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Ambition - Green spaces						
A- 4	Work with SBC to maximise use of available s106 money including drainage of village green	Sept 19	Meeting with Streetscene. Identified section funding available to support environmental improvements in Yarnfield. Meeting with SBC lead officer and Borough Councillors to be arranged	Money may be specific to Yarnfield and not whole parish. Section 106 - change to the proposed scheme of works agreed in principle with SBC. This will require further development and public consultation on the proposed revision to the scheme Council approve a budget of £200 to support public consultation exercise at their meeting in November 2019 Meeting with Staffordshire Wildlife Trust to agree development on consultation proposals	16/08/19 07/10/19 25/07/20	
A - 5	Work with local residents, developers and grounds maintenance contractors on the Barrett estate.	June 19	Meeting with local resident. Contacted Barratt West Midlands	Complaints have been referred to Barratt West Midlands for action. Email contact with Barratt Homes seeking clarity on the Pinnacle Contract.	01/08/19 07/10/19	

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				Contact with SBC planning over interpretation of the s106 agreement and their plans to enforce conditions with developer	24/07/20	
A - 6	Environment/Wildlife Groups & litter	Oct 19	Biodiversity officer at Stafford Borough Council contacted to offer advice on setting up of potential wildlife/environment groups Streetscene to supply equipment to support litter picking groups (gloves, litter pickers, High-vis tabards, bags etc.)	Meeting scheduled to take place on 25 September 19. Section 106 money may be available to support this project. Meeting with SBC Biodiversity Officer and Community Group Leads Litter Group - letter to go in the School Newsletter Yarnfield Forum funded (£50) to plant spring flowering bulbs on the village green.	23/0719 25/09/19 October 19 12/12/19	400
A - 9	Greenside Play Area	31/03/2020	Carry out repairs to the play area safety matting.	Council approve £1,500 budget at their meeting in November 2019. Play Area closed - 03/03/20 due to Covid-19 restrictions. Play area reopened with Covid-	03/03/20	

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		31/10/19	Instigate a programme of repairs in line with the annual inspection report	19 restrictions in place Tender for repair work requested from Fenland Leisure	04/07/20 13/08/20	500
A11	Lease of the North section of the village green from SBC					
Ambition - Communication						
B - 5	Local community and voluntary groups and business show casing their work to the Parish Council	Sept 19	Programme of business and community groups invited to present to the parish council.	The first presentation will be BIFFA - Meece Landfill Site in Oct 19 Arrangements made with Staffordshire FA to attend the March 2020 meeting of the Parish Council. STW Co invited to September Meeting of the PC	14/08/19 05/01/20 12/08/20	
B - 6	Signage in the parish renovated and new site identified.	July 19	New Parish Council News and Name, internal board to be resurfaced, exterior of the boards to be cleaned and if necessary repainted	Renovation of the board in Cold Meece and Yarnfield completed. New site identified outside Yarnfield Park Conference centre. Cost £1,500 - £2000 plus VAT & installation cost.	30/08/19	

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Ambition - Community						
C - 2		May 20	Organised walks and Couch to 5K programme			
C - 3	Network with other community groups	Dec 19	Develop list of community groups and identify Parish Councillor links.			
C - 4	Develop annual parish events timetable	Dec 19	Work linked to web site development. Approach community groups Publish events page for each month on the parish notice boards	Brief for web site agreed with developer	22/09/19	
Ambition - Pavements & Footpaths						
D - 2	Baseline survey and risk assessment of pavements undertaken. Yarnfield	Oct 19	Standardised survey approach agreed based on SCC protocol. Volunteers trained in the use of the survey Areas to be surveyed agreed	Trigger for start of the survey will be receipt of the SCC pavement risk assessment Detailed photographs of the pavements in Yarnfield Lane, Meece Road and Ash Lane to provide baseline evidence and to assist in monitoring condition of the paths		

