

**YARNFIELD AND COLD MEECE PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**9<sup>th</sup> March 2021 at 7.30pm**

**Virtual Online Meeting**

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

**Councillors:**

David Beeston	Stella Hughes
Malcolm Beeston	Sally Parkin
Brian Eyre (Chairman)	Brian Rushton
Frank Cromey	

**Also in attendance:** - Cllr Pert (SCC), Cllr James (SBC), Gareth Higgins (PCSO - 26345)  
Simon Walsh

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

**Public at the meeting:** - 24 (viewing on Facebook Live)

**Apologies**

21-98 Apologies were received from Cllr Nixon (SBC)

**Declarations of Interest**

21-99 Nil

**Crime Statistics - PCSO**

21-100 Suspicious activity has been reported on the Labour in Vain car park which officers are now monitoring. Several complaints have been received about a loud vehicle during the early hours of the morning on Yarnfield Park. So far no details of the vehicle have been established but enquiries are still being made to identify the vehicle.

21-101 Councillors asked for clarification about two categories used to report the crime statistics: miscellaneous and other crime. The category "miscellaneous" is principally used to record administrative work, such as supporting community speed watch or number plate defects.

21-102 The problem of domestic abuse was raised in relation to the local statistics. There have been no reports locally in the parish in the last month. The COVID-19 pandemic has brought into focus the impact of lockdown on domestic abuse victims and reinforced the importance of domestic abuse being everyone's business. There are a wide variety of ways of accessing support including through local pharmacies. Staffordshire Police are urging all those who experience domestic abuse to use the code 'Ask Ani' when visiting pharmacies in their community in order to access urgent support.

21-103 Ask for ANI, which stands for Assistance Needed Immediately.

**Public Question Time (30 minutes)**

## Question 1

### 21-104 Village Green Registration

"A piece of land in Stone has been sold. The local householders used it as an amenity e.g., ball games etc. Thus, can the Parish Council investigate whether it is possible to register the open space in the middle of De Havilland Drive as a village green.

## Response

21-105 Town or village greens are generally areas of land used by the public for recreational activities. They are registered under the Commons Registration Act 1965 and Commons Act 2006. The Registration Authority is Staffordshire County Council.

21-106 To secure village status it must be shown that the land in question has been used:

- for a period of at least 20 years,
- for the purposes of lawful sports and pastimes,
- 'as of right' (for example, without force, secrecy or permission),
- by the inhabitants of a locality, or a neighbourhood within a locality.

21-107 The legislation includes defined trigger events that prevent registration.

21-108 The fee to amend the Staffordshire Common Land or Town/Village Green Register under section 6 Commons Act 2006 - £2,145.

21-109 **Resolution:** It was resolved that a detailed report on the feasibility of the proposal be brought to a future meeting of the Parish Council.

## Question 2

### 21-110 Police Firing Range

Please can the Parish Council look into the frequency and timings of the use of the Police firing range which is accessed from our Parish? Can enquiries be made with the Borough planning department to determine whether there are any conditions relating to the use of the site? It is my suspicion that as police services have been regionalised the site may be being used by multiple forces which may not have been the case when initial permission was granted.

I appreciate that the site is within Eccleshall Parish but the current frequent use is having an impact on many of the residents of Yarnfield and Cold Meece parish.

## Response

21-111 The Parish Council is aware of several residents who have complained about the use of the firing range. The issue has been raised with the Borough Council's Planning Department and Environmental Health Service. A meeting with the police and environmental health has been arranged.

21-112 **Resolution:** It was resolved that a report on the outcome of the meeting with the police and environmental health be brought to a future meeting of the council.

## Community Speed Watch

21-113 The vehicle activity figures for February 2021 and the cumulative results since June 2020, are set out in Appendix 1.

## **Reports from Borough and County Councillors**

21-114 Cllr. James, Stafford Borough Council

- i. The Borough Council proportion of Council Tax will rise by 1.9%
- ii. The Corporate Business Plan for the Borough Council has been approved and the future high street fund has secured £14.3m investment to into Stafford town centre.
- iii. Covid-19 testing continues to be a priority in the borough, and everyone is encouraged to adhere to the rules and when invited to be vaccinated are encouraged to do so.

21-115 Cllr. Pert, Staffordshire County Council

- i. Cold Meece speed limit consultation has now closed. This has prompted a review of the proposal to move to a speed limit of 50mph from the stretch of road from Cold Meece to Swynnerton. Final consultation with statutory stake holders with implementation in June or July 2021.
- ii. Consultation on the double yellow lines is now taking place.
- iii. Discussions are taking place with the trustees of the property on Yarnfield Lane about the hedge that is affecting visibility at the Yarnfield Lane/Highlows Lane junction. A positive approach is being taken to this issue and it is hoped this will lead to a satisfactory outcome that will lead to an improvement in the visibility at the junction.
- iv. The County Council will be hosting a vaccinations webinar on Thursday 11 March. This will enable the leaders of the vaccination programme to share the latest information about the programme.
- v. The covid infections rates vary across the country. The rate per 100,000 is: England 60; West Midlands 75; Staffordshire 70; and Stafford Borough 40.

## **Update on HS2 from the Stone Rail Head Crisis Group.**

21-116 There are several key initiatives ongoing within the SRCG which will report on in due course.

