

**YARNFIELD AND COLD MEECE PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**14 January 2020 at 7.30pm**  
**Yarnfield Village Hall**  
**Minutes**

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Present (for all or part of the meeting):-

**Councillors:**

David Beeston

Brian Eyre (Chairman)

Malcolm Beeston

Sally Parkin

Frank Cromey

Brian Rushton

**Officer in attendance:** - John Fraser- Clerk to the Parish Council

**Also in attendance:** - Cllr Jeremy Pert (SCC)

Public at the meeting: - 7

**20.1 Apologies for Absence**

Apologies were received from Cllr Stella Hughes, Cllr James Nixon (SBC) and Cllr Roy James (SBC)

**20.2 Declaration of Interest**

Nil

**20.3 Public Question Time**

*1. A question was raised about the work being undertaken by Severn Trent Water in Yarnfield and the closure of Swynnerton Road, Cold Meece. Could the Parish Council say what was happening and when work is likely to be completed?*

Response: The problem has been running for 12 weeks in Cold Meece. This has resulted in Severn Trent having to run a fleet of tankers to take sewage from the pumping station on De Havilland Drive, Yarnfield. The problem has now been resolved and Severn Trent say the tankers are no longer operating in the village. It is anticipated that the work on Swynnerton Road, Cold Meece will be completed before the end of the week and the road reopened.

*2. A written question was received from a resident of Yarnfield - "What can be done to control the use of Yarnfield Lane by smart motorway construction traffic and what can be done to regulate their activities?"*

**Response:**

- Yarnfield Lane has a 7.5 tonne weight restriction on it. There is however an exemption allowing access for construction traffic that is heavier than 7.5 tonne to land/dwellings on or adjacent to Yarnfield Lane.
- Lorries are permitted to turn right out of Yarnfield Lane on to the A34. However as this is obviously a very dangerous manoeuvre and so there is an agreement with the Keir Smart Motorway team that their contractors should turn left at the junction and go to the roundabout on the A34 to complete their south bound journey.
- Mud on the lane from construction traffic coming from the M6 compound has been the subject of much debate amongst residents in the village. The Parish Council have made several complaints to Keir about the state of the road. As a result they have:
  - Installed a wheel wash on the site and instructed their gate keepers to ensure that lorries use the wheel wash
  - Increased the frequency of the road sweeper which should be working along the entire length of the lane.
- The Parish Council has established a good working relationship with the Smart Motorway Team. They have been quick to deal with complaints with the contractors working on the site and will follow up complaints with actions where necessary. However in order to deal with a complaint about an individual HGV it is important to be able to identify the specific vehicle (vehicle registration number, date, and approximate time).

**20.4 Reports from Borough and County Councillors.**

**Report from Cllr Pert.**

- Cllr Pert will share the contact details for Highways England, who have always proved to be very helpful in relation to issues raised in the public question time.
- We have had lots of flooding over the last few weeks. There is a misconception that water on the road is always the responsibility of the Highways Authority. Cllr Pert has prepared a document on the subject that he is happy for the Parish Council to use and circulate more widely.
- Cllr Pert is scheduled to meet officers from the Highways department at which the proposals for consultation on double yellow lines and speed limits in the parish will be developed further.
- The Drake Hall Prison Governor is interested in the discussion we are having about speed restriction on Swynnerton Road.

- SBC - local plan review is being undertaken. A public consultation will be started at the end of January that the Parish Council is encouraged to get involved with.

**20.5 To receive an update on HS2 from the Stone Rail Head Crisis Group (SRCG)**

- The date of the House of Lords hearing of the Parish Council's petition has not yet been set. This is probably due to the Oakervee Review of HS2 which has not yet been published.
- A dissenting report by Lord Berkeley has been prepared in opposition to the Oakervee Report in which he asserts that the true cost of building HS2 will be in excess of £130billion.
- A meeting with HS2 and the three parish councils that have jointly submitted the petition to the House of Lords will take place on 16 January.
- The Parish Council has written to HS2 Ltd as part of the petitioning process seeking further information about their plans. They have supplied some additional information and will supply more at the meeting on 16<sup>th</sup> January 2020.
- The Group is now preparing the evidence for the Lords' petition hearing.

**20.6 Approval of the Minutes of the Parish Council Meeting**

**Resolved:** The minutes of the Parish Council meeting held on 10<sup>th</sup> December 2019 were approved and signed as a correct record of the meeting.

