

Action Tracker

[Note: bold text provides this month's update]

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
SP3	Environmental project	Instructions issued to Trent Ground Maintenance to clear Yarnfield Brook of litter, obstructions and overgrown vegetation from the playground to the edge of the village green. Himalayan balsam removed from Yarnfield Brook. Area of the grass around the playground reseeded and donation of snowdrops planted along Yarnfield Brook.	●
Ambition 2 - Safety			
23-296	Homes Plus Estate Management	Letter to Homes Plus drafted for approval by the parish council meeting in September 2026. Request asking for a meeting sent to Homes Plus Estate Impact Officer to discuss on and off street parking, hedges and pavements.	●
21-499	Severn Trent work Highlows/Yarnfield Lane	Meeting scheduled [30/09/26] with MP's case worker. No evidence of flooding reported during recent bad weather. Request from MP's office staff for further information. Letter sent to Dr. Gardner, MP Meeting with Dr Allison Gardiner MP's office staff offered to follow up complaint on behalf of the Parish Council before entering a formal complaint to STWCo Resolved to send formal complaint to STWCo with copy to MP. [09/03/26]	●
26-177	Pavement Parking	Meeting with Cllr Bagguley (Staffordshire County Council) to establish approach to new legislation which is due to be introduced later this year. [27/08/26] Review of impact of the new legislation on pavement parking prepared, copy sent to Cllr Bagguley. Parish council leaflet on pavement parking to be amended to include impact of new legislation. Meeting request with PSCO to develop a better understanding of assessing whether a badly parked car constitutes an actionable obstruction.	●
SP5	Cold Meece road safety scheme (SIDs)	Meeting with Cllr Bagguley – the review of the County Council policy on SIDs has not been finished and has therefore put on hold delivery of the parish council project. [27/08/26]	●

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		SPCA has written to County Council about the delay in resolving the SID policy. Staffordshire County Council are now insisting that as SIDs are paid for from public funds they must first be satisfied that the purchase and siting of any units represents evidence based value for money for rate payers. Raised concern over the delay cause by Staffordshire County Council review of their policy on SID sites with SPCA. New contact at SCC identified. New policy on siting of SID still being prepared. No date given as to when this will be completed. Request for action to complete this work sent to the SCC Community Highway Officer [08/12/25]	
SP7	Yarnfield Park – road safety Traffic Regulation Orders (TRO)	Meeting with Cllr Bagguley - no date agreed for completion of this work. Continue to monitor. [27/08/26] SCC confirm that “until the TRO notices go out to statutory consultation, we cannot formalise the existing or amended markings or speed restrictions.	●
SP9	Bus shelter (Cold Meece) Renovation	Notice board installed in the shelter. [9/9/26] Shelter painted, renovation work completed. [10/9/26] Local information received that the D&G 102 service has been reduced . Published timetable for the service has last reviewed 29 March. Clerk hasn’t received any information from Staffordshire County Council about changes to the service. Enquiries to be made with Staffordshire County Council and D&G buses. Direction of travel of the bus changed – shelter no longer used. New timetable sign to be purchased for the shelter.	↑ ●
SP10	Road Safety – dropped kerbs	Meeting with Cllr Bagguley. Site visit with highways officer to be arranged. [27/08/26] Staffordshire County Council has quoted for dropped kerbs across the junction of Highlows lane and Yarnfield Lane. Meeting needed with officer and Cllr Bagguley.	●
Parish Ambition 3 - Community			
25-299	Yarnfield Park Public Open Space & Football Ground	Meeting scheduled with MP’s case worker. [30/09/26] Response received from Stafford Borough Council to FOI Request. Follow up FOI drafted. Request from MP’s office staff for further information. Letter sent to Dr. Gardner, MP FOI response from Stafford Borough Council received confirm failure to comply with planning permission No progress made with SBC legal services or planning. Complaint sent to Cabinet lead for planning.[30/04/26] Email sent to lead officer at Stafford Borough Council asking for support. [09/03/26]	●

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		Email sent to R Estate Ltd to establish if they are still willing to work with the Parish Council. [09/12/25]. No response received. Contact Stafford Borough Council Planning Service over breaches of the section 106 agreement.	
25-406	Footpath connecting Yarnfield and Cold Meece	Site visit with highways officer to be arranged. Request to cut back the hedges on Yarnfield Lane from Meece Road to the entrance to Yarnfield is be sent to farmer.	●

Parish Ambition 4 - Good Governance

23-540	Business Continuity Plan	Cllrs invited to review plans. Continuity Plan Template prepared Cllrs invited to comment on the template before it is populated [18/03/24]	●
25-354	Community Resilience	Following extreme weather conditions in 2026 resulting in wildfires in some parts of the country letter sent to Staffordshire Fire Service and Stafford Borough Council asking for advice on the role the parish council might play. Meeting with community resilience lead from Stafford Borough Council and Support Staffordshire. [15/04/26]. Action plan to be prepared.	●

Special Projects

Reference	Project	Actions/Progress	RAG
SP2	Neighbourhood Plan	Additional work to be undertaken to the Neighbourhood Plan before Stafford Borough Council carry out Reg 14 screening. Meeting with Stafford Borough Council – 16 June SBC confirm receipt of the draft plan, request for further information to support their screening assessment. Final draft of the plan produced, copy sent to Urban vision to offer advice on any further changes. Draft plan sent to Stafford Borough Council for Reg 14 assessment. Plans to be prepared for Reg 14 consultation with the residents and other interested parties. [see Agenda item 12]	●
SP4 & 6	Community Action Group & Events Working Group	Combined meeting of the working groups arranged [08/10/26] Ford Drive Defibrillator Project - defibrillator training project delivered – well supported by residents.	●

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		Strawberry Tea – raised over £316 Defibrillator project completed. Training in the use of a community defibrillator has been arranged. 12 July 2026 Lease agreement signed and returned to Stafford Borough Council. Contracts awarded. <u>Summer picnic</u> Delivered – details of the event will come to the July 2026 meeting Plan for the event on Sunday 14 June well advanced. Orders placed with suppliers. Application for TENs submitted to Stafford Borough Council.	

- Warning
- In progress
- Achieve

Action Tracker Completed

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]	●
25-381	AGAR Assertion 10	Work completed to support 2026 AGAR submission	●