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D - 3	Baseline survey and risk assessment of pavements undertaken. Cold Meece	Jan 20	See Item 21	See Item D-2		
D - 4	Monitoring of pavement condition in place.	May - July 2020	Timetable for review of PC baseline date agreed			
D - 5	User survey of experiences of pavements in the village	Feb 2020	Survey questions agreed. Face to face survey, community groups and internet			
D - 6	Survey of inadequate or absence of footpaths.	March 20	Contact SCC on the minimum standard for footpaths and obligations on landowners. Work with Ramblers Association	Contact Principal Rights of Way Officer, Staffordshire County Council	23/09/19	
D - 7	Survey of users of footpaths in the parish.		Survey questions agreed. Face to face survey, community groups and internet			
D - 8	Renovation of footpaths in the parish.	2020 - 2023	Work with landowner, SCC and local community groups to improve access to and use of footpaths to develop a programme of improvement	Possible link to the Ramblers Association Links with SCC and SBC Cllrs		
				The programme for 2020/21 will focus on: Footpath 34 improvements		2,000

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				Possible match funding from the Staffordshire community paths initiative fund. Meeting with Swynnerton Estate Manager. YCM-PC to prepare proposal for scheme to improve Footpath 34.	09/07/20	
D - 9	Policy on footpaths developed as part of the drafting of Neighbourhood Plan.	2020 - 2021	Drafting of the Neighbourhood Plan to incorporate reference to the need to have high quality pavements and footpaths			
Ambition - Traffic						
E - 5	Highway Projects	04/2020	The programme will focus on: <ul style="list-style-type: none"> 40 mph buffer zones either side of Yarnfield on Yarnfield Lane to help reduce speeds approaching the Yarnfield before reaching the 30mph limit. to reduce the speed limit on Meece Road and Swynnerton Road, Cold Meece from 60mph to 40mph 			4,000

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Ambition - Neighbourhood Plan						
F-1	Neighbourhood Plan	31/03/20	Parish Council to decide on approach for a Neighbourhood Plan for the Parish	Council decided to prepare own plan and withdraw from the Swynnerton PC plan.		
		31/03/20	Work with SBC officers to agree timetable for production of the Neighbourhood Plan.			
		31/03/20	Work with Urban Vision Enterprise CIC on development of the work programme to prepare the draft neighbourhood plan Consider grant application			

John Fraser
Yarnfield and Cold Meece Parish Clerk
Monday 17th August 2020

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Ambition - Green spaces						
A-1	Identify ownership and responsibility for open spaces	June 19	FOI request sent to SBC	Still chasing response from SBC. Will be required to support review of grounds maintenance contracts SBC response to FOI received FOI received from SBC	06/06/19 09/09/19	
A-2	Develop a program-based approach to management of green spaces	Oct 19	It is proposed that a survey of open spaces in the parish is undertaken to identify areas of concern to the parish.	Meeting with Wellbeing Park Grounds maintenance Discussion with SBC over future grass cutting on the Village Green. Close - see A11 lease of village green	07/10/19	
A-3	Grounds Maintenance contracts retendered	Dec 19	Agree scope, areas included and frequency.	Briefing paper prepared to councillors. Draft tender prepared for the ground's maintenance contract Tender process completed and contract awarded	22/09/19 11/02/20	5,000
A-8	Run 3x Civic Amenity Collections with SBC	Jun - Feb 20	Site: Labour in Vain Car Park Dates: 22 Jun 19 Oct	According to Veolia the use of the collection it is quite hit and miss, some visits seeing		414