- The main issue of note for the Parish Council relates to the HS2 Consultation that closed on 26th February.
- As reported last month, the consultation was not without controversy as HS2 undermined it by initially saying the Government would take no notice of it. Sir Bill Cash drew the HS2 Minister's attention to this and a second leaflet was issued the following week.
- SRCG provided some online guidance in the form of background information to help people understand the issues raised in three of the four questions (A: Road Traffic, B: Natural Environment, C: Rail Connectivity, D: Reopening of railway lines and stations)
- The Parish Council organised an online Q&A session on 14 February, where Trevor Parkin and our rail expert - Trevor Gould took questions from local people.
- The event received 1085 people reached, 64 likes, comments and shares, 35 comments. Up to 42 viewing at any one time. The record stayed online for 1 month and was taken down today.
- The Yarnfield and Cold Meece Parish Council consultation response is available on the Parish Council website. This was based on the SRCG response, which is now available on the SRCG website.

## **HS2 Community Grants**

- 21-117 The granting of Royal Assent has triggered the launch of route-wide schemes designed to assist communities affected by HS2 Phase 2a. Two funds, worth a combined £5 million, will soon be open for applications:
- the Community and Environment Fund (CEF) will help enhance community facilities, improve access to the countryside and conserve the natural environment; and
  - the Business and Local Economy Fund (BLEF) will support local economies in areas where businesses may experience disruption from the construction of HS2.

- 21-118 **Resolution:** It was resolved that:
- i. The HS2 Phase 2a consultation submission was noted;
  - ii. That the clerk contacts the Stakeholder and Community Engagement Manager (Community Areas 2 & 3) HS2 Ltd to explore how the parish might apply for assistance, what sort of projects would be supported and the conditions that will be attached to the award of any grant.

### **Approval of the published draft minutes of the Parish Council meeting held on 9th February 2021. (as previously circulated)**

- 21-119 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 9<sup>th</sup> February 2020 were approved
- 21-120 As a result of the Covid-19 restrictions on public meetings the minutes will be signed at the first available opportunity.

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

- 21-121 Minute Number 21-62(i) – The offer by Cllr Nixon (SBC) to provide copies of the posters used for a dog fouling campaign in Tittensor have been received. In their current form they will not be appropriate for this parish.
- 21-122 **Resolution:** It was resolved that:
- i. The clerk contact Stafford Borough Council's enforcement officer to secure copies of the posters that the borough uses to raise awareness about the problem of dog fouling;
  - ii. A coordinated approach to tackling this problem is taken involving posters, parish newsletter and the Parish Council Facebook page.

### **Designation of a Neighbourhood Area – application to Stafford Borough Council**

- 21-123 To start the process of preparing the Neighbourhood Plan a request needs to be made to Stafford Borough Council to designate the whole of the parish as a Neighbourhood Area under Section 61 of the Town and Country Planning Act 1990.
- 21-124 **Resolution:** It was resolved that a letter is sent to the Borough Council asking that the whole of the parish area is designated as a Neighbourhood Area under Section 61 of the Town and Country Planning Act 1990.

### **Staffordshire County Council - consultation on double yellow lines**

- 21-125 The consultation on double yellow lines on Yarnfield Lane has been started by the County Council. The closing date is Friday 12 March.
- 21-126 The work, which was started by the former Parish Council, is welcomed by the councillors as the parking restrictions that the double yellow lines will create will go some way to improving road safety in the vicinity of the village hall.
- 21-127 **Resolution:** It was resolved to provide a positive response in support of the proposed double yellow line scheme.

### **Stafford Borough Council - Planning Application Validation Criteria Consultation**

- 21-128 Stafford Borough Council is consulting on the Planning Application Validation Criteria that they use to assess planning applications. The consultation will run until 14th April 2021.
- 21-129 The councillors were concerned that as drafted the criteria does not take account of the need to reference Made Neighbourhood Plans as part of the validation process. While Yarnfield and Cold Meece Parish Council does not have a neighbourhood plan it aims to complete this work within the next two years and would expect the plan, when made, to be a valid consideration in determining any planning applications.
- 21-130 **Resolution:** It was resolved that the Parish Council write to the Borough Council setting out its concerns about their planning application validation criteria.

### **Bank Mandate - to approve changes to the Parish Council's mandate to require two electronic signatories.**

- 21-131 The Parish Council Finance Regulations provide for the authorisation of payments using the NatWest online banking system. The account held with the bank only allows for authorisation of payments by a single signatory. It has come to light during a discussion with the Staffordshire Parish Council Association that this is not sufficient and that all transactions must be authorised by two signatories.
- 21-132 The NatWest bank is trialling a new account call Bankline for Communities that will allow two signatory authorisations of transactions.
- 21-133 The transfer to this account will require that the council approve a new mandate. It will also require that the number of authorised signatories on the account is reduced to four; we currently have five signatories.
- 21-134 **Resolution:** It was resolved that:
- i. The Parish Council move its account to the NatWest Bankline for Communities;
  - ii. Cllr Mrs Hughes is removed from the list of authorised signatories.
  - iii. The Parish Council return to using cheques to pay creditors until such time as the Bankline for Communities is established.

### **Yarnfield Forum – grant application**

- 21-135 Yarnfield Forum has made a request to the Parish Council for a grant of £100 to support the cost of the insurance for the two defibrillators that they own.

