






Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log




Monthly Progress Tracker – Update 15/3/23

	 Warning	 Action – in progress	 Achieved
July 2022	12	8	5
September 2022	2	11	4
October 2022	2	13	2
November 2022	2	14	0
January 2023	2	12	2
February 2023	1	12	0
March 2023	0	14	3

Minute	Resolution	Action	Status	RAG
<u>February 2023</u>				
23-111	Greenside Playground repairs	Arrange for prices to undertake repair of the equipment as part of the village green project. Arrange for price to jet wash the play equipment. Seats and benches.		
23-103	Coronation Events Working Group to prepare plans to hold a Parish Picnic to celebrate the Coronation of King Charles III	Scope of the event and plans agreed.	Date set for 7 th May 2023	




Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
23-86	Civic Amenity Collection 2023	<p>Publication material to be posted on notice boards and social media. Collections dates confirmed with Stafford Borough Council.</p> <p>Locations</p> <p>Labour in Vain Car park (1 April) Rose Garden, Cold Meece (26 August) Conference Centre Carpark (2 December)</p>	Arrangements made	
23-85	Wheelie Bin Stickers	Contact CSW Group and Yarnfield Park Residents' Association to establish number of stickers required		
<u>January 2023</u>				
22-472	<p>Parish Council Elections 2023</p> <ul style="list-style-type: none"> - Work to promote the May 2023 elections and opportunity it presents to become a parish councillor is prepared 	<p>Promotional material for prospective councillors and new rules for voters prepared.</p> <p>Clerk training event 13/02/23</p> <p>Promotion work to include:</p> <ul style="list-style-type: none"> - Call be all residents to register - Advice on new photo ID requirement - Call to stand as a prospective councillor - Leaflet promoting nominations <p>Promotional material included in the January Newsletter</p> <p>Clerk arranged to attend SLCC training event on briefing on elections [13/02/23]</p> <p>Work to develop a poster and social media campaign to encourage people to get involve with the parish council.</p>	Campaign to be presented to February meeting	



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
<u>October 2022</u>				
22-376	<p><u>Yarnfield Lane Lay-by</u></p> <p>The Borough Council is approached to discuss what enforcement options could be used to tackle the problem of littering.</p> <p>Approach Staffordshire County Council Highways</p>	<p>Email to Stafford Borough Council Environmental Health enforcement team.</p> <p>Camera monitoring notice in place.</p>	Monitor fly tipping events with a view to further action by Env' Health	
<u>June 2022</u>				
22-285	<p><u>Network+ contractor – helpline charges</u></p> <p>Network Plus and the Staffordshire County Council are contacted to express the parish council's concern about the use of a premium phone number to report defects with the traffic management lights.</p>	<p>To be raised with HS2 Ltd are requirement for their contractors.</p> <p>SCC – looking at feasibility of preventing requiring contractors to use premium phone numbers.</p> <p>Chasing response from Network Plus (06/09/22)</p> <p>Concern about you of 0845 number raised with Major Project Manager</p> <p>Email sent to Network Plus asking for their views on why an 0845 number is used and whether an 0800 or 0808 number could be used. (05/07/22)</p> <p>Email sent to Cllr Pert asking if the Staffordshire County Council permit arrangements for traffic management could require the use of a freephone number for reporting faults. (05/07/22)</p> <p>Network+ forwarded email to their contractor.</p>	SCC considering request.	
22-265	<p><u>Labour in Vain</u></p> <p>i. The notes of the Annual Parish Assembly were notes;</p> <p>ii. Work is done to establish a group to approach the Stonegate</p>	<p>New ACV Application to be prepared</p> <p>Request for information from residents about how they have used the pub and why it should be listed</p> <p>FOI response received 20/02/23</p> <p>FOI submitted 27 January.2023</p>	Prepare new ACV application	


