

**YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MEETING**

**Tuesday 4 May 2021 at 7.50pm**

**Virtual Online Meeting**

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

**Councillors:**

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

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

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

**Public at the meeting:** - 3 (viewing on Facebook Live)

**Apologies**

21-246 Apologies were received from; Cllr Nixon (SBC)

**Declarations of Interest**

21-247 Nil.

**Public Question Time (30 minutes)**

21-248 Residents from South Road have approached the Parish Council about concerns they have with visibility at the junctions on to Meece Road. Would it be possible to install a mirror at both junctions to help improve visibility?

**Response**

21-249 Staffordshire County Council do not support the use of mirrors to improve visibility as there are other risks associated with their use caused by the potential blind spot created by the mirror. It was suggested that a site visit is held to see what other remedies might be available to address the problem.

21-250 **Resolution:** It was resolved that a site visit with ward councillors and the county councillor for the division is arranged.

**Community Speed Watch**

21-251 The presentation for the Community Speed Watch covered both March and April 2021. There has been a month on month increase in the volume of traffic passing the sign; 39,000 - 65,000. There has also been a month on month increase in the number of vehicles speeding. At the same time, the average speed of vehicles has also increase. These changes apply to both incoming and outgoing traffic.

- 21-252 Community Speed Watch was able to resume work from the beginning of May 2021. During a recent survey at the junction of Ashdale Park and Yarnfield Lane 60 vehicle speeds were checked and of these 17 vehicles were exceeding the speed limit.
- 21-253 More work is required to improved speed limit signage in the parish. This will be possible once the speed limits on Yarnfield Park have been agreed with the County Council.
- 21-254 4 new members have been recruited to the Community Speed Watch and are now waiting to attend training courses.
- 21-255 Staffordshire Police have been in the village monitoring traffic speed; on Yarnfield Lane and also on Yarnfield Parkway. This work identified several vehicles being driven at speeds in excess of the speed limit and appropriate action is being taken by the police.
- 21-256 Concern was raised about the speed of traffic on the road outside the village hall. There are two places on this piece of road that can be used by Community Speed Watch. When monitoring has been done at these sites no infringements of the speed limit were seen. This is probably due to the geometry of the road which tends to slow vehicles to below 30mph.
- 21-257 A copy of the presentation is provided at Appendix 1.
- Update on HS2 by the Stone Rail Head Crisis Group**
- 21-258 Publication of the findings of the consultation undertaken by the government in February 2021 (HS2 West Midlands to Crewe: environmental and traffic impacts, transport provisions and station improvement or creation) have yet to be announced.
- 21-259 An update report will be provided to the Parish Council once the findings have been published.
- Reports from Borough and County Councillors**
- 21-260 Cllr Pert, Staffordshire County Council:
- Cllr Pert, offered his thanks for the work done by the outgoing chair, Cllr Brian Eyre, and for his part in setting up the new Parish Council;
  - The new bus services will be able to stop in Cold Meece
  - Vaccination work in the County continues with 622,000 first vaccinations and 243,000 second vaccinations having been given. Attention is now turning to the 40 + age group;
  - It is important to remind people that they take up vaccination appointments when offered;
  - We are now down to single figures for Covid-19 patients in Staffordshire hospitals.
- 21-261 With the county council election taking place on 6 May, Cllr Parkin offered her thanks to Cllr Pert for the support and guidance that he has provided to the Parish Council over the last two years.
- 21-262 Cllr. James, Stafford Borough Council:
- The Borough Council's Mayor in 2021 will be Cllr Tony Nixon and Cllr Peter Jones as deputy mayor;
  - It is important that residents undertake regular lateral flow tests, remain vigilant about the spread of Covid-19 and take up the opportunity to receive a vaccination when they are invited.

- 21-263 A question was raised about the continuing problem with potholes on Yarnfield Lane. The County Council runs an easy to use reporting system for highways related issues and residents were encouraged to register their concerns about specific problems.
- 21-264 A recent 4x4 event in Cold Meece has caused problems for residents because of the early start of the event and the noise generated by competitors running vehicles so close to their homes. Questions were asked about the controls and conditions in place to manage these events.
- 21-265 **Resolution:** It was resolved that the Borough Council's Environmental Health Service is contacted to establish what conditions apply to the use of the site.

#### **Road Safety Strategy**

- 21-266 Consultation on the draft road safety strategy took place between 7<sup>th</sup> - 30<sup>th</sup> April 2021. Twenty responses were received that overwhelmingly endorsed the aims of the strategy.
- 21-267 A report setting out the findings of the consultation is provided at Appendix 2
- 21-268 **Resolution:** It was resolved that:
- i. The Road Safety Strategy is approved, and a copy published on the Parish Council website;
  - ii. That the consultation responses are used to inform a review of the Parish Council action plan.

#### **Approval of the published draft minutes of the Parish Council meeting held on 13 April 2021.**

- 21-269 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 13 April 2021 were approved as a correct record of the meeting.
- 21-270 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 meeting held on 13 April 2021.**
- 21-271 Minute 21-112 - Police Firing Range: a meeting has taken place with the Borough Council's Environmental Health Service and the police inspector responsible for the firing range. Following the meeting Environmental Health wrote to the police asking for noise limiting measures to be investigated which it was hoped would reduce the impact of the noise on residents.
- 21-272 Minute 21-208 - Yarnfield Park MUGA: the bin on the MUGA was emptied by Hackberry Developments UK Limited's contractor on 27 April 2021. Community volunteers continue to clear rubbish on the MUGA which they then leave in black sacks by the litter bin on the site. The Parish Council will continue to monitor the site and will bring any further breaches in the condition of the site to the attention of Hackberry Development.
- 21-273 Minute 21-209 - BT Phone Box: comments on the proposed closure of the phone box need to be sent to the Borough Council by 30 May 2021. Once the results of the BT consultation are available a further report will be provided to the Parish Council.
- 21-274 Minute 21-216 - New bus service contracts: the new service for Alleyne's Academy started operating on 19 April 2021. Bus timetables have now been posted at each of the bus stops in the parish.