- 21-136 The Parish Council's insurance policy would be sufficient to cover the two defibrillators if the ownership were transferred to the council.
- 21-137 The request prompted a discussion about the relationship between the Parish Council and Yarnfield Forum.
- 21-138 **Resolution:** It was resolved that Yarnfield Forum be invited to explore with the Chair and Vice-chair of the Parish Council how the relationship between the Parish Council and Forum could be developed for the benefit of residents of the parish.
- Insurance Policy – to approve the policy renewal for 2021**
- 21-139 The cost of the renewal for the insurance policy with BHIB for 2021/22 will be £610.74.
- 21-140 The insurance company has offered to reduce the premium for the next three years if the Parish Council enters into a Long Term Undertaking with Aviva Insurance. Doing so also ensures that the policy will renew for the next two years on the same rates as those used in 2021 subject to the addition of index linked adjustments to the sums insured and will mean that the premium is increased proportionately each year.
- 21-141 The premium for the policy based on a long term commitment will be £539.90 which is a saving of £70.84.
- 21-142 **Resolution:** It was resolved that the Parish Council insurance policy is renewed based on the Long Term Undertaking.

**Stafford Borough Council Assisted Collection Scheme**

- 21-143 Concern has been raised by some residents about the problems they are having with the borough councils recycling scheme. The main issue relates to the sacks used to collect paper and cardboard that have replaced the plastic caddies.
- 21-144 The borough council operate an assisted collection scheme that is available for residents who are unable to place their wheeled bins/blue bags out for collection due to being infirm, elderly or having mobility issues and where there is no other able bodied person aged over 16 years permanently living at the same address.
- 21-145 The scheme will provide help to qualifying residents so that the relevant bin(s)/bag will be collected from an accessible and visible point on the property, emptied and returned to the same location.
- 21-146 The duration of the assistance is limited to 12 months after which the person will be contacted to see if they still require assistance.
- 21-147 **Resolution:** It was resolved that the Parish Council promote the assisted collection scheme.

**Future meeting dates**

- 21-148 The Covid-19 regulations that allow Parish Councils to hold meetings using Zoom will end on 6th May 2021. After this date meetings will need to return to the traditional face to face meeting.
- 21-149 Face to face meetings in the village hall will not be possible until 21 June 2021. This date is still provisional and is depended on the continued decline in the number of cases of Covid-19.

- 21-150 Yarnfield and Cold Meece Parish Council quickly adapted to the new ways of working and held their first virtual meeting in May 2020 and took the important decision to stream the meeting to the Parish Council's Facebook page
- 21-151 Having started on this novel approach to meetings it was recognised that residents will expect it to continue, and some form of hybrid meeting will need to be developed.
- 21-152 Every year the Parish Council is required to hold two important annual meetings:
- The annual meeting of the Parish Council - for the appointment of chairperson, vice-chair, review of Standing Orders, Finance Regulations and Code of Conduct.
  - The Annual Parish Assembly
- 21-153 The Annual Parish Assembly, which must take place between 1<sup>st</sup> March and 1<sup>st</sup> June is open to all electors in the parish. This meeting does not easily lend itself to one that is held online. It proposed that this year the agenda is limited to receiving the minutes of the previous Annual Parish Assembly and setting a date later in the year for a meeting that could be open to all residents to attend in person.
- 21-154 A proposal was made to move the scheduled date of the May 2021 Parish Council meeting to allow it to take place online and to also hold the annual meeting of the Parish Council and annual assembly on the same day.
- 21-155 **Resolution:** It was resolved that:
- i. The May 2021 meeting of the Parish Council is rescheduled to take place on 4<sup>th</sup> May.
  - ii. The Annual Meeting of the Parish Council will be held on Tuesday 4<sup>th</sup> May:
  - iii. The Annual Parish Assembly will be held on Tuesday 4<sup>th</sup> May
  - iv. That the June meeting of the Parish Council is rescheduled until after 21 June 2021.
  - v. That a report is prepared exploring what will be needed to run hybrid Parish Council meetings.

#### **Internal Auditor Appointment**

- 21-156 The appointment of an internal auditor for the Parish Council has drawn on a list of candidates provided by the Staffordshire Parish Council Association.
- 21-157 Details of the candidates and the associated costs of appointment were provided to the Parish Councillors.
- 21-158 **Resolution:** It was resolved that the Clerk provide a letter of appointment to the preferred candidate.

#### **Annual Governance and Accountability Return (AGAR3)**

- 21-159 The national audit timescales will require that the AGAR3 return is completed by 30 June 2021 and audited accounts published by 30 September 2021.
- 21-160 The internal audit will be undertaken in the last week of April 2021 on a date to be agreed with the internal auditor.
- 21-161 The AGAR3 return will be presented to the Parish Council held on 4<sup>th</sup> May 2021 for approval.

### **Amendment to the minutes of the May 2020 meeting**

- 21-162 At the Parish Council meeting held in May 2020 the "Covid-19 Special Arrangements - changes to the Parish Council's Standing Orders and Financial Regulations" were approved.
- 21-163 The minutes of the meeting do not accurately reflect the decision to purchase an annual Zoom License.
- 21-164 **Resolution:** It was resolved that the minutes of the May 2020 be amended to include a change to minute number 20:50 - "iv. The purchase of an annual licence to hold online Zoom meetings is approved".

### **Report of the Clerk to the Parish Council**

- 21-165 The Parish Council's current account balance on 9<sup>th</sup> March 2021 was £8,522.51 and the reserve account balance was £4,000 plus interest.
- 21-166 The March 2021 schedule of payments is attached at Appendix 2.
- 21-167 **Resolution:** It was resolved that the schedule of payments in Appendix 2 be noted.