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			22 Feb 20 Times:10.00-12.00	6-7 tonnes and other visits having no waste deposited at all. February 2020 collection to be monitored to better understand the value of the collection and future need.		
A-10	Replacement bench on the Green	31/03/2020	Bench to replace the old bench on the Green that is in a poor state of repair	Design of new bench agreed. Need to contact SBC to agree permanent hard standing for the new bench. Council approve £600 budget at their meeting in December 2019. Visit to the manufacturing company to be arranged. Possible link to benches being bought by the Forum, to go opposite the Labour in Vain, and by David Tucker's family. Benches purchased and installed	10/12/19 19/05/20	
Ambition - Communication						
B - 1	Website developed and operating	July 19	Web design drafted completed Mock-up of site prepared and	Meeting with web designer. Brief for web site agreed	18/09/19 22/09/19	255

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			agreed with councillors Site prepared	with developer. Web site set up undertaken by SCC Website domain name purchased for 10 years - Website template prepared by SCC. Work on populating the site to be completed.	19/12/19	
B - 2	Monthly Drop-in surgeries operating	August 19	Three dates agreed with Staffordshire Police PCSOs to attend drop-in sessions in the village hall. Dates advertised on the parish notice boards.	Dates of sessions to be advertised on Yarnfield and Swynnerton News and the Newsletter Community Page. Undertake review of the value of the sessions, timing and promotions in Dec 19. 1 st YCM-PC /PCSO drop-in clinic - 6 people 2 nd YCM-PC /PCSO drop-in clinic - 0 people 3 rd YCM-PC /PCSO drop-in clinic - 1 person Covid-19 restrictions forced end of drop-in sessions. Now sharing information with	23/08/19 26/09/19 24/10/19 19/12/19 March 20	144

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				PCSO by email and phone		
B - 3	Greater presence in social media and printed news.	June 19	Yarnfield and Swynnerton Facebook Page being used to promote Parish meetings. Google Survey of known contacts	Dates and agendas are now routinely posted on the site. There is a problem making available minutes because of their length. Y & S Facebook page is being used to promote PC meeting and share agendas. Minutes are available from the clerk on request and a copy will be placed in the village hall. Google Survey - of those responding 50% had seen social media posts from the Parish Council 95% preferred email as the main method of communication with the parish council. 100% wanted to be kept informed 22 from 34 possible responses received	01/06/19	

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B - 4	Branding for parish activity developed and agreed with community groups	July 19	Competition brief agreed by Parish Council Competition circulated to schools, community groups and promoted on Y&S News	Letterhead competition shortlist to be announced by 15 th November Letterhead competition shortlist to be announced and the shortlist candidates displayed in the village hall. Winner to be announced at the YCM-PC meeting January 2020	09/09/19 15/11/19 14/01/20	
Ambition - Community						
C - 1	To widen participation and engagement in the parish	Dec 19	Parish Christmas Dinner	Plans underway with Yarnfield Park, volunteer drivers, coffee club	18/9/19	
		April 20	It is proposed that a grant application process is developed to come into effect in April 2020.			400
C - 5	Seek the views of our community, including those groups that are less often heard	Dec 19	Open access to parish councillors at the fete and other events Drop-in surgeries held Parish councillor home visits offered for anyone unable to attend organised events	Councillors sought residents' views at Yarnfield Fete Google survey sent out and responses received See Item B-2 re monthly drop	May 19 Aug 19 Aug 19	

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			E-survey to learn how residents would like to communicate and engage with the Parish Council	Home visit offer advertised in Parish magazine	Oct 19	
C - 6	Work with the local schools to capture views of children and young people	Nov 19 Feb 20	Parish Council logo design competition involving to local schools & community groups Work with Springfield 1 st School to gather the views of children on the "School Council".	Competition details circulated, judging panel to be organised See Item B-4 Views and ideas gathered, and feedback given to school council showing links to the PC priority action plan.	Sept 19 Jan 20	
C - 7	Explore possibility of group insurance and events risk assessment	Nov 19	Investigate feasibility and cost of scheme with our Insurance Broker Approach Forum, Fete Committee and VH Committee	Approach made to Forum, Fete and VH Committees - all willing to consider a joint policy. Advice on proposal received from BHIB Councils Enquiries Not feasible as forum, Fete and Village Hall would need to become sub-committees of the parish council.	21/08/19 02/10/19	
C - 8	Parish Christmas Lunch	13 Dec	Opportunity to host a Christmas lunch for all residents including those who are older or	Arrangements agreed with Yarnfield Park Parish Christmas lunch	01/10/19	