## To approve the submission of the 2020/21 Annual Governance and Accountability Return (AGAR)

- 21-275 Copies of the internal audit report and AGAR documents sent to councillors before the meeting is provided at Appendix 3.
- 21-276 The internal audit was completed on 1<sup>st</sup> May 2021. The auditor has identified three issues that require attention:
- i. Covid-19 shopping reimbursements and payments had been made. These fall outside the arrangements prescribed in the Financial Regulations. When the shopping scheme was developed at the start of the pandemic it was recognised that a novel approach to support clients was required.
  - ii. There was a receipt into the bank account of £20,000 that was part of a fraud perpetrated on a resident of the parish. The action taken to resolve this problem will require a separate note to the external auditor.
  - iii. There was no segregation between setting up of online payments and physical release (two signatories required for every transaction). As soon as the problem was identified the Parish Council returned to using cheques as its method of payment and has applied to the NatWest Bank to move the account to one that allows two signatories on electronic transactions.
- 21-277 The date for the exercise of public rights: the 30 day period during which the public may examine the accounts and raise issues of concern with the external auditor will run from 11 May - 22 June 2021.
- 21-278 The practice of paying the parish clerk and HMRC in arrears, rather than on the month due created problems with finalising the accounts and reconciling them to the AGAR submission.
- 21-279 **Resolution:** It was resolved that:
- i. The Chair and Clerk sign the AGAR Section 1 and Section 2;
  - ii. That the dates for the exercise of Public Rights are noted;
  - iii. That the annual return is sent to the external auditor;
  - iv. The payment of clerk's salary and HMRC payments are approved in the month they relate to.

### Parish Clerk's report:

- 21-280 The first instalment of the precept and Borough Council concurrent grant (£13,440) have been received.
- 21-281 The Parish Council's bank reconciliation balance on 4 May 2021 was £16,957.64.
- 21-282 **Resolution:** It was resolved that the schedule of payments in Appendix 4 is approved.

### Correspondence and Issues

- a) **Eccleshall to Cold Meece footpath clearance:** the work on the footpath is being paid for by Eccleshall Parish Council and undertaken by Streetscene. The existing

contract with Streetscene will take the work as far as the boundary between the two parishes.

**Resolution:** It was resolved that Streetscene be approached to secure a price to complete the work to clear the footpath from the parish boundary to The Woodlands and the Rose Garden.

- b) **Use of Yarnfield Lane by HGVs and other large vehicles:** there has been a noticeable increase in the number of vehicles using the lane that exceed the 7.5 tonnes limit.

**Resolution:** It was resolved that contact is made with companies in Cold Meece to remind them of the weight restrictions on Yarnfield Lane.

- c) **Public Path Diversion Order, Footpath 10:** there are several drafting errors in the order.

**Resolution:** that the drafting errors in the document are brought to the attention of the lead officer for this work.

- d) **Yarnfield Traffic Regulation Orders (TRO):** Staffordshire County Council are about to start the public consultation stage required to adopt a TRO for double yellow lines on Yarnfield Lane in the vicinity of the village hall.

- e) **Severn Trent and Amey, repair of the Village Green** - work to complete the repair of the village green caused in 2020 by Severn Trent's contractors Amey has still not been completed. Efforts are being made to secure a commitment from both Severn Trent and Amey to complete the outstanding work as soon as possible.

#### **Spring Clean campaign.**

21-283 The Spring Clean campaign 2021 will take place on Friday 28 and Saturday 29 May 2021.

21-284 A number of events will be promoted which will include:

- Litter picking/glass
- Street sweeping/remove weeds from kerbs
- Clearing around stiles and trimming back hedges
- Paint the older play equipment on the playground
- Plant flowers /deadhead spring bulbs
- Jet wash village entry gates

21-285 Support for the project has already been received from Yarnfield Park Conference Centre. In addition, volunteers from around the parish will be encouraged to pledge their support to the Spring Clean campaign.

21-286 **Resolution:** It was resolved that:

- i. Details about the Spring Clean campaign are promoted in the Parish to encourage volunteers to get involved.
- ii. That Stafford Borough Council is approached to give their support to the campaign.

#### **PCSO report - to receive the monthly activity report.**

21-287 The latest PCSO activity report, set out in Appendix 5, was noted.

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

21-288 Stone Parish Council Liaison Group:

- It was concerning to hear examples from other parish councils about the reluctance on the part of Stafford Borough Council to recognise Neighbourhood Plans;
- Planning approval has been given to allow Morrisons to make changes to the entrance to their carpark that will, it is hoped, improve traffic flow on Christchurch Way.

21-289 Stafford Borough Council held a webinar for parish councils about how to improve communication techniques with residents.

**Planning - to consider any planning applications in the parish**

21-290 Planning Application 21/3403 - 48 Ford Drive, Yarnfield: proposed extension to living room to the front of the property, rear single and two story extension and conversion of garage to living accommodation.

21-291 Councillors were concerned about the scale of the proposal.

21-292 **Resolution:** It was resolved that an objection to the planning application is sent to the Borough Council on the basis that:

- The design and appearance of the proposed extension is not proportionate to the type and character of the existing dwelling and the surrounding area.
- The proposed extension will result in a loss of light and over shadowing of the neighbouring properties.

21-293 **Planning Application 21/34201 - The Barn, Whitemoor Farm, Yarnfield Lane:** the application is a retrospective application for the retention of the existing barn loft for residential use and retention of 4 rooflights.

21-294 **Resolution:** It was resolved that a response of "no comment" be sent to the Borough Council.