### **Correspondence and circulars.**

- i. **Smart Motorway Project, Yarnfield Lane:** the warning signs in the vicinity of the M6 slip roads will not be removed until the work is completed later this year.
- ii. **Footpath 10, application to change the definitive map:** the application has now been approved and the order made.
- iii. **NatWest Bank:** plans are being made to hold a virtual training session on fraud awareness and scams. These sessions will be run by the NatWest bank and will be open to any resident of the parish.
- iv. **Playing Out scheme:** the possibility to run a "Playing Out" event later in the year is being explored.
- v. **Covid-19 vaccination:** Staffordshire County Council is to hold a webinar on 11 March 2021 for councillors and civic leaders in Staffordshire, details of the event will be sent to the councillors.
- vi. **Damage to the village Green:** Severn Trent Water Co. has given an assurance that they will return to complete the repair of the damage once the green is no longer waterlogged.
- vii. **North Green:** Streetscene has been contacted to ask for their help in repairing the damage on the northern part of the village green caused when several cars tried to drive across it.

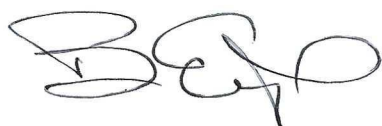


Reports from Parish Councillors on meetings/courses attended.

21-168 Nil

Date and time of next meeting.

21-169 Tuesday 13 April 2021 at 7.30pm



Signed

Chairman of the Council

Date **13. 4. 21**

Meeting Closed 9:39pm

## Planning matters:

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

Reference	Address	Outline	Decision
Nil			



# Yarnfield and Cold Meece Parish Council

February 2021

# ElanCity Radar

- **Actions / Update**

- We were unsuccessful in our application for £21,000 through the 'Small Grants Plus Programme'