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	<p>in with a view to agreeing how the pub can be reopened.</p> <p>iii. Work is undertaken to register the Labour in Vain and a community asset with Stafford Borough Council.</p>	<p>Stafford Borough Council refuse reject application to list as an Asset of Community Value.</p> <p>FOI request to see details of Owners response to the request</p> <p>Stafford Borough Council confirm application has been received and no additional information is required, and a decision will be made ASAP.</p> <p>Registration as a community asset made to Stafford Borough Council (26/08/22)</p> <p>Autumn 22 Newsletter used to support the pub and promote their Facebook page.</p>		
<u>April 2022</u>				
22-153	<p><u>Yarnfield Lane Cycle path</u></p> <ul style="list-style-type: none"> - That the council endorses the proposal to provide a safe cycle and footpath connection between Yarnfield and Stone. - That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support. 	<p>SCC Decision not due until March 2024</p> <p>Update on progress requested [06/12/22]</p> <p>Project proposal submitted to Staffordshire County Council</p> <p>Work with SRCG to prepare supporting evidence to be submitted to Staffordshire County Council</p> <p>Staffordshire County Council confirm arrangement for HS2a Road Safety Fund.</p> <p>Email sent to Cllr Pert to forward to appropriate officer/cabinet member at Staffordshire County Council (11/07/22)</p>	<p>Awaiting decision from Staffordshire County Council</p> <p>Projected date March 2024</p>	
22-82	<p><u>Community Speed Watch</u></p> <p>Contact is made with the Staffordshire CSW to arrange for them to visit the parish to undertake risk assessments on new sites.</p> <p>Contact is made with the Deputy Police, Fire and Crime Commissioner, to press for a change in the approach to enforcement on 20mph roads.</p>	<p>Meeting postponed until March 20 March 2023</p> <p>Proposed County CSW Meeting in January 2023 postponed now scheduled for 22/02/23.</p> <p>Site visit for potential site with SCC Speed watch coordinator [7/12/22].</p> <p>Risk assessment of new sites undertaken in Yarnfield and Cold Meece completed [7/12/22]</p>	<p>Awaiting review by the County Community Speed watch about enforcement in 20mph zones</p>	


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	CSW activity is reported to the Parish Council on a quarterly basis.	<p>Staffordshire Community Speed Watch asked to undertake risk assess on new locations on Yarnfield Lane Buffer Zone, Meece Road and Swynnerton Road, Cold Meece.</p> <p>Staffordshire Community Speed Watch propose using Yarnfield as a pilot project to test feasibility of CSW operating in 20mph areas.</p> <p>Email to Staffordshire CSW to establish pilot project</p> <p>Activity is linked to the adoption of the Yarnfield Park Roads by Staffordshire County Council. which was first scheduled to happen in December 2020.</p> <p>Contact with Staffordshire CSW to be actioned once local group established and new coordinator operating.</p> <p>Letter sent to deputy PFCC</p> <p>Response received from Deputy PFCC</p> <p>Not content with response, further research required to reply to DPFCC</p> <p>Review report to be prepared for September 2022 meeting.</p>		
<u>February 2022</u>				
22-58	<p><u>Network +</u></p> <p>The parish council prepare a list of issues and follow up actions required to reinstate Yarnfield Lane which will then be sent to Network Plus.</p>	<p>On site repairs in progress</p> <p>National Grid (Mr M Griffiths, Distribution Manager, Stoke on Trent, National Grid) to address complains of the parish council and to arrange a site meeting that will include Western Power. Network Plus and the Parish Council.</p> <p>Letter sent to CEO of National Grid.</p> <p>Chasing email send to Network Plus Project Manager – Major Projects (12/11/22)</p> <p>Site meeting with Major Projects Manager who has agreed to action the parish council’s snagging list</p> <p>Assurances given that the snagging work would be undertaken now they were nearing the end of the contract work.</p>	Waiting for conformation of the date for complete the work	




Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
		<p>Concern about delay in dealing with the outstanding actions raised with Network + Project Manager – Major Projects. 05/09/22</p> <p>Site survey undertaken and list of outstanding action sent to Network + (25/03/22)</p> <p>Still waiting for confirmation that the work will be carried out.</p>		
<u>September 2021</u>				
21-524 21-746	<p><u>Village Green Project</u></p> <ul style="list-style-type: none"> - The plan, which sets out the vision for the project is approved; - A meeting is arranged with the borough councillors for the parish and the lead officer at Stafford Borough Council; - That a costed delivery plan is prepared. 	<p>letter sent to Cllrs James& Nixon seeking support approve the project, release the funds and secure the lease of the village green</p> <p>Meeting with ward members and Cabinet Lead for Leisure at the Borough Council scheduled [18/02/23].</p> <p>Meeting with Streets Scene</p> <p>Section 106 application submitted to SBC. Invitation to Cabinet lead to visit Yarnfield.</p> <p>Section 106 funding application prepared</p> <p>HS2 Phase 2a CEF funding application being prepared.</p> <p>Stafford Borough Council approve lease of land to Parish Council</p> <p>Stafford Borough Council approve additional £10k from the Westbridge Park Project</p> <p>Meeting held with four contractors. Awaiting indicative costs that will enable completion of the SBC s106 application form and the submission of the revised concept plan to Stafford Borough Council</p> <p>To be arranged - site meeting with Stafford Borough Council officer, Cabinet Member and Ward members</p> <p>Revised plan prepared. Actions to be completed:</p> <p>Indicative costing to be obtained from at least two contractors by end of July 2022</p> <p>Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement.</p>	<p>Pressing SBC to confirm agreement to the scheme</p>	



