fees	400	397	-	397.00	3.00
4	Training	500	60	-	60.00	440.00
5	Office expenses	1,908	121	1,500.00	1,620.69	287.31
6	Room Hire	700	420	36.00	456.00	244.00
7	Newsletter	1,060	358	700.00	1,058.00	2.00
8	Microsoft 365	-	-	-	-	0.00
8a	Website - SCC charge	139		139.00	139.00	0.00
		15,006	3,785	9,660.41	13,445.17	1,560.83
Statutory Requirements						
9	Insurance	695		695.00	695.00	0.00
10	Audit service	500	126	300.00	426.00	74.00
11	Annual inspection of play equipment	114		114.00	114.00	0.00
		1,309	126	1,109.00	1,235.00	74.00
Repairs and Maintenance						
12	Grounds Maintenance Contract	8,097	916	7,098.00	8,013.60	83.40
13	Play Equipment	1,113		-	-	1,113.00
		9,210	916	7,098.00	8,013.60	1,196.40
Miscellaneous						
14	SBC - civic amenity sites	-		-	-	-
15	SBC - election recharge	-		-	-	-
		-	-	-	-	-
Grants						
16	Community Projects (Grants)	500	204	25.00	229.00	271.00
Reserve Account						
17	Deposit Account	1,000		1,000.00	1,000.00	0.00
Special Projects						
Budget codes SP1 - SP8		8,950	3,866	9,200.00	9,945.61	

Income	Budget	Q1 Income	Projected End of Year Income
Previous Year Balance	2,165	2,165	2,165
Precept	28,332	14,166	28,332
Con' Grant	1,330	665	1,330
General Credits		1,961	2,601
VAT refund for 2023/24	2,000		2,000
	33,827	18,957	36,428

Projected end of year credits	£36,428
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Projected end of year expenditure	£33,868
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Projected end of year balance	£2,559
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Budget – update and schedule of payments

Schedule of invoices and transfers for the period 18 June – 10 July, 2024,
awaiting payment = £1,739.74.

A transfer of £151.99 is required to pay for the summer bedding purchased by
the Community Action Group.

Current account bank reconciliation on June 10 July, 2024, after taking into
account outstanding payments and transfers = £1,825.81.

Yarnfield and Cold Meece Parish Council								
Schedule of Payments - July 2024								
Date	Ref/Chq	Payee	Description	NET	VAT	Payment		
05/07/24	DD	Information Commissioner	Annual fee	35.00		35.00		
10/07/24	DD	Npower	Defibrillator electric supply charge	3.16	0.16	3.32		
10/07/24	BACS	Trent Grounds Maintenance	Grounds maintenance contract	924.50	184.90	1,109.40		
10/07/24	BACS	Trent Grounds Maintenance	Grounds maintenance contract	924.50	184.90	1,109.40		
10/07/24	BACS	Clerk	Salary	647.79		647.79		
10/07/24	BACS	HMRC	PAYE payment	162.00		162.00		
10/07/24	BACS	Clerk	Office expenses	78.69	11.55	90.24		
10/07/24	BACS	BBB Castle Hire	Summer Picnic inflatables part payment	200.00		200.00		
10/07/24	BACS	Instant Tool & Plant Hire	Summer Picnic - portable toilet hire	235.00	47.00	282.00		
10/07/24	BACS	Cllr Parkin	Lunch Club expenses	68.06		68.06		
				3,278.70	428.51	3,707.21		
Account Transfers - July 2024								
		From	To					
10/07/24		Communty Account	General account				151.99	
							151.99	

Update on actions taken

- Transport Plan Scoping and engagement exercise– Staffordshire County Council have arranged for a presentation and Q&A session on 20 September, 2024 for parish councils. Limited space is available with 2 representatives from each council

Staffordshire County Council website:

<https://letstalk.staffordshire.gov.uk/let-s-talk-transport>

- Arranged for PCSO Gareth Higgins to be at the September meeting view of recent incidents in the area, you can consult the website for your area, however if you have any other questions / queries then please give me a call next week on Monday on my mobile when I am back on duty,
- <https://www.staffordshire.police.uk/area/your-area/>
- Staffordshire County Council Highways reports
 - o Yarnfield Parkway drainage and weed
 - o Brookvale Drive weeds
 - o Brookvale Drive low hanging trees
- SPCA - The Centre of Ageing Better are to run an 'introduction to age-friendly communities' webinar, on **Wednesday 21 August, 10am-11am**

Grant application – to consider an application from the 1st Yarnfield Scout Group

An application has been received from the 1st Yarnfield Scout Group

The application for £20 is to support the work at the Parish Picnic on Sunday 14 July.

The application meets the requirements in the council’s grants policy.

Events Working Group – summer picnic

The planning for the event is now complete.

Griffins of Stone and Tom’s Ice Cream have confirmed they will be at the event and both have agreed to make a 10% donation based on their sales on the day.

Also, at the event St Mary’s Messy Church.

Costs for this year’s events will be

- | | |
|---|--------------|
| - Inflatables – Bouncy Bouncy Boo | 450.00 |
| - Portable toilets and security fencing | 235.00 + VAT |
| - Temporary Event Notice application | 21.00 |
| - St John’s Ambulance – first aid cover | 114.40 + VAT |
| - Cost | 820.40 + VAT |

Beer tent arrangements

- | | |
|--|--------------|
| - Limestone Brewery will be providing the bar at a projected cost of | 477.50 + VAT |
| - Whitebridge wines will be supplying wine on Sale or return basis. | |
| - | |

It is anticipated much of the cost of the beer tent will be recouped through sales.

As all sales will be cash sales a £200 cash float will be required for the bar.

2 Planning – to consider any planning applications

24/39204/FUL	Yarnfield Road, Cold Meece (Outside of parish application)
	Demolition of all existing buildings and the erection of two detached buildings (forming 5 separate units) of Class B2 and B8 floorspace with associated parking, servicing space and hard and soft landscaping (including means of enclosure and security lighting).
24/39276/FUL	Morgan Sindall Ltd, Adjacent Units 2 And 3 Cold Meece Estate Cold Meece Road, Cold Meece (Outside of parish application)
	Demolition of existing office block and erection of new office