- **Next Steps**

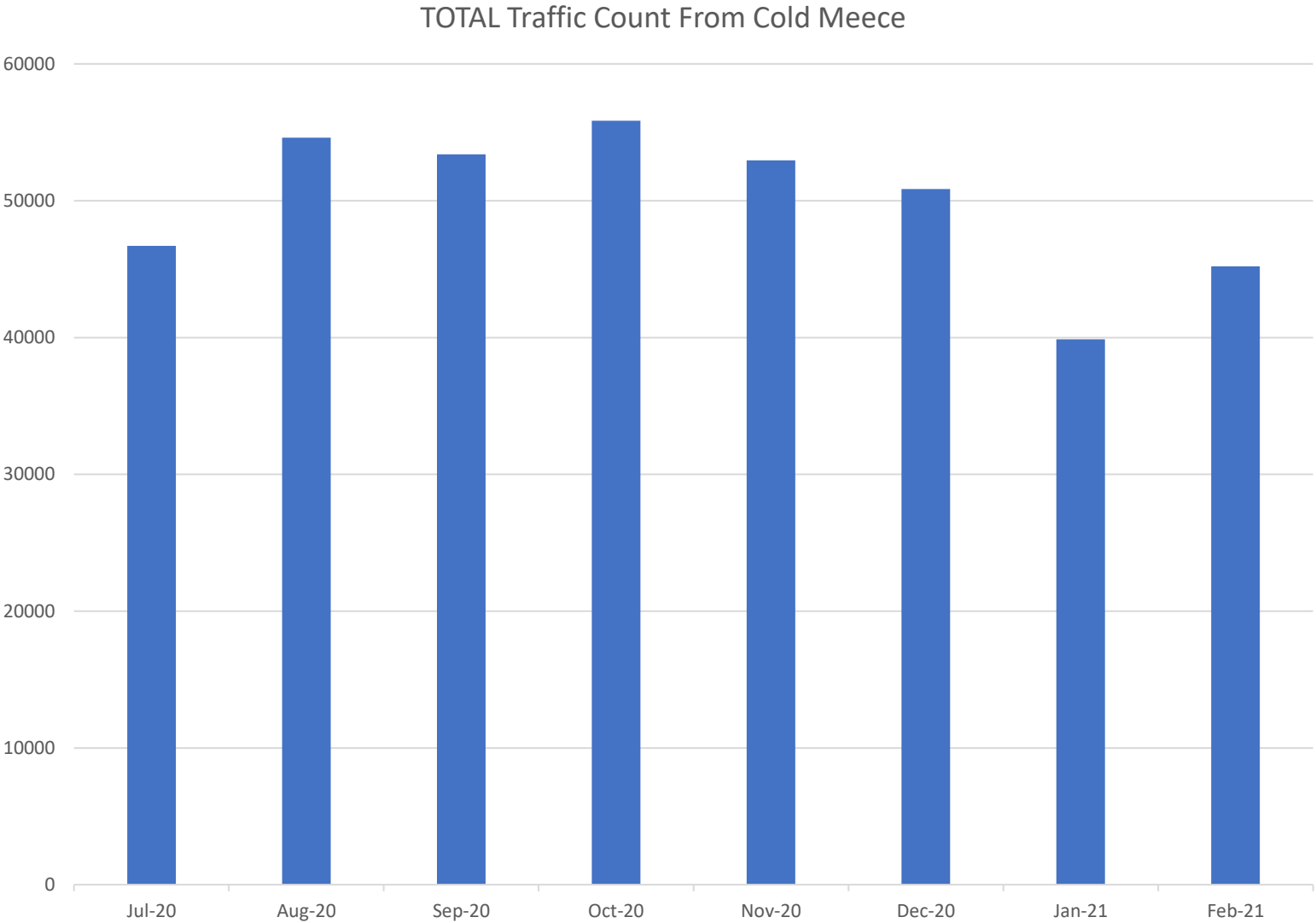
- None due to covid-19

- **Proposed**

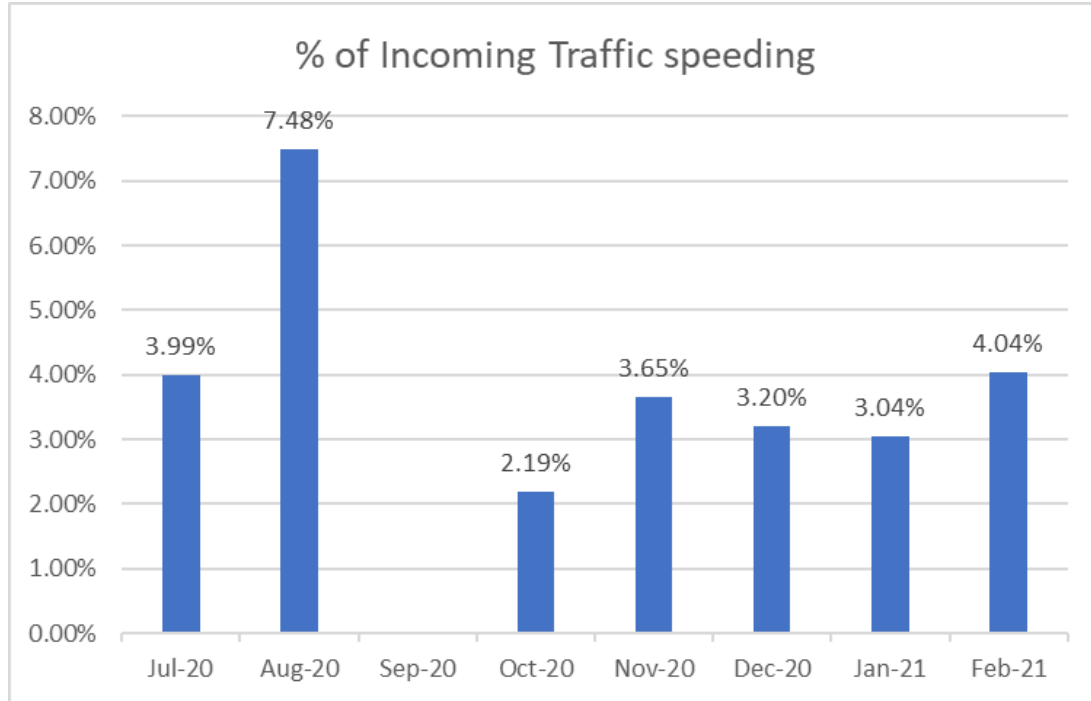
- Propose an additional location pole so that the device can be moved around the village