**20.7 To consider any matters arising from the minutes not covered elsewhere on the agenda.**

- When is Cllr Mrs Trowbridge due to visit to Yarnfield about the section 106 funding.  
The Chairman and Clerk are due to meet the Borough Council ward members on the 29th January. Following this meeting the Parish Council will need to prepare plans setting out how to make best use of the section 106 funding. These will then need to be subject to a public consultation exercise and it is this that will prompt Cllr Trowbridge's visit. [Minute 19.118]
- What are the arrangements for the new bench in the village? The Parish Council are working collaboratively with Yarnfield Forum and the family of the late Cllr David Tucker. As we will be purchasing 3 benches it was agreed that the Chairman and Clerk visit the manufacturer of the benches. This visit will take place before the end of January to [Minute 19.121]
- Is there any further information about the future of the Parish Magazine? The Chairman has spoken to the editor of the magazine who at that time was hoping to find volunteers to take on the responsibility for the production of the

magazine. There is some interest locally in taking on the production of a magazine but this is not linked to the church. [Minute 19.122]

- Staffordshire County Council is consulting on its proposed school admission arrangement relating to all community and voluntary controlled schools. Cllr. Cromey has spoken with the Head Teacher and as a result the Parish Council has no comments to make on the proposed admission arrangements [Minute 19.123]
- At the Parish Council meeting in November 2019 it was agreed that the Parish Council contact the Environment Agency about the state of the brook on Meadow View and Fieldside. A survey of the area has been undertaken by the Environment Agency. This work is still ongoing. A proposal was made that an invitation be made to the Agency to come to a future meeting.

**Resolved:** that an invitation be extended to the Environment Agency to attend a future meeting of the Parish Council.

20.8

#### **Parish Assembly Action Plan update**

##### **Action Priority 1 - Open Space**

- The Head of Operations at Stafford Borough Council has agreed in principle to the request to transfer responsibility for the maintenance of the whole of the village green to the Parish Council. This will be subject to further discussions to agree the detail of the transfer of the land and the terms of the lease.
- The tender document for the 2020 grass cutting contract will secure prices for the Parish Council's existing responsibility and the wider responsibility for the village green.

##### **Action Priority 2 - Communication**

- The parish council web site is now under construction. The site will be completed by the time of the next Parish Council meeting and it is therefore proposed that the February meeting is held at Yarnfield Park.

**Resolved:** that arrangements are made to hold the February 2020 meeting of the Parish Council at Yarnfield Park Conference Centre

##### **Action Priority 3 - Community**

- The first Parish Christmas Lunch was held at the Yarnfield Park Conference Centre on 13 December; 40 people attended the event. The event proved to be very popular and plans are being made for the next event.
- A letter has been sent to the Springfields School Council setting out how the ideas raised by the children might be linked to the Parish Council's priority areas and what we are doing about it.

#### **Action Priority 4 – Footpaths and pavements**

- A Freedom of Information Act request has been sent to Staffordshire County Council Highways department asking for a copy of their risk assessment process used to monitor the condition of pavements in Staffordshire.

#### **Action Priority 5 – Traffic**

- The new Community Speed Watch (CSW) Team is now operating in the parish and doing an effective job in monitoring traffic in Yarnfield. As the group is made up of only 5 trained people it is sometimes proving difficult to get a team of 3 people together. The CSW coordinator has advertised for more volunteers.

20.9

#### **Precept 2020 – 2021 – to approve work programme and precept for 2020 – 2021**

The Yarnfield and Cold Meece Parish Council precept for 2019/20 was set by Stafford Borough Council and Swynnerton Parish Council before the formation of the new Parish Council and without reference to any work program that it would develop. In 2019 Y&CM-PC received £3,490 from Swynnerton Parish Council. Without this income Y&CM-PC would have had insufficient funds to meet its running costs

The precept for 2020/21 will need to be based on:

- The running costs of the Parish Council (salary, contracts, room hire, advertising etc.)
- The ambitions that the Parish Council and the Parish Assembly have set in their Priority Work Programme.
- Stafford Borough Council - elections charge for 2019
- The creation of a reserve fund to meet unforeseen for costs.

In addition to the money raised through the precept Y&CM-PC will also receive:

Local Council Tax Support Government Grant	£160.54
- to be treated as a contribution to the overall precept.	
The concurrent functions allowance paid by Stafford Borough Council.	£1,330.00

The proposed 2020/21 budget is based on an ambitious work programme that if successful will address many of the issues raised by the Parish Assembly in May 2019. The budget proposal also makes recommendations for a provisional work programme to be undertaken in 2021/2 and 2022/3.

