

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

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

Councillors: Stella Hughes  
David Beeston Sally Parkin  
Frank Cromey  
Brian Eyre (Chairman)

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

**Also in attendance:** - Cllr Pert (SCC), Cllr James (SBC), Cllr Nixon (SBC)

**Public at the meeting:** - 6

20.30

**Apologies for Absence**

Apologies were received from Cllr Malcolm Beeston, Cllr Brian Rushton

20.31

**Declaration of Interest**

20.32

**Public Question Time**

1. Can anything be done to encourage Stafford and Rural Homes residents not to leave their wheelie bins on the garage space behind the flats on Greenside  
Response - Letter to be sent to Stafford and Rural Homes.

20.33

**Reports from Borough and County Councillors.**

Cllr James

- reminded the parish council of the need to get involved with the Borough Council's consultation on the Local Plan, Issues and Options paper.

Cllr Pert

- consultation on the double yellow lines is now scheduled to start in April/May.
- BIFFA's promise to install a new wheel wash has not been completed. An officer from the Highways Team will be visiting the site to keep up pressure on BIFFA to complete this work.
- Officers from the Highways Team have visited the Smart Motorway compound on Yarnfield Lane and will continue to monitor the work and condition of the lane.
- A site visit, together with the Chairman and Clerk of the Parish Council, has taken place with officers from the Highways Team to develop proposals for the Cold Meece speed restrictions and it is hoped plans will be developed in May 2020.

20.34

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

- The Government has announced its decision to support the construction of HS2.
- A House of Commons debate took place on 2 March at which our MP, Sir Bill Cash, put down a motion to prevent the go ahead of HS2. Unfortunately, this was not successful.
- HS2 Phase 2B is to be subject to further investigation. The SRCG are hopeful that the review will also consider the proposals for phase 2A at the same time.
- The Minister has given a commitment to Sir Bill Cash to meet him and his constituents over the question of HS2 phase 2A.

- The date for the parish council's petition has been confirmed as the 31 March 2020. This may yet be delayed because of the emerging problems with the Covid-19 outbreak.

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

The minutes of the Parish Council meeting held on 11 February 2020 were approved and signed as a correct record of the meeting.

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

Nil

**20.37 Parish Assembly Action Plans**

**Open Spaces**

- Cllrs. Eyre and Beeston, and the Clerk have met with the new contractor to agree the start date and frequency of grass cutting on the village green.

**Communication**

- Parish Council website and Facebook page
  - o the agenda and draft minutes of the previous meetings are now being posted on the site.
  - o The Facebook page is receiving 300 - 400 hits on articles posted on the site and the post about the SRCG public meeting received 840 hits.
  - o The website and Facebook page are providing a very quick and effective way of sharing information about council business.

**Community**

- Meetings with the guide and scout group have been held to continue our engagement with the community. The evidence gathered will inform our future action plans.
- Local plan consultation - this is open until the 31 March 2020. The consultation is wide ranging and warrants a response from the Parish Council. The consultation includes a proposal to establish a new garden village at one of 7 possible locations. Meece Brook at Cold Meece is one proposal which it is suggested could take as many as 11,500 homes.
- Cllr Pert - suggested that Key Service villages have seen significant development over the last five years. The strategic issue to be decided is whether the idea of a garden village is appropriate rather than continuing the development, and further expansion, of the Stafford, Stone and the key service villages.
- A response is now being formed and councillors were encouraged to agree a joint response on behalf of the parish.
- **Resolved:** that the Chairman and Vic-chair liaise with other councillors and prepare a response in conjunction with the Parish Clerk.

**Footpaths and Pavements**

- The County Council have responded to the Parish Council's Freedom of Information request and has provided a copy of the Code of Practice for Safety Inspection. Cllr Hughes will bring a review of the documents to a future meeting of the parish council.

**Traffic**

- No update.



20.38 **Budget Proposals**

The Parish Council at its last meeting completed the review of the budget and work programme. Stafford Borough Council has now confirmed the precept for the coming year which will be £25,000.64. (Appendix 1)

Resolved: The parish council budget for 2020 - 2021 be approved

20.39 **Parish Council Grant Policy**

The 2020-21 budget includes a figure of £800 for "Community and Environmental Projects". In 2019/20 funds were awarded to:

- Cold Meece Rose Garden
- Yarnfield Forum - bulb planting

There are specific powers available to Parish Councils to award grants. It is recommended that a Grant Policy and Conditions and an application process are approved for the administration of grants.