# ElanCity Radar – Traffic Count

Average over 8 months  
= 49,932



# ElanCity Radar – Speed incoming

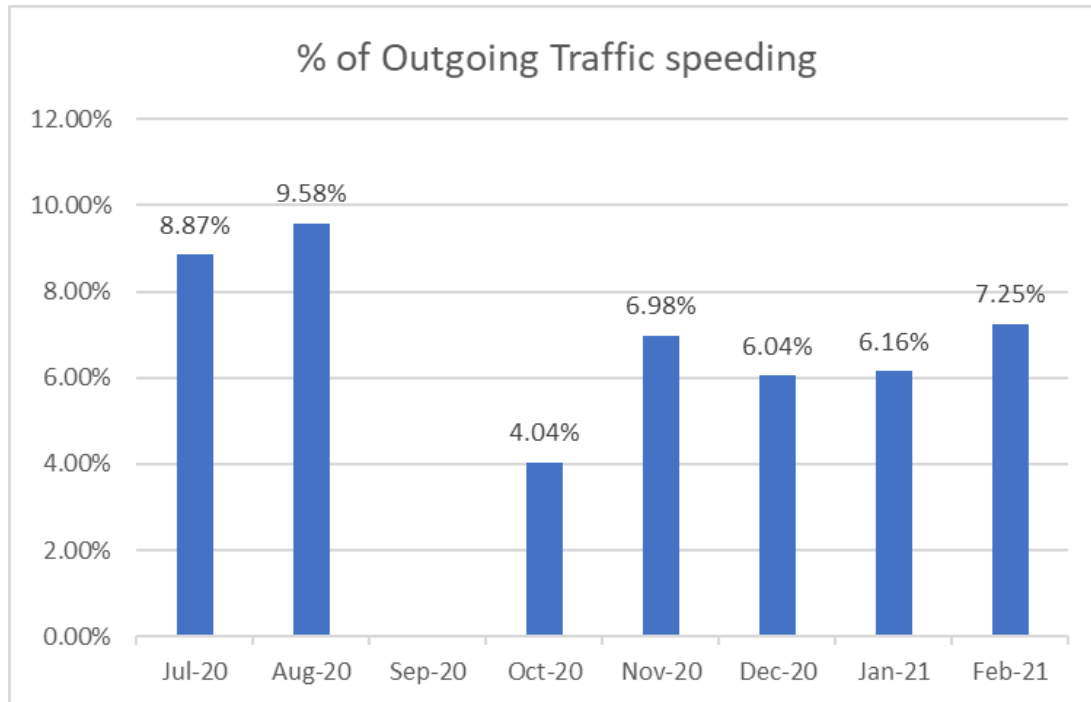


Month	INCOMING SPEEDING					PERCENTILE - INCOMING			MAX
	Incoming 31 - 36 mph	Incoming 37 - 42 mph	Incoming 43 mph +	Grand Total Exceeding 31mph	% of Incoming Traffic speeding	V85	V50	V30	Incoming (mph)
Jul-20	813	72	17	902	3.99%	26	22	20	52
Aug-20	1836	144	17	1997	7.48%	27	23	21	65
Oct-20	535	52	8	595	2.19%	25	21	20	68
Nov-20	863	64	9	936	3.65%	25	21	19	72
Dec-20	728	55	5	788	3.20%	25	21	19	51
Jan-21	537	40	3	580	3.04%	25	21	19	52
Feb-21	808	73	3	884	4.04%	25	21	20	46
TOTAL / Average	6120	500	62	6682	3.44%	25	21	20	58

## Yarnfield Parish Council Elan City Radar Incoming from STONE

Month	INCOMING SPEEDING					PERCENTILE - INCOMING			MAX
	Incoming 31 - 36 mph	Incoming 37 - 42 mph	Incoming 43 mph +	Grand Total Exceeding 31mph	% of Incoming Traffic speeding	V85	V50	V30	Incoming (mph)
Sep-20	388	13	0	401	1.52%	24	21	19	40
Oct-20	330	18	0	348	2.77%	24	21	19	41
TOTAL / Average	718	31	0	749	1.92%	24	21	19	41

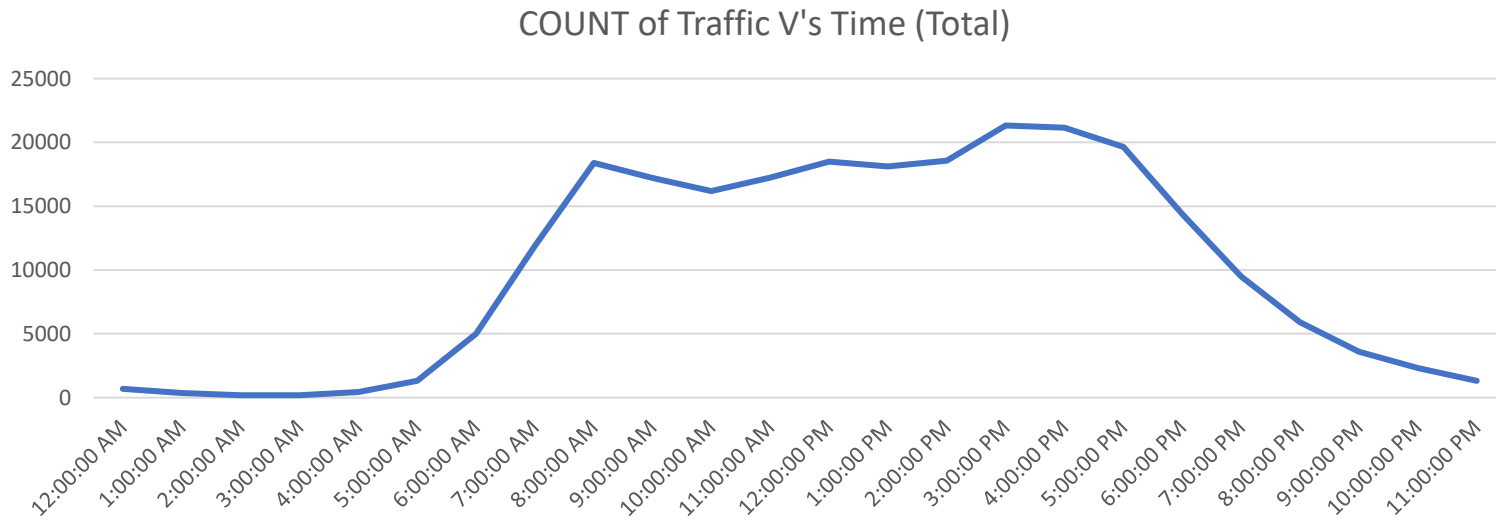
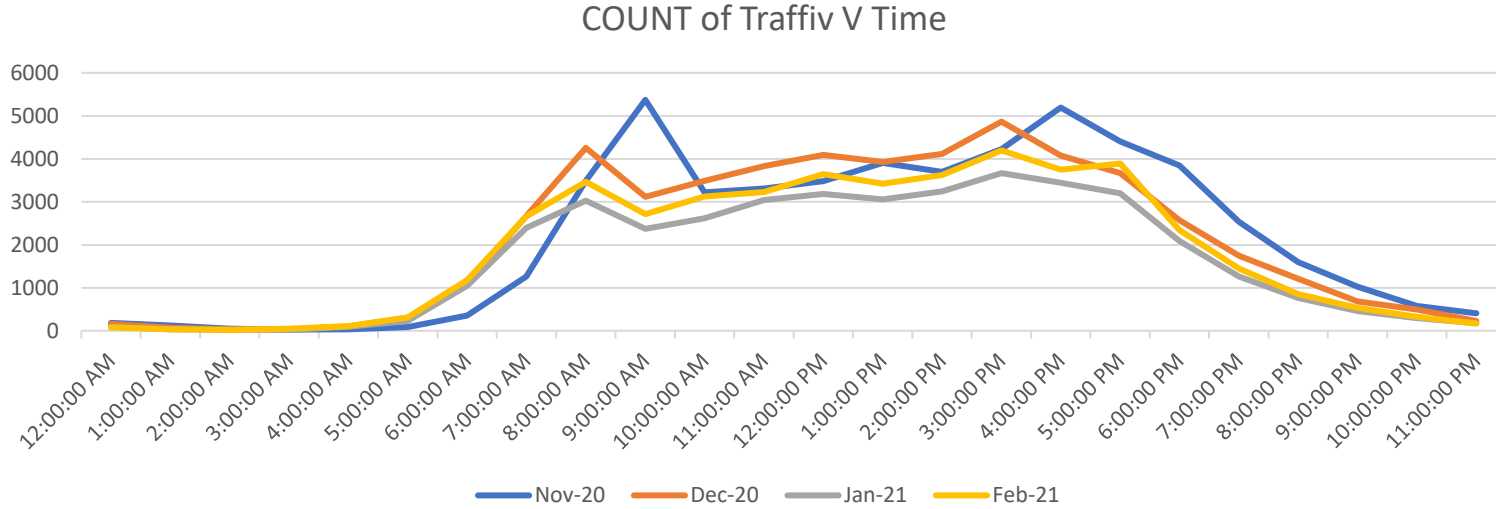
# ElanCity Radar – Speed outgoing



