



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

**Monday 11 May, 2026**

**Yarnfield Village Hall**

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

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

**Members of the public at the meeting:** 4

- 26-123 **Election of the Chairperson of the Council:** Cllr Simpson was proposed by Cllr Beeston, seconded by Cllr Treen, and agreed by all present.
- 26-124 **Election of the Vice-Chair of the Council:** Cllr Whitfield was proposed by Cllr Parkin, seconded by Cllr Simpson, and agreed by all present.
- 26-125 **Resignation:** Cllr Stella Hughes confirmed she was resigning from the Parish Council. Thanks were expressed by all for her long service to the community and Parish Council.
- 26-126 The vacancy arising from Cllr Hughes's resignation will be reported to Stafford Borough Council so that a replacement can be found at the earliest opportunity.
- 26-127 **Apologies for Absence:** Cllr Sean Bagguley (SCC)
- 26-128 **Declaration of Interest:** None
- 26-129 **Community Action Group Appointment:** Cllr Broader was proposed by Cllr Parkin, seconded by Cllr Simpson and agreed by all present to take on the role of Chair of the Community Action Group.
- 26-130 Cllr Parkin was proposed by Cllr Broader, seconded by Cllr Simpson and agreed by all present to be the second councillor on the committee
- 26-131 **Election of Planning Lead:** Cllr Whitfield was proposed by Cllr Simpson, seconded by Cllr Parkin, and agreed by all present.
- 26-132 **Appointment of representation to external groups:** It was resolved that the following appointments were agreed:
- Events Working Group: Cllr Parkin, Cllr Treen and the Clerk
  - Springfields First School: Cllr Treen
  - Yarnfield Park Residents' Association: Cllr Treen.
  - Yarnfield Park Conference Centre: Clerk
  - BIFFA: Cllr Beeston
  - Village Hall Committee: Cllr Beeston
  - SRCG: Cllr Broader
- 26-133 **Public Question Time:** No questions were raised.
- 26-134 **Reports from Borough and County Councillors:** Cllr Bagguley provided a written update for the Parish Council.

- Traffic Regulation Orders for Yarnfield Park: Until the statutory consultation has ended the implementation date for the orders cannot be confirmed.
  - No date has been set for the completion of the policy review about the siting of speed indicator devices.
- 26-135 **Minutes of the meeting held on 13 April, 2026:** The minutes of the meeting were considered and approval given for the minutes to be signed.
- 26-136 **Parish Action Tracker:** The updated Action Tracker, attached at Appendix 1, was considered and approved.
- 26-137 **Resolution :** It was resolved that:
  - i. 21-499 - Severn Trent work Highlows/Yarnfield Lane - the offer from Allison Gardner, MP, to raise this issue with the Severn Trent CEO was accepted.
  - ii. 25-406 - Cold Meece to Yarnfield link pavement: The Pavement Working Group (Cllr Simpson, Cllr Whitfield, Cllr Beeston and the clerk) to explore feasibility for forming a link path.
  - iii. 23-540 Business Continuity Plan: a simplified version of the plan to be prepared.
  - iv. The following lines in the action tracker have been completed and agreement given for them to be removed:
    - 22-376 – Yarnfield Lane Lay-by fly tipping
    - 25-381 – AGAR Assertion 10
- 26-138 **Community Action Group:** Cllr Broader provided a report outlining the work of the Community Action Group in 2025/6 and the group’s meeting in April, 2026.
- 26-139 **Resolution:** It was resolved that the expenses claim by Mrs Hughes is included in the schedule of payments for June, 2026.
- 26-140 **Safer roads for wheelchair users:** A survey of pavements that would benefit from the provision of a dropped kerb has been undertaken (Appendix 2).
- 26-141 **It was resolved that:**
  - i. Quotations are obtained to provide two dropped kerbs at the junction of Highlows Lane and Yarnfield lane.
  - ii. Staffordshire County Council is asked to consider the feasibility of forming a dropped kerb at the junction of Greenside and Yarnfield Lane.
  - iii. Other potential sites identified in Appendix 2 are kept under review.
  - iv. The poor state of the pavement between the Labour in Vain and Highlows Lane is again reported to Staffordshire County Council.
- 26-142 **Village Hall – support for the new build funding applications:** The village hall committee are seeking substantial grant funding for their plans to extend and modernise the hall.
- 26-143 **Resolution:** It was resolved that a letter of support be sent to the village hall committee.
- 26-144 **Policy reviews and adoption:**
  - i. Risk Register: The updated register, attached at Appendix 3, was approved
  - ii. Asset Register: The updated register, attached at Appendix 4, was approved
  - iii. Scheme of Delegation to the Clerk, attached at appendix 5, was approved

- 26-145 **Policy re-adoption:** No changes have been made to the following documents:
- i. Standing orders – Appendix 6
  - ii. Financial Regulations – Appendix 7
  - iii. List of approved regular and direct debit payments – Appendix 8
- 26-146 **General Power of Competence:** It was resolved to adopt the General Power of Competence as the Parish Council continues to meet the criteria for adoption.
- 26-147 **Parish Clerk’s report:**
- i. Schedule of payments received for approval = £12,665.07
  - ii. Schedule of account transfers required = £20,735.45
  - iii. The reconciled general account balance after deposits, payments and transfers = £3,316.98
- 26-148 **Resolution:** It was resolved that:
- i. The schedule of payments and transfers attached at Appendix 9 was approved.
  - ii. The bank signatories for the coming year will be:
    - Cllr Una Simpson
    - Cllr Ed Whitfield
    - Cllr Sally Parkin
    - Parish Clerk
- 26-149 **Update on Actions:** (for information)
- i. **Ford Drive Defibrillator:** National Grid has confirmed the work will be undertaken on the 6 & 8 June, 2026
  - ii. **Bus Services:** A report on the impact of the new bus service and the change for residents will be brought to a future meeting.
  - iii. **Village Green Playground Project :** a meeting with the lead contractor confirmed all outstanding works have been completed.
  - iv. **Yarnfield Brook:** Foul sewage appears to be discharging into the brook. Further investigations will be undertaken.
  - v. **Report of deer on Yarnfield Lane:** Request sent to Environment and Countryside team at Staffordshire County Council to place warning signs on the lane.
  - vi. **Playground project:** various options to install a short length of fencing by the brook were presented to the meeting:
- 26-150 **Resolution:** It was resolved that:
- i. Trent Ground Maintenance be asked to install up to 10m of post and rail fencing at a cost of £311.
- 26-151 **Neighbourhood Plan:** Stafford Borough Council has asked for further information to enable them to complete their screening work on the Neighbourhood Plan. This is being prepared and will be published on the Parish Council website before sending to the Borough Council.
- 26-152 **Updates from Parish Councillors:** Nil
- 26-153 **Forward Plan and Events Calendar:** The plan attached at Appendix 9 was noted.
- 26-154 **Planning: To consider any planning applications in the parish**

Reference: 26/41891/HOU

Address: 37 The Furlong, Yarnfield

Proposal: Single storey side extension

26-155 **Resolution:** It was resolved that a no comment response is submitted to the Stafford Borough Council

26-156 **Date and time of next meeting:** 8 June 2026

Signed:

Chairperson of the Parish Council

Date: 8 June, 2026

Meeting closed: 9:30pm