**Date and time of next meeting**

21-295 Wednesday 23 June 2021 at 7.30pm

Signed



Chairperson of the Parish Council

Date 23 June 2021

Meeting Closed: 9:15pm



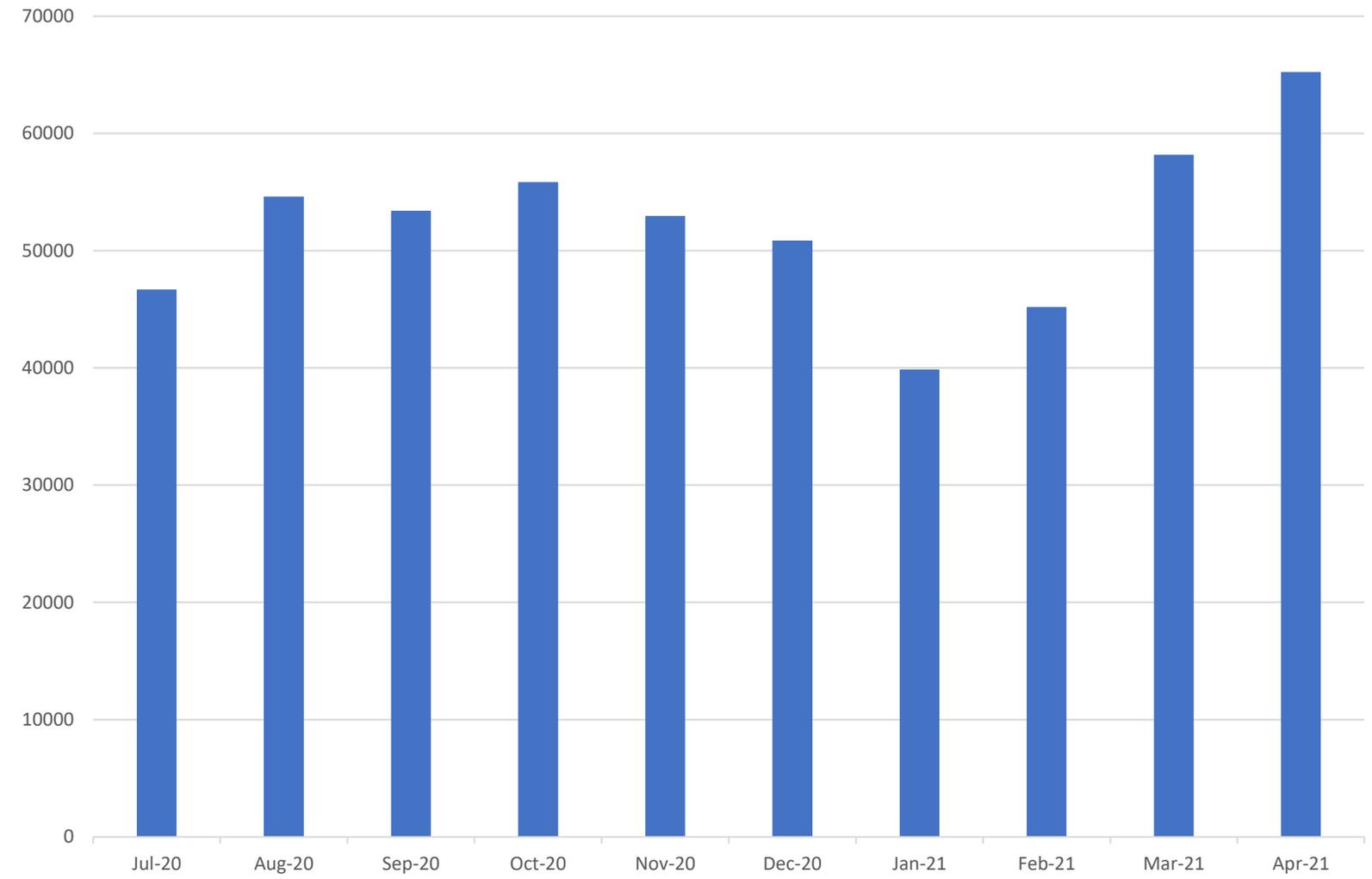
# Yarnfield and Cold Meece Parish Council