Month	OUTGOING SPEEDING					PERCENTILE - OUTGOING			MAX
	Outgoing 31 - 36 mph	Outgoing 37 - 42 mph	Outgoing 43 mph +	Grand Total Exceeding 31mph	% of Outgoing Traffic speeding	V85	V50	V30	Outgoing (mph)
Jul-20	1898	148	91	2137	8.87%	27	23	21	70
Aug-20	2378	194	104	2676	9.58%	27	23	21	65
Oct-20	1015	83	63	1161	4.04%	26	22	20	66
Nov-20	1633	166	110	1909	6.98%	26	22	20	64
Dec-20	1363	138	86	1587	6.04%	26	22	20	67
Jan-21	1064	96	123	1283	6.16%	26	22	20	67
Feb-21	1454	129	110	1693	7.25%	26	22	20	68
TOTAL / Average	10805	954	454	9470	4.61%	26	22	20	67

## Yarnfield Parish Council Elan City Radar OUTGOING from STONE

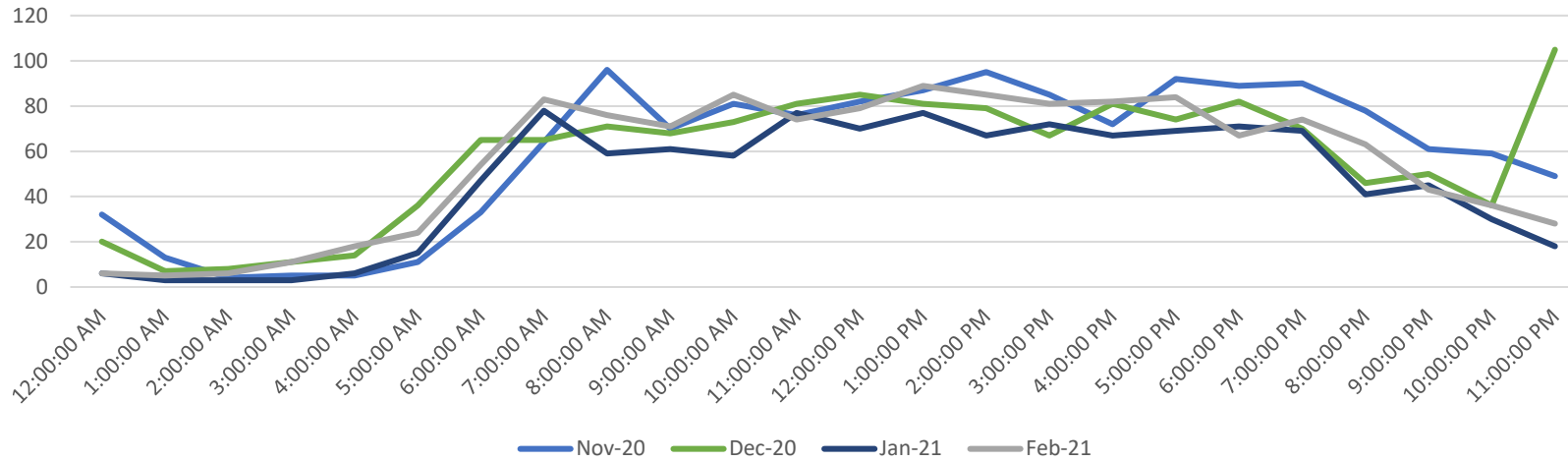
Month	OUTGOING SPEEDING					PERCENTILE - OUTGOING			MAX
	Outgoing 31 - 36 mph	Outgoing 37 - 42 mph	Outgoing 43 mph +	Grand Total Exceeding 31mph	% of Outgoing Traffic speeding	V85	V50	V30	Outgoing (mph)
Sep-20	521	19	2	542	2.01%	24	21	19	72
Oct-20	424	22	0	446	3.47%	24	21	19	39
TOTAL / Average	945	41	2	988	2.48%	24	21	19	56



