

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
8th October 2019 at 7.30pm
Yarnfield Village Hall
Minutes

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

Councillors:

Brian Eyre (Chairman)

Stella Hughes

Malcolm Beeston

Brian Rushton

Frank Cromey

Officers in attendance: - John Fraser- Clerk to the Parish Council

Also in attendance: -Cllr R James (SBC), Cllr J Pert (SCC)

Public at the meeting: - 10

19.83 BIFFA, Meece Landfill Site Presentation

The meeting was preceded by a presentation by Mr Gary Simpson, Manager Meece Landfill Site, in which he provided an insight into the work done at the site and the measures taken to manage the impact it has on the surrounding areas. Mr Simpson answered questions from councillors and members of the public on the running of the site.

19.84 Apologies for Absence

Apologies were received from Cllr Mrs Parkin and Cllr D Beeston.

19.85 Declaration of Interest

Declarations of interest were received from Cllr Eyre, Cllr Mrs. Hughes and Cllr Cromey in relation to agenda item 19.87 due to their membership of the Stone Railhead Crisis Group.

19.86 Public Question Time

1 - Was the Parish Council aware that Balfour Beatty had undertaken to repair the toposcope and benches for Swynnerton Parish Council?

Response - It is understood that this work had been started by the parish council and that Balfour Beatty staff had offered to complete the work for the parish council.

2 - What was being done to resolve the problem caused by the poor state of the pavements in the village?

Response - This is recognised as a serious problem and something which the parish council is keen to deal with. Yarnfield is not alone in having poorly maintained pavements and will be working to ensure that the County Council is made aware of the local concern. Cllr Pert referred to previous Parish Council meeting at which he said some of the pavements in the village, particularly in the centre, are in need

of extensive work and are beyond being simply being "patched up" as this does not represent a sensible use of resources.

3 - What work can be done by the Parish Council to control the excessive speed of cars on Yarnfield Lane and through the village?

Response: the Parish Council is working with the Yarnfield Community Speed Watch group to monitor the speed of vehicles in the village.

19.87 Report from Cllr Pert (Staffordshire County Council)

- (a) Yellow line survey - this work is scheduled to be undertaken in conjunction with another parish. A date has not yet been agreed for the start of the work.
- (b) The offer to undertake speed monitoring in Cold Meece is still to be arranged. There is a backlog of similar requests however the request will be auctioned as soon as possible.

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

The date for the House of Lords Petition hearing has been set for the 30 October 2019. This will result in one of the Parish Council's witnesses not being available which will have an effect on the presentation of the Parish Council's petition. However to withdraw the petition at this stage was not considered to be appropriate as to do so it would not be in the interests of the parish.

Resolved:

- (i) That the date for the hearing petition hearing is accepted.
- (ii) That the Clerk works with the SRCG to prepare the evidence to present the views of the parish council.

19.89 Approval of the Minutes of the Parish Council Meeting

The draft minute 19.69 "Cold Meece - village status proposal" was amended to emphasise the need to explore how to secure village status for Cold Meece.

Resolved: The amended minutes of the Parish Council meeting held on 10 September 2019 were approved and signed as a correct record of the meeting.

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

- (a) Footpath 34 - an email had been sent to the County Council who had confirmed that they had issued an instruction to clear a 1 meter path through the crop growing in the field around Footpath 34. However a recent inspection of the footpath revealed that the maize growth in the field was now obstructing the path.

The Staffordshire Community Paths Initiative (CPI) provides funding for projects to improve or promote countryside access through rights of way. Grants of up to £2,000 are available, with the CPI match funding up to 50% of the total costs. Contributions from Staffordshire County Council greater than 50% will only be considered in exceptional circumstances. [Item 19.65]

- (b) D&G Buses -the the complaint about the punctuality of bus service has, with Cllr Pert's support, been referred to the bus company. Enquires are still ongoing. [Item 19.65]
- (c) Speed Sign - contact has been made with Barlaston Parish Council to take advice on the installation of ~~the installation of~~ the new speed sign. They have recommended getting written consent from the County Council over the location of the sign. [Item 19.71]
An offer was made by BIFFA to see if they could support the cost of the installation of the sign.