April 2021

# Y&CM PC ElanCity Radar – Traffic Count

Average over 10 months =  
52,288

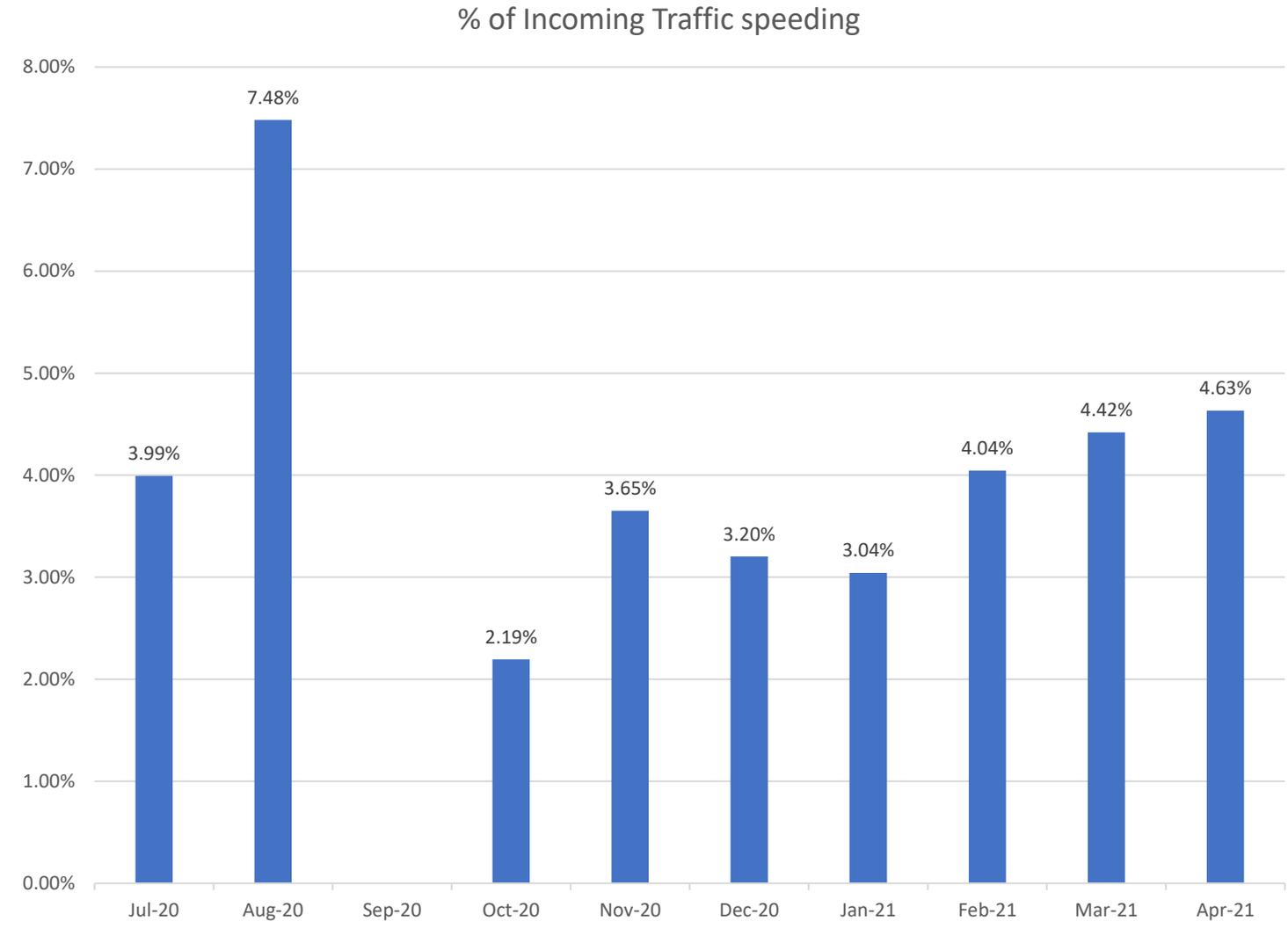
TOTAL Traffic Count From Cold Meece



# Y&CM PC ElanCity Radar – Speed incoming

## Headlines

MoM increase in V85% from 25 to 26mph  
(2 months running @ 26mph now)  
MoM increase in V50% from 21 to 22mph