Grants can be awarded, either once a year at the Annual Meeting of the Parish Council, or on request throughout the year. Grants can only be awarded to properly constituted voluntary groups or organisations; payment of a grant to an individual, even if that is to support a community project, is not permitted.

The following amendments to the draft Grant Policy and Grant Conditions were proposed:

- (i) That grant condition (b) be amended:

*"If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may shall request proof of expenditure.*

- (ii) The grant application form be amended to include:

*"If you wish to discuss the feasibility of your proposal, or want further advice on the application process, please contact the Parish Clerk, or one of the Parish Councillors."*

- (iii) That the Grant Policy eligibility be amended to include:

*"The Parish Council will entertain an application for a community project that does not meet these requirements if it is supported by one of the existing voluntary groups or charitable organisations that operate in the parish."*

**Resolved:** It was resolved that;

- (i) the Grant Policy, Conditions and application form be approved subject to the three amendments set out above.
- (ii) That grants are awarded on an ad-hoc basis throughout the year.'

20.40

**Civic Amenity Collections**

The Parish Council paid for 3 civic amenity collections in 2019/20:

- Site: Yarnfield - Labour in Vain Car Park
- Dates: 22 Jun, 19 Oct, 22 Feb 20
- Times:10.00-12.00
- Cost: £402.00

The Council meeting in January 2020 received a report on civic amenity collections and resolved to monitor the demand from residents for the collection in February. Results of the February 2020 Survey.

Residents - by car	6
Residents - on foot	1 (7 visits)
Customers from outside the parish	1 - from Barlaston
Residents also using the amenity site in Stone	5
Time of visit	10.00 - 11.00      7 11.00 - 12.00      0
How did you hear about the collection?	Facebook / internet = 2 Newspaper = 4 Parish Notice Board = 0 Saw the lorry on the carpark = 1

The Borough Council charge for the service in 2020/21 will be:

- for 1-hour duration at a single location      £100.00
- for 2 hours duration at a single location      £138.00
- for 3 hours duration at a single location      £220.00

The Borough Council has asked that we confirm what arrangements we would like for the coming year. There are three options:

	Cost
(i) Renew the service for a further twelve months with 3 x 2-hour collections	£414.00
(ii) Renew the Service for a further twelve months with 3 x 1-hour collections	£300.00
(iii) Discontinue the service	£0.00

Resolved: It was resolved that:

- (i) The civic amenity service be continued in 2020/21 based on option (ii).
- (ii) Enhanced promotion of the service is undertaken.

- (iii) Monitoring is continued to inform any future decision about the appropriateness of the service.

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

**(a) Budgets**

The current account balance on 20 March 2020 is £4,023 and the reserve account balance is £1,000. There is a potential commitment of £3,446 until the end of the financial year which will leave a balance of £74.

**(b) Schedule of Payments**

	Invoice No/date	Amount	Cheque No,
Panda Press	20/02/20	134.00	000041
Clerk's salary & expenses	10/03/03	417.35	000043
Stafford Borough Council - Cold Meece election	10/03/03	67.71	000044
		619.06	

**(c) Correspondence and circulars**

- i. Stafford Borough Council has confirmed the charges for the parish council elections in May 2019:

- a. Cold Meece ward uncontested election recharge - £67.71  
 b. Yarnfield ward contested election recharge - £3,535.07

In relation to the Yarnfield ward recharge the Borough Council has offered to recover this cost over 4 annual instalments in April 2020 - April 2023.

**Resolved:** That the Borough Council's offer of 4 annual payments for the Yarnfield recharge be accepted.

- ii. Audit process - as we are a parish council formed after 2015 the Parish Council is obliged to undertake a full external audit and as such there will be a charge for this which will be in the region of £200.00.