	Proposed 2020/21 [CPI at 2%]	Proposed 2021/22 [CPI at 2%]	Proposed 2022/23 [CPI at 2%]
Y&CM -PC budget requirement	26,732	26,956	27,238
Stafford BC concurrent grant	1,330	1,330	1,330
Budget to be raised through precept	25,000	25,626	25,908
Per band D household (annual)	29.9	30.65	30.99

The precept required for the 2020/21 is £25,000. If approved this will result in an annual Band D equivalent charge of £29.90 (57.5p per week) and would place the Y&CM-PC precept at the same level as the estimated average precept in the Borough.

**Resolved:** It was resolved that:

- (a) The Parish Council budget for 2020 - 2021 be set at £26,984;
- (b) Stafford Borough Council is asked to set a precept of £25,000 for 2020/21

#### 20.10 Parish Council - Letter Head Competition.

The results of the letter head competition were debated and the winning entry chosen based on the public vote: The winning entry was supplied anonymously; efforts to identify the artist have proved unsuccessful

**Resolved:** It was resolved that:

- (a) A letter is sent to Springfields First School thanking them for their involvement in the competition.
- (b) Arrangements are made to incorporate the winning entry into the new parish council website.

#### 20.11 Grass Cutting Contract - to agree the tender document and arrangements for the tender determination

Throughout 2019 the parish council shared the responsibility for cutting the grass on the village green with Stafford Borough Council. It is the Parish Council's ambition to take over responsibility for the management of the whole of the village green.

Stafford Borough Council has responded positively to this proposal.

The Tender specification covers five areas (Map attached at **Appendix 1**):

- Yarnfield Village Green, Areas 1 - 4
- Cold Meece, Area 5
- The areas managed by the Borough Council in 2019 - areas 1 & 2.

It is anticipated there will be economies of scale by bringing this work together under a single contract and it is our ambition to award to a single contractor. The existing arrangements include work to monitor the culvert in Yarnfield village. Incorporating this work into the grass cutting contract was not considered to be appropriate,

The closing date for the tenders will be Monday 3 February 2020 at 5.00pm. The tender applications will be evaluated by the Clerk, Chairman and two other councillors whose recommendation will be presented to the February meeting of the Parish Council.

**Resolved: It was resolved that;**

- (a) Tenders are invited for the 2020/2022 grass cutting contract.
- (b) That work on the culvert in Yarnfield is not included in the tender document.
- (c) That the results of the tendering exercise are evaluated and a recommendation made to the February 2020 meeting of the Parish Council.

**20.12 Parish Council Clerk's Report:**

**(a) Budget - update**

The current account balance on the 10 December 2019 is £6,455.07 plus £12.00 cash that is to be deposited in to the current account.

The reserve account has been opened with a balance of £1,000.

**(b) Schedule of Payment - January 2020**

	Invoice No/date	Amount	Cheque No.
Yarnfield Park Conference Centre (Parish Christmas lunch)	12/12/19	612.00	000035
HMRC - payment (October - December 2019)	14/01/20	303.40	000036
Clerk's salary	14/01/20	404.50	000037
		1,319.90	

**(c) Budget Risks:**

- i. Stafford Borough Council hasn't issued the invoice for the cost of the 2019 parish election and has now revised the date when this will be issued. It is unlikely that this will be available until February 2020.

**(d) Correspondence and circulars**

- Dates for the parish drop-in have been agreed. The Parish Council needs to consider the timing of the drop-in sessions to accommodate as many residents as possible.
- Stafford Borough Council has issued invitation to run civic amenity collection in the parish in 2020/21. Before confirming the arrangements for the coming year it was proposed that the next amenity collection, which will take place on the 22 February, is monitored and a report on demand for the service brought to the March meeting of the Parish Council.

**Resolved:** It was resolved that:

- (a) The civic amenity collection on the 22 February is monitored to assess demand for the service.
- (b) A report is prepared for the March meeting of the Parish Council making recommendation on the future of the service.

**20.13 Reports from Parish Councillors on meetings/courses attended.**

Chairman attended the Stone Mayor's Christmas Service.

Cllr Beeston attended the Mayor of Stafford Borough's Christmas service at St Mary's Church Stafford.

**20.14 Article for inclusion in the Parish magazine and the Newsletter's Community News**

- Promotion of the new parish council website
- Dates, time and location of future parish council meetings

**20.15 Date and Time of Next Meeting**

11 February 2020 to be held at Yarnfield Park Conference Centre

Meeting Ended 8.55pm



Signed  
Chairman of the Council  
Date 11 February 2020



**Planning matters:**

To discuss and confirm responses in respect of the following application:

Reference	Address	Outline	Decision
19/31113/HOU	Sherbourne Cottage Yarnfield Lane Yarnfield	Single Story bedroom side extension	No comment