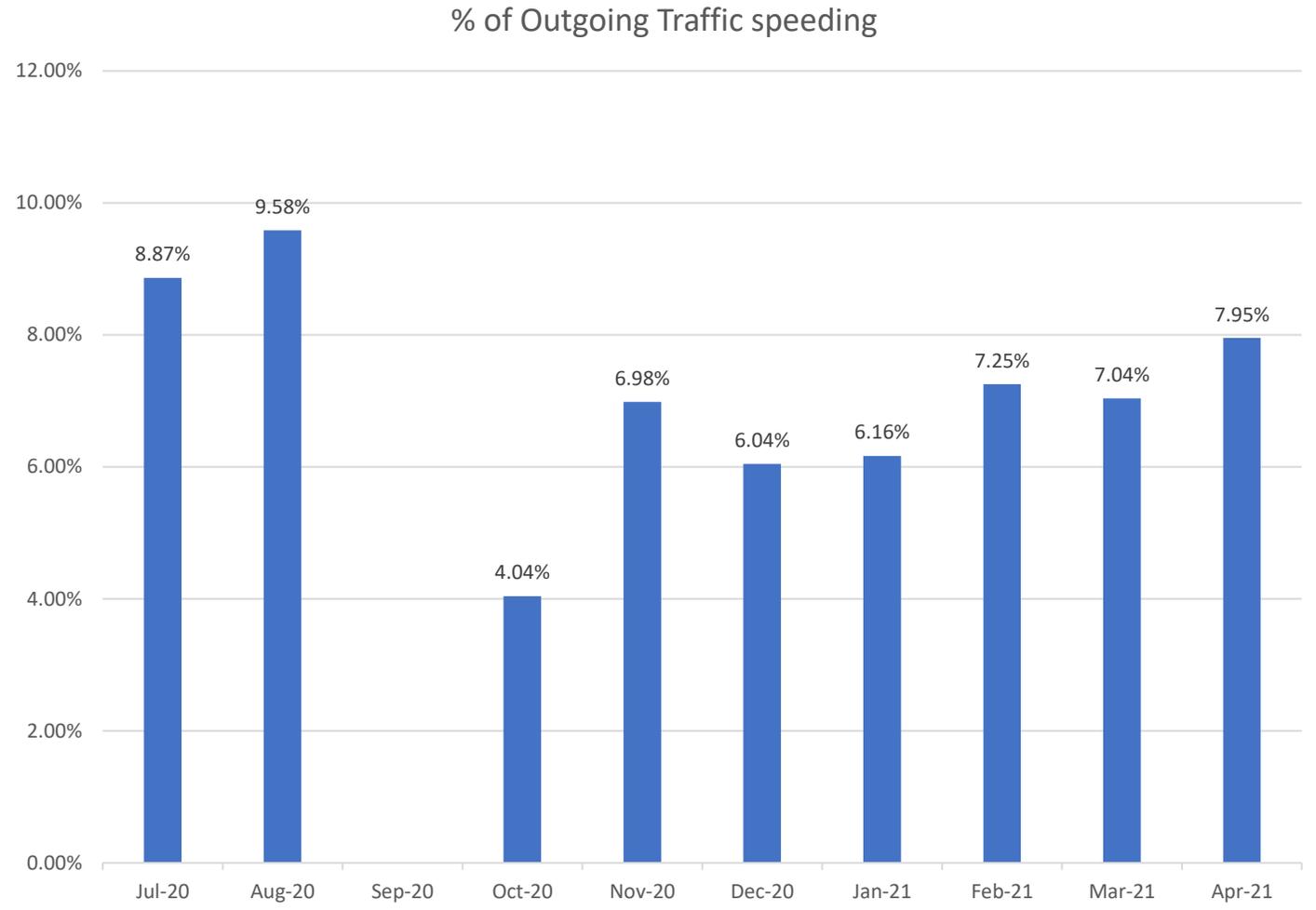


# Y&CM PC ElanCity Radar – Speed outgoing

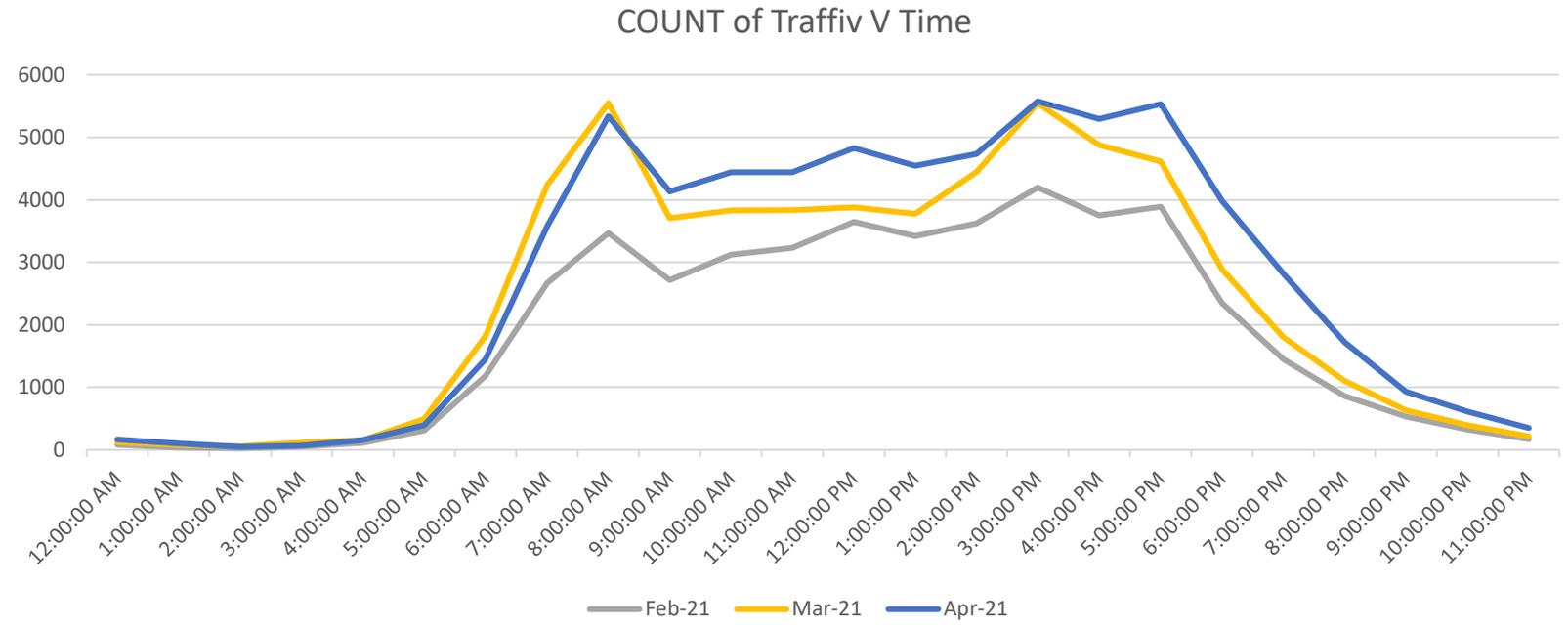
## Headlines

MoM increase in V85% from 26 to 27mph

MoM increase in V50% from 22 to 23mph

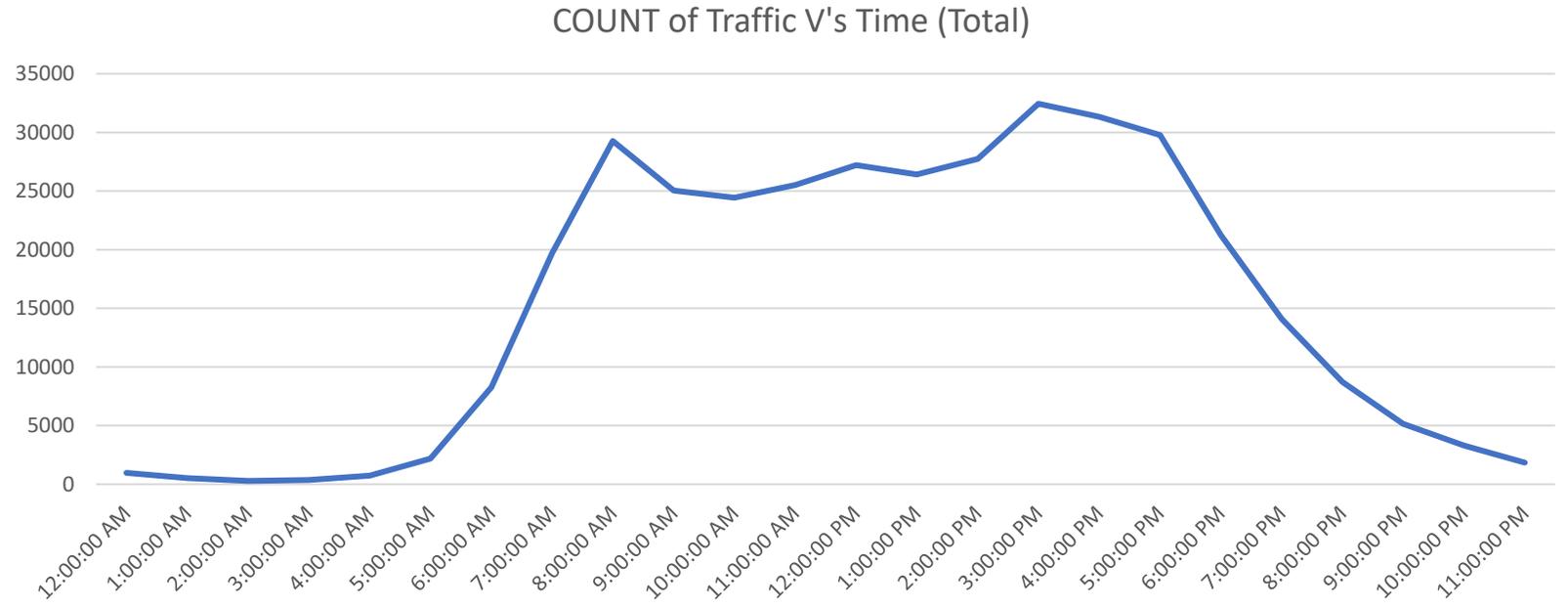


# Y&CM PC ElanCity Radar – Traffic Count V Time



## Headlines

MoM increase for four months

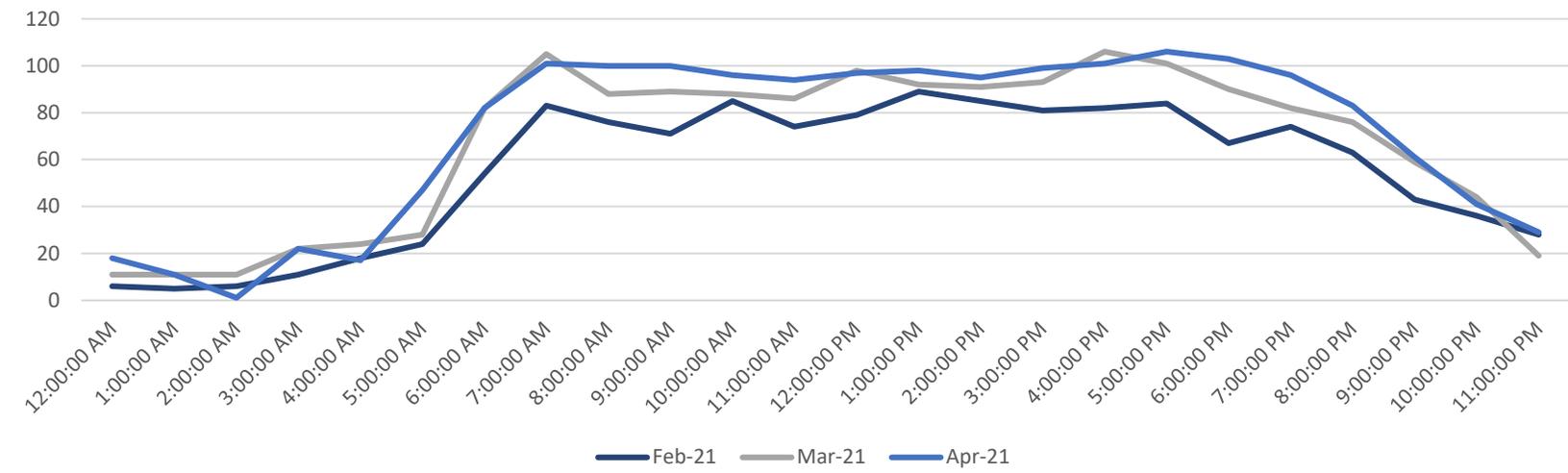


# Y&CM PC ElanCity Radar – Speed over 31mph V Time

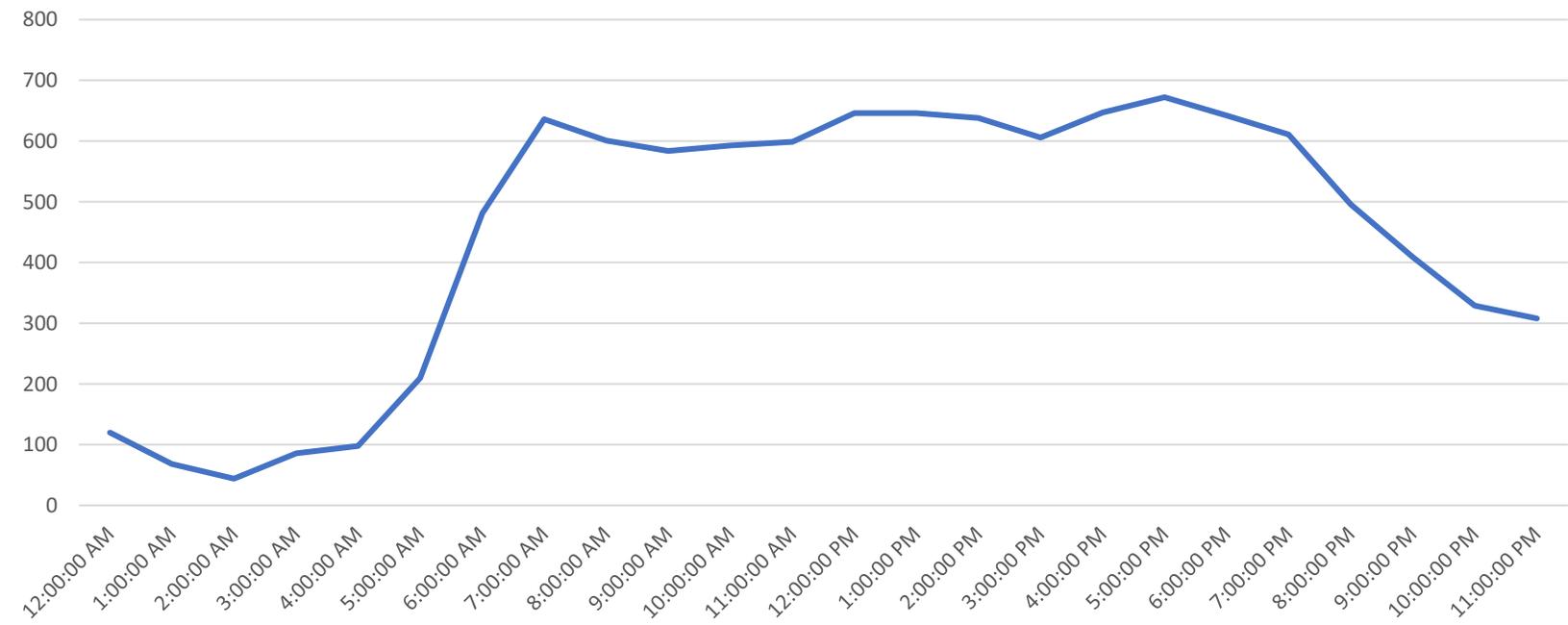
## Headlines

Consistently higher than previous months

COUNT of speed over 31 mph v TIME by Month