Resolved:

- (i) That a letter be sent to the County Council's Highways Department setting out the location of the new sign and details of the contractor being used to install the speed sign.
- (ii) That Clerk contact BIFFA over the cost of installation of the Speed sign.
- (d) Neighbourhood Plan - the Parish Council will need to review the timetable for the preparation of the neighbourhood plan so that it is synchronized with the Borough Council's review of the Local Plan. Work on the grant application to support the cost of the neighbourhood plan preparation has been put on hold. [Item 19.71]
- (e) Section 106 funding - discussions are still taking place with the Borough Council over the use of the Walnut Tree Farm section 106 section money. Arrangements are being made to meet with the local ward councillors and officers of the Borough Council. [Item 19.75]

19.91 Parish Assembly Work Programme

The updated work programme was circulated at the meeting. Copy attached at Appendix 2

19.92 Parish Council Clerk's Report:

(a) Budget

The mid-year budget update, set out in Appendix 1, was discussed in detail. Two budget risks have been identifies:

- The Parish Council continues to operate with no reserves.
- Stafford Borough Council has yet to send their invoice for the cost of the 2019 parish election.

(b) Schedule of Payments - 08 October 2019

	Invoice No/date	Amount	Cheque Number
Clerk's salary	08/10/19	404.50 ✓	000021
HMRC - payment (Jul - Sep 19)	08/10/19	303.40 ✓	000022
John Green - 30/09/19	30/09/19	240.00 ✓	000023
Village Hall fee	06/10/19	60.00 ✓	000024
RBL Poppy Appeal	07/10/19	17.00 ✓	000025
Clerk's expenses - printer ink	07/10/19	21.47 ✓	000026
		1,046.37	

Resolved: That the October 2019 schedule of payments was approved and signed by the Chairman.

(c) Grass Cutting Contract

The contract for grass cutting in the parish will be renewed in 2020. Preparation for this is now underway with draft tender documents being prepared for the November meeting of the Parish Council. It is intended that the tender includes provision for a more frequent cutting schedule than the current arrangements.

(d) Correspondence and circulars

- An invitation has been received from Stafford Borough Council to attend the Remembrance Day service on Sunday 10 November 2019.
- An invitation has been received from Stone Town Council to attend the Remembrance Day service on Sunday 10 November 2019.
- Yarnfield Parkway maintenance contract - a written request has been sent to the Head of Customer Care at Barratt West Midlands asking for details of the maintenance agreement between Barratt West Midlands and Pinnacle Property Management.
- Annual Inspection of the Greenside play equipment - this is scheduled to take place on 22 October.
- The Borough Council have offered to provide training for parish councillors in the use of the Borough Council's on-line planning portal.

Resolved: That arrangements be made to run a training course of councillors.

19.93 Public Benches

The poor condition of one of the bench on the village green has been brought to the parish council. The bench, which was provided by the Yarnfield Forum as a memorial to a local resident, was donated to the former Parish Council.

attention of the

Resolved:

- (i) That the Clerk contacts the family to confirm that steps were being taken to replace the bench.
- (ii) That costs of providing a new bench are brought to the next meeting.

19.94 Reports from Parish Councillors on meetings/courses attended.

Cllr Eyre and the parish clerk attended the annual Parish Council liaison meeting hosted by Stafford Borough Council. The principal topic was a very useful update on the local plan review by the Borough Council and how this could be used to inform development of neighbourhood plans.

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

Future items for the Parish magazine were agreed;

- Parish Christmas lunch
- Update on the HS2 petition to the House of Lords

19.96 Future Work Programme

A report on the Parish Council's Work Programme for the forthcoming meetings up to May 2020 was considered.


Parish Council meeting	Reports
12 November 2019	Play Equipment - inspection report 2020 work programme and budget setting
10 December 2019	Confirm 2020/21 budget Precept setting
14 January 2020	
11 February 2020	Confirm new grounds maintenance contracts Review of Standing Orders and Financial Regulation
10 March 2020	
14 April 2020	End of year budget
28 April 2020	Annual Parish Assembly
5 May 2020	Annual Meeting of the Parish Council

Resolved: That the Work Programme be approved.