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			vulnerable	promoted. Very successful event with 40 guests.	13/12/19	
C - 9	Support Staffordshire	Sept 19	Community Volunteering supported and developed in the parish	Meet with Support Staffordshire to explore role and opportunities.	30/09/19	
C - 10	Parish Newsletter	01/1/19	Publication of a newsletter, delivered to every home in the parish, which focuses on major events or other significant activities. The programme for 2020/21 will initially focus on: <ul style="list-style-type: none"> • The Launch of the Parish Council Website • The invitation to the Annual Parish Assembly 2020 	Parish Council produced its first Newsletter in March 2020.	20/03/20	
C - 11	Gather views from young people aged 10-18	Feb' 2020	Engagement with children and young people: Springfield First School - school council 21.11.19 Yarnfield Guides - 12.2.19 Yarnfield Scouts - 13.2.19	Alleyne's High School were contacted on two occasions with no response. Outcomes written up and shared with PC and group leaders.		

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Ambition - Pavements & Footpaths						
D - 1	Staffordshire County Council pavement risk assessment evaluated.	Sept 19	Obtain a copy of the SCC pavement risk assessment evaluation protocol	FOI sent to SCC	23/09/19 -	
Ambition - Traffic						
E - 1	Enhanced community speed watch to incorporate Cold Meece and road adjacent to the school	Oct 19	Community Speed Watch to recruit new members. Yarnfield Community Speed Watch/YCM PC liaison meeting Meeting of Y&CP CSW to agree: <ul style="list-style-type: none"> • Survey timetable • New locations 20mph monitoring	Two new members recruited and scheduled to attend training in October JF and MB attend CSW training. Community speed watch restarted with new members Email to the Staffordshire Road Safety Partnership on reason for not including Cold Meece in the camera enforcement rota	22/09/19 05/10/19	
E - 2	Work with Staffordshire Police on speed awareness in Cold Meece and Yarnfield	Mar 20	Request to the Staffordshire Safer Roads Partnership (SSRP) to investigate vehicle speed on Swynnerton Road and Meece Road.	The SSRP have no plans at present to investigate traffic speeds	19/09/19	

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			Local campaign to reduce the speed of traffic on Swynnerton Road and Meece Road, Cold Meece	Parish Council receives report on possible options. See new item E- 5	10/09/19	
E - 3	Engage with M6 Smart Motorway Team	July 20	Site visit with Smart Motorway Team	Complaints made to the Smart Motorway team about: <ul style="list-style-type: none"> - Speed of HGVs on Yarnfield Lane - HGVs coming through Yarnfield - HGV speed on Meece Road and Swynnerton Road - Overgrown held on Yarnfield Lane cut back to improve visibility for HGVs and to improve width of the lane Smart Motorway Team <ul style="list-style-type: none"> - agreement to provide a lorry wheel wash and sweeping of Yarnfield Land provide addition dedicated road sweeper to reduce problem of mud on the road.	23/07/19 13/09/19 14/12/19	
E - 4	Vehicle Activate Speed Sign	31/03/20	Grant funding secured by the Yarnfield Forum Purchase of the Sign	Funding secured to purchase the sign Order placed for the sign by	03/08/19 19/09/19	

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			Installation of the Sign	Yarnfield Forum BIFFA to fund the cost of the speed sign installation	14/12/19	
E - 6	Elan City Speed Sign	03/2020	Elan City Speed sign, purchased with grant money, donated to the Parish Council.	Sign purchased and installed. Responsibility for the collection of data taken on by the YCM Community Speed Watch Group.	16/06/20	
Ambition - Neighbourhood Plan						