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

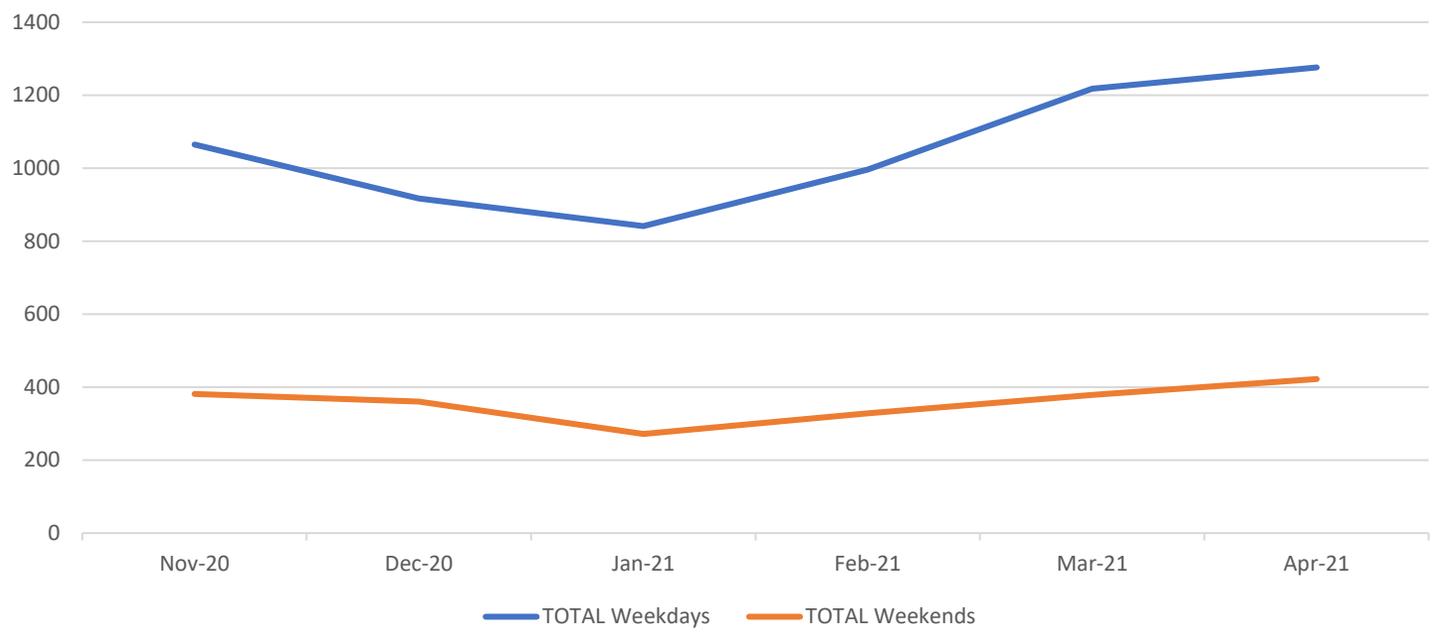


# Y&CM PC ElanCity Radar – Speed over 31mph V Day

## Headlines

Consistently higher than previous months

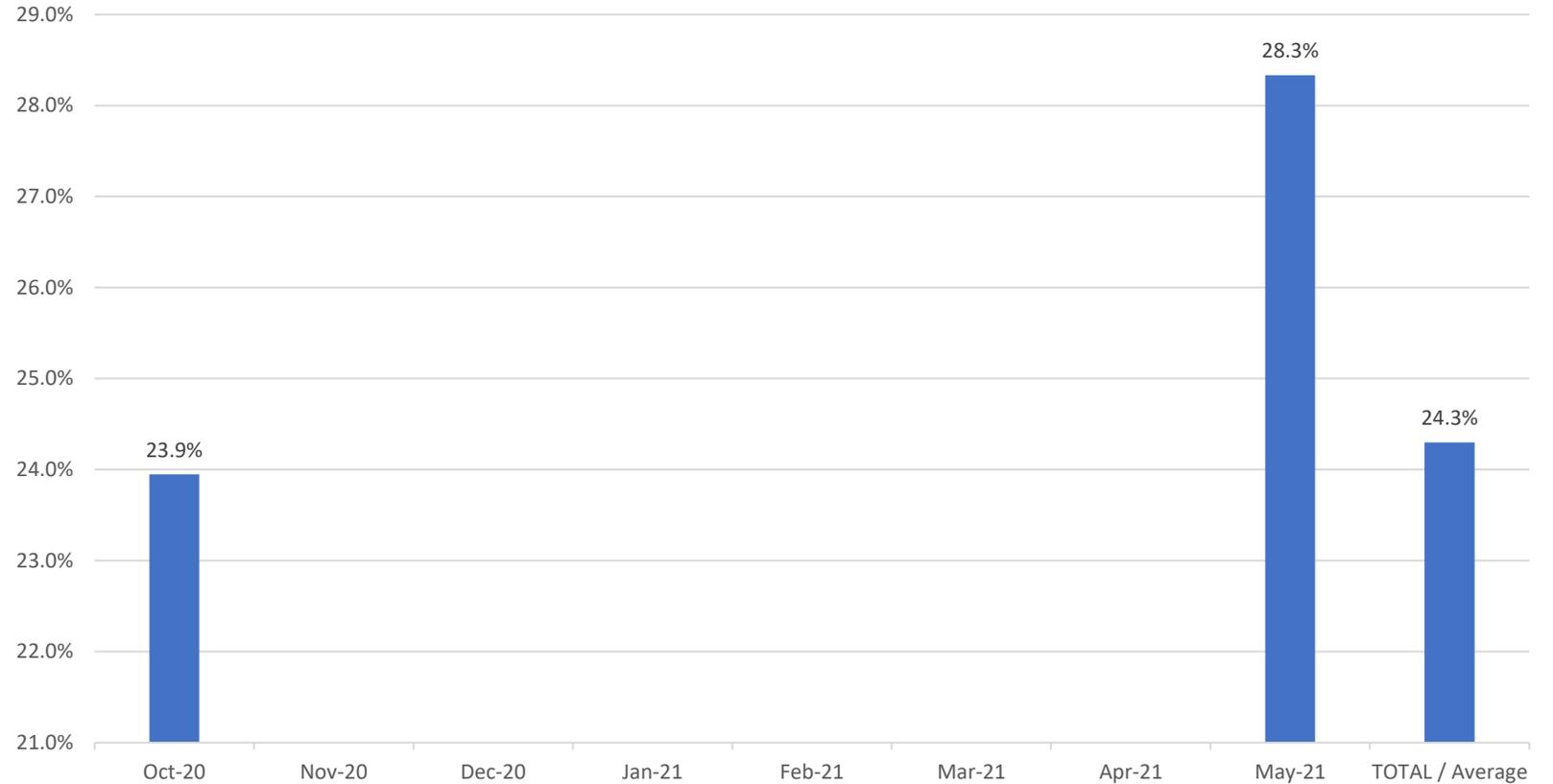
Number of Vehicles above 31mph by day by month



# Yarnfield CSW

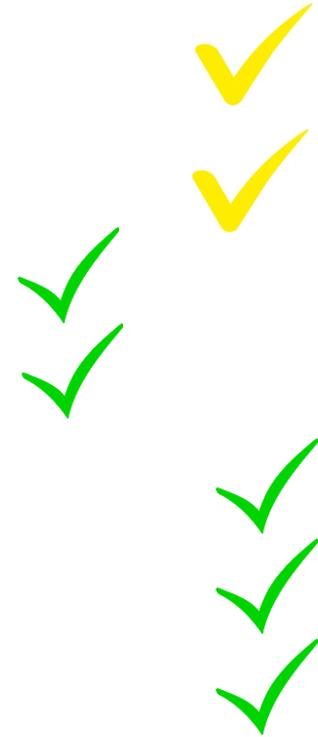
- **Headlines**
- Number of trained and active volunteers 4
- Number of volunteers awaiting training 4

Yarnfield CSW  
% of Speeding Vehicles



# CSW Strategy 2021

- 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
- Enforcement -> CSW
- Enforcement -> Create an extended CSW partnership