The timetable for the External Audit will be confirmed by the External Auditor by the end of March 2020. However, the anticipated timetable will be:

- Internal audit papers completed early April
- April 14 Meeting - approve Asset Register and Risk Register
- End of May - councillor briefing on internal audit, Governance Statements, review of standing orders and finance regulations



- June 16 Meeting - Formal approval of the internal audit and governance statement, exercise of public rights dates confirmed.
- iii. Four complaints have been lodged with the County Council Highways team about damage to the surface of Yarnfield Lane caused by the Smart Motorway construction traffic. This is particularly important at the moment as there will be an increase in the number of HGV movements on the lane from the Smart Motorway construction compound.
- iv. The renewal of the Parish Council's insurance policy with BHIB has been received. Renewal charge = £610.74

**Resolved:** that the insurance policy renewal be accepted.

- v. Public Space Protection order consultation - a response has been sent to the Borough Council confirming that the Parish Council is in favour of the renewal of the PSPO for the Greenside play area.

Once the order has been confirmed by the Borough Council a request will be made to have appropriate PSPO signs displayed on the Greenside play area.

The renewal of the PSPO will provide an ideal opportunity to run a coordinated campaign to tackle the problem of dog fouling in the parish. The first stage of which will be to invite someone from the borough Council's enforcement team to meet with the parish councillors.

At the February meeting a suggestion was made that two additional PSPO should be made for the multi-use play area and children's play area on Yarnfield Park. It would be appropriate to raise this issue at the Annual Parish Assembly which is scheduled to take place in May 2020.

**Resolved:** that the Borough Council be invited to a meeting to develop a PSCO and dog fouling campaign for the parish.

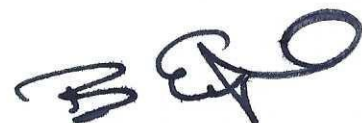
**20.42 Reports from Parish Councillors on meetings/courses attended.**

- Cllr Parkin attended a meeting of Support Staffordshire, there were a number of issues that we could develop from the meeting.

**20.43 Date and Time of Next Meeting**

14 April 2020 to be held in Yarnfield Village Hall

Meeting Ended 9.34pm



Signed  
Chairman of the Council  
Date

**Planning matters:**

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

Reference	Address	Outline	Decision
Nil			

Appendix 1

Yarnfield and Cold Meece Parish Council  
Budget 2020 - 2021

Actual 2019/20		Budget 2020/21
	<b>General Administration</b>	
6,070.00	Clerk	7,896.00
206.00	Membership fees	236.00
540.00	Training	600.00
-	Office expenses	500.00
500.00	Room Hire	431.00
-	Newsletter	250.00
250.00	Website	255.00
<b>7,566.00</b>	<b>Total General Administration</b>	<b>10,168.00</b>
	<b>Statutory Requirements</b>	
640.36	Insurance	653.00
-	Audit service	300.00
100.00	Annual inspection of play equipment	147.00
<b>740.36</b>	<b>Total Statutory Requirements</b>	<b>1,100.00</b>
	<b>Repairs and Maintenance</b>	
500.00	Notice boards	
3,048.00	Grass cutting contact	5,000.00
	Play Equipment	500.00
<b>3,548.00</b>	<b>Total Repairs and Maintenance</b>	<b>5,500.00</b>
	<b>Miscellaneous</b>	
402.00	SBC - civic amenity sites	414.00
-	SBC - election recharge	1,000.00
<b>402.00</b>	<b>Total Miscellaneous</b>	<b>1,414.00</b>
	<b>Donations</b>	
20.00	Village Fete - stall	-
100.00	Bulbs and wreaths	-
100.00	Cold Meece - garden vouchers	
172.00	Parish Magazine	-
-	Community and Environmental Projects	800.00
<b>392.00</b>	<b>Total Donations</b>	<b>800.00</b>
	<b>Special Projects</b>	
	Road projects	4,000.00
	Neighbourhood Plan	750.00
-	Footpath and pavement improvements	2,000.00
-	<b>Total Special Projects</b>	<b>6,750.00</b>
	<b>Reserves</b>	
	Reserve Account	1,000.00
-	<b>Total Reserves</b>	<b>1,000.00</b>



<b>12,648.36</b>	<b>YCM-PC Budget requirement</b>	<b>26,732.00</b>
	<b>Income</b>	
2,310.10	Swynnerton Parish Council	-
640.36	Swynnerton Parish Council - insurance premium	-
9,576.51	Precept	25,000.64
1,330.00	SBC concurrent grant	1,330.00
-	VAT Refund	
<b>13,856.97</b>	<b>Total Income</b>	<b>26,330.64</b>
-	<b>Carry forward from previous year</b>	402.00
<b>1,208.61</b>	<b>Balance</b>	<b>0.64</b>