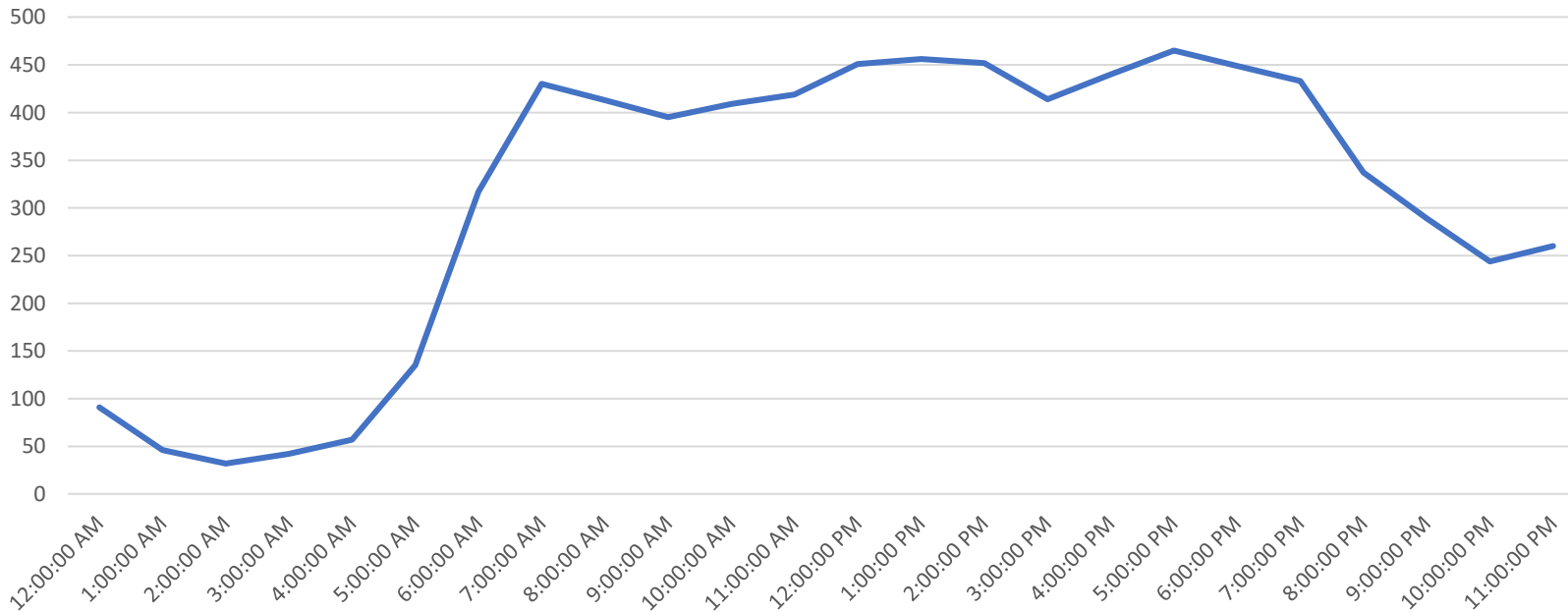
ElanCity  
Radar –  
Traffic  
Count V  
Time



COUNT of speed over 31 mph v TIME by Month



COUNT of Speed above 31mph V's Time (SUM Total)



ElanCity  
Radar –  
Speed V  
Time

# CSW



- Actions / Update
- Two new volunteers awaiting training by CSW at Staffordshire Police
- Number of trained and active volunteers 4
- Number of volunteers awaiting training 2

CSW GROUP						
Month	Number of CSW Events	Volunteered hours	Number of speeding Vehicles	Total number of vehicles	% of Speeding Vehicles	Max Speed (mph)
Oct-20	7	18	165	689	23.9%	55
Nov-20	Covid-19 National lock down 2					
Dec-20	Covid-19 Tier 3 Restrictions					
Jan-21	Covid-19 National Lock Down 3					
Feb-21	Covid-19 National Lock Down 3					
<b>TOTAL</b>	<b>7</b>	<b>18</b>	<b>165</b>	<b>689</b>	<b>23.9%</b>	<b>X</b>

# 2021 Strategy

- Highways - Is the road classification correct
- If so, what methods can be used to ensure PRN is correctly used?
- Education -> improved signage for road users
- Education -> for residents
- Engagement -> CSW recruitment
- Engagement -> Improved communication
- Enforcement -> Staffordshire Police at peak times
- Enforcement -> CSW
- Enforcement -> Create an extended CSW partnership



# Yarnfield and Cold Meece - Schedule of Payments

## 09 March 2021

Detail	Date	Amount	Payment Method / Cheque No.	VAT	Section 137 payment
Staffordshire CC - Web design Y&CM-PC logo design	18-Feb-21	150.00	Bank Transfer	-	
SPCA - Training Course - Surviving The Year End Audit	09-Mar-21	30.00	45	-	
SPCA Annual Subscription (2021/22)	09-Mar-21	209.00	48	-	
Office expenses (HP printing contract)	09-Mar-21	9.99	49	1.67	
Clerk's Salary (February)	09-Mar-21	530.40	50	-	
HMRC (Period 8 - underpayment)	09-Mar-21	7.77	51	-	
HMRC (Periond 11)	09-Mar-21	129.00	52	-	
BHIB - Insurance premiun 2021-22	09-Mar-21	539.90	53		



Chairman Cllr. Eyre

Date: 13.4.21

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1,606.06

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1.67