# Yarnfield and Cold Meece Parish Council

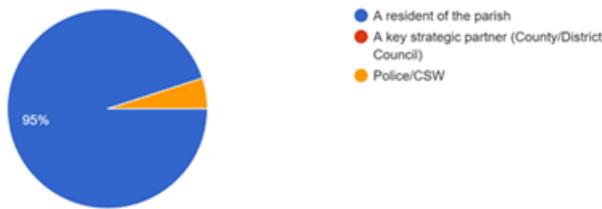
## Road safety strategy consultation report 2021

# 1 Introduction

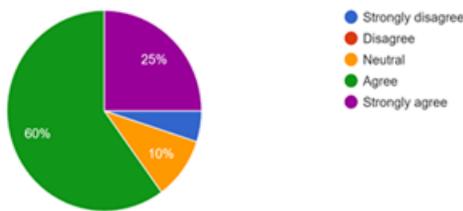
- 1.1 The Yarnfield and Cold Meece Parish Assembly identified road safety as a key priority for the Parish Council. Consultation on a draft strategy that would bring together each element of the Parish Council’s action plan was prepared in January 2021.
- 1.2 Consultation on the proposed strategy took place in April 2021 with views being sought on the approach taken. The consultation also asked residents’ views about the proposed approach and issues that they felt needed to be addressed.