19.97 Date and Time of Next Meeting

Tuesday 12 November 2019 at 7.30pm, Yarnfield Village Hall

Meeting Ended 9:55pm



Signed
Chairman of the Council
Date: 06/11/19

Planning matters:

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

Reference	Address	Outline	Decision
19/31207/HOU	Maywade 8 Maple Close Yarnfield Stafford ST15 OST	Garage Extension	No comment

Appendix 1 - Mid-year Budget profile

Expenditure 20 September 2019	April	May	June	July	August	September	October	November	December	January	February	March	Total cost
Precept			4,788.26				4,788.25						9,576.51
Con' Grant			665.00				665.00						1,330.00
Swynnerton PC			2,310.10			1,179.78							3,489.88
Income			7,763.36			1,179.78	5,453.25						14,396.39
Invoices	884.70	644.50	1,493.72	1,405.98	692.50	1,039.67	401.87						6,562.94
Commitment						60.00	1,517.70	617.70	839.70	517.70	517.70	589.70	4,660.20
Balance	-884.70	-1,529.20	4,740.44	3,334.46	2,641.96	2,722.07	6,255.75	5,638.05	4,798.35	4,280.65	3,762.95	3,173.25	3,173.25

Appendix 2 - Parish Assembly Work Programme Update October 2019

		Scheduled date	Actions	Progress / Comment	Date
	Ambition - Green spaces (BE)				
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	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.	07/10/19
A-3	Grounds Maintenance contracts retendered	Dec 19	Agree scope, areas included and frequency.	Briefing paper prepared to councillors.	22/09/19
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.	16/08/19 07/10/19
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
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	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	23/0719 25/09/19

		Scheduled date	Actions	Progress / Comment	Date
			tabards, bags etc.)		
A - 7	Incorporate green space plans and aspirations into the YCM Neighbourhood Plan	March 20			
	Ambition - Communication				
B - 1	Website developed and operating	July 19	Web design drafted completed Mock up of site prepared and agreed with councillors Site prepared	Meeting with web designer. Brief for web site agreed with developer.	18/09/19 22/09/19
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. Review of the value of the sessions, timing and promotions will be undertaken in Dec 19. Drop in Clinic - 6 people + PCSO+ Cllr Sally Parkin and Dave Beeston	23/08/19 26/09/19
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 will in future be used to say minutes B - 4 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 a 34 possible responses received	01/06/19

		Scheduled date	Actions	Progress / Comment	Date
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	End date for completion	19/07/19 09/09/19
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	14/08/19
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
B - 7	Support Staffordshire	Sept 19	Community Volunteering supported and developed in the parish	Meet with Support Staffordshire to explore role and opportunities	30/09/19
	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
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

		Scheduled date	Actions	Progress / Comment	Date
			Meeting of Y&CP CSW to agree: <ul style="list-style-type: none"> • Survey timetable • New locations • 20mph monitoring 		
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
			Investigate campaign to reduce the speed of traffic on Swynnerton Road and Meece Road, Cold Meece	Parish Council receives report on possible options	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 - Over grown held on Yarnfield Lane cut back to improve visibility for HGVs and to improve width of the lane 	23/07/19 13/09/19
E - 4	Vehicle Activate Speed Sign	31/03/20	Grant funding secured by the Yarnfield Forum Purchase of the Sign Installation of the Sign	Funding secured to purchase the sign Order placed for the sign by Yarnfield Forum	03/08/19 19/09/19

		Scheduled date	Actions	Progress / Comment	Date
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 E-survey to learn how residents would like to communicate and engage with the Parish Council	Councillors sought residents views at Yarnfield Fete Google survey sent out and responses received See Item B-2 re monthly drop Home visit offer advertised in Parish magazine	May 19 Aug 19 Aug 19 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 two local schools & community groups Work with Springfield 1 st School to gather the views of children in years 3 and 4.	Competition details circulated, judging panel to be organised See Item B-4	Sept 19
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	21/08/19 02/10/19
C - 8	Parish Christmas Lunch	13 Dec	Opportunity to host a Christmas lunch for older/ vulnerable people living in the parish	Arrangements agreed with Yarnfield Park	01/10/19
	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 -
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	

		Scheduled date	Actions	Progress / Comment	Date
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 and/or SPCA on the minimum standard for footpaths and obligations on land owners. Work with Ramblers Association to assess quality of footpaths, identify improvements and repairs Refer issues to SCC		
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 and style.	2020 - 2023	Work with land owner, 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	
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 - 1	Enhanced community speed watch to incorporate Cold Meece and road adjacent to the school	Oct 19	Community Speed Watch recruits new members. Yarnfield Community Speed Watch/YCM PC liaison meeting	Two new members recruited and scheduled to attend training in October JF and MB attend CSW training.	22/09/19 05/10/19