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
21-499	<p><u>Severn Trent work Highlows/Yarnfield Lane</u></p> <p>Severn Trent give undertaking to complete work on the Highlows Lane/Yarnfield Lane Sewer</p>	<p>Stage 2 work agreed. Confirmation of date to be confirmed.</p> <p>Letter to go to CEO if no sight of progress made.</p> <p>Work on the method statement for delivery of the second part of the project still to be completed and agreed with Staffordshire County Council Highways Team. Continue to liaise with STWCo.</p> <p>Stage 1 works completed. Now waiting for details of the second stage works and start date.</p> <p>Meeting on site with Severn Trent engineers. Work to be completed in two stages. Part 1 work scheduled to start on 3 October – 7 October 2022</p> <p>Meeting with Severn Trent Manager to agree work (August 2021)</p>		
21-488	<p><u>Gates at Cold Meece</u></p> <ul style="list-style-type: none"> - The proposal to build wooden gates was approved. - That the County Council Highways Department are contacted to secure approval for the siting of the gates. 	<p>Site visit with SCC officers. Potential sites for gates identified; details on procedure to be followed established; costs for gates to be sourced.</p> <p>Location of Gates identified and shared with Amey and ward Councillors. (21/09/22)</p> <p>Follow up meeting with Amey to agree arrangements.</p> <p>Awaiting decision by Staffordshire County Council over the date for completion of the 40mph limit on Meece Road and Swynnerton Road.</p> <p>Contacted Highways Team with a request to agree site, design, and installation (11/07/22)</p>	Project details agreed with SCC Scheme costs and plans to be prepared.	
<u>May 2021</u>				
22-47	<p><u>Firing Range</u></p> <p>It was resolved that the Chairperson write to the PFCC;</p> <ul style="list-style-type: none"> - To press the case to secure mitigation being put into the existing range; 	<p>Meeting with SBC [14/02/23] – update on acoustic improvements. Email to Staffs Policy for confirmation when acoustic work will be completed.</p> <p>Material proposed for the second sate of acoustic work failed fire safety checks. Further work being undertaken to find a suitable acoustic cladding material.</p> <p>Police asked to say when they hope this work to be complete.</p>	On track, continue to monitor.	

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	<ul style="list-style-type: none"> - To seek assurances about the timescale for completing the business case to move the range. - To secure an undertaking about the police authority's commitment to relocate the range. 	<p>PFCC signs off business case for the range – 01/09/22</p> <p>The first stage of the acoustic works which is the mitigation wall along the left flank of the Range was installed at the end of August 2022.</p> <p>An assessment of a number of acoustic products for the right flank wall is being undertaken by the Police who should be making a decision quite quickly and then will get it installed.</p> <p>Mitigation work at the range to be installed in September.</p> <p>Letter sent. Assurance given this was a priority to the PFCC and would be a regular discussion with the chief constable.</p> <p>Consultant report on mitigation work received by the police. Meeting with Environmental Health Service to be held to agree work programme.</p> <p>Mitigation work agreed between police and Stafford Borough Council.</p> <p>PFCC confirms by email progress being made with the business case to find a new location for the range.</p>		
<u>September 2021</u>				
	<p>Highways Projects</p> <ul style="list-style-type: none"> - Buffer Zone - Cold Meece 40 mph limit 	<p>Traffic orders confirmed. Awaiting date for installation of signs.</p> <p>Speed limit along the Swynnerton Road in Cold Meece and the Yarnfield Lane buffer zones will become legal soon (hopefully before the September) although the physical implementation on the ground is extremely slow at the moment, due to material supply issues.</p> <p>Final stage of the public consultation on buffer zones and Cold Meece 40 mph limit completed [September 2021]</p>	Start date to be confirmed by SCC	
<u>March 2022</u>				
22-97 21-584	<p><u>New Office Systems</u></p> <ul style="list-style-type: none"> - A Microsoft Business 365 Standard licence is purchased. 	<p>Proposal to migrate to a new version of the Website template.</p> <p>Costs associated with this work £250 (estimated)</p> <p>Brief for this project has been extended to look at migrating the parish council website to a later version that would provide enhanced</p>	<p>To be delivered by the new council.</p> <p>Further work with SCC web team</p>	

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	<ul style="list-style-type: none"> - Set up bespoke email systems for councillors. - That a laptop up to a value of £400 including VAT is purchased. - That the existing Zoom licence is terminated before the renewal date in May 2022. - That support is provided to the councillors in the use of Microsoft 365 and Teams. 	<p>functionality and support bespoke parish council email addresses for councillors.</p> <p>Laptop setup complete.</p> <p>Laptop purchased</p> <p>Zoom Licence cancelled</p> <p>Enquiries made about IT support for councillors, cost prohibitive.</p> <p>Discussions with SCC IT support and use of MS 365</p>	<p>required to agree resourcing for the project</p>	