








Action Tracker

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]	●
Ambition – 2 Safety			
23-296	Homes Plus Estate Management	Site visit with Homes Plus [29/10/25]. <ul style="list-style-type: none">- Wall removed, plans in place to replace demolished section with bollards. Footpath serving properties on Greenside – plans in place to create the path of leaf litter and fallen branches- 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.	●
21-499	Severn Trent work Highlows/Yarnfield Lane	Email sent to lead officer at STWCo about latest incident [02/03/26] – no response received. Propose formal complaint to STWCo and MP Email sent to the catchment lead at STWCo asking for an update on the preparation of the plan to remediate the flooding problem. 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.	●
Parish Ambition – 3 Community			
25-299	Yarnfield Park Public Open Space & Football Ground	Email sent to lead officer at Stafford Borough Council asking for support. [09/03/26] 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.	●
Parish Ambition – 4 Good Governance			
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 09/03/2026

25-381	AGAR Assertion 10	IT Strategy prepared. GDPR and FOI documents updated [see Agenda item 11] Work on website and IT Strategy to be present to parish council meeting in March 2026	
25-406	Cold Meece – Yarnfield link pavement	New action added – plan of action to be developed.	
25-354	Community Resilience	Invitation sent to lead officers at Support Staffordshire and Cannock Chase DV for a meeting to develop parish proposals	

Special Projects

Reference	Project	Actions/Progress	RAG
SP2	Neighbourhood Plan	<p>Email received from lead officer at Stafford Borough Council recommending the parish council suspend work on the Neighbourhood Plan until at least December 2026. [See parish council meeting 3/9/26 item 12]</p> <p>Draft Neighbourhood Plan sent to Stafford Borough Council and Urban Vision</p> <p>Draft Neighbourhood Plan work completed to add details asked for by Stafford Borough Council. Copy to be approved by the Parish Council before sending to SBC.</p> <p>Open Green Spaces document completed, revised draft Neighbourhood Plan prepared, reg 14 submission documents prepared.</p> <p>Open Green Spaces survey form prepared – circulated to Cllrs [13/10/25]</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>Instructions issued to Trent Ground Maintenance to undertake hedge work at the village green.</p> <p>Instruction issued to Phil Patterson to undertake hedge work by the parish notice board at Cold Meece</p> <p>Responsibility for maintaining the hedge opposite the Ash Lane lunch raised with both Staffordshire County Council and the owner of the property surrounded by the hedge. Email sent to the owner asking that he arrange to cut back the hedge so that the back edge of the pavement is exposed.</p> <p>Crown list on trees running along the Yarnfield Brook adjacent to the playground completed.</p> <p>Autumn Tidy Up [5/10/25] – spring bulbs planted, litter picking</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>	

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Reference	Project	Actions/Progress	RAG
		<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"> Meeting arranged with Trent Ground Maintenance to agree work <p>Repair rotten slats on the bench on Footpath 11</p> <ul style="list-style-type: none"> Replacement timber obtained <p>Oak Tree, Highlows Lane</p> <ul style="list-style-type: none"> Remove overgrown holly and Brambles – defer start of work until September 2025 	
SP4 & 6	Community Action Group - projects & Events Working Group	<p>Stafford Borough Council confirm fee for draft agreement to be waived.</p> <p>Email sent to the Head of Law and Admin and Stafford Borough Council asked to review, the fee clause for the agreement.</p> <p>Stafford Borough Council draft agreement for the defibrillator received. Includes a £515 fee for the agreement. SBC asked to remove fee clause.</p> <p>Invitation to tender for the electrical work to a defibrillator issues – two returns received.</p> <p>[Details of future events reported in the Council’s Forward Plan]</p>	●
SP5	Cold Meece road safety scheme	Request for action to complete this work sent to the SCC Community Highway Officer [08/12/25]	●
SP7	Yarnfield Park	<p>SCC provide estimate for cost of the 20 mph roundels on Yarnfield Parkway, Brookvale Drive and the approach to Springfield First School - £500</p> <p>Date for completion of TRO still to be confirmed.</p> <p>Draft response to the Staffordshire County Council consultation on double yellow lines and the adoption of a 20mph limit on the estate roads prepared.</p> <p>Request for action to complete this work sent to the SCC Community Highway Officer [08/12/25]</p>	↓ ●
SP9	Bus shelter (Cold Meece) Renovation	<p>Work has been done to secure the roof, and the ground the shelter has been cleared. Further work is scheduled to be done when the weather improves.</p> <p>Councillors to pursue other possible contractors to undertake the repairs and report back to the council</p>	●