# 2 Summary of the results

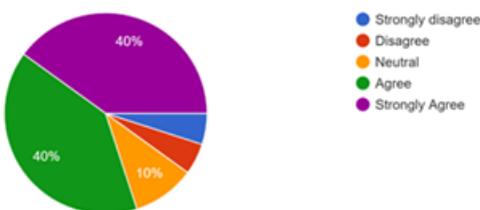
2.1 Who responded to the survey?



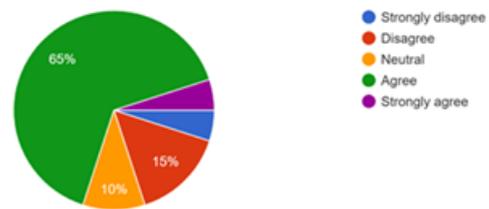
2.2 Was the draft Strategy easy to understand?



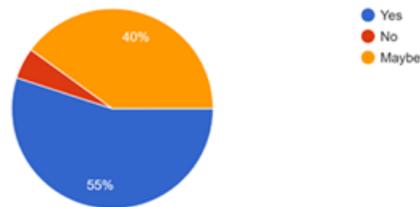
2.3 Excess Vehicle Speed is an issue in the parish?



2.4 The Community Speed Watch Group helps raise awareness of road safety in the parish?



2.5 Do you agree with the Parish Council’s ambition to fund more radar speed signs?



# 3 Question 6 - Is there anything else you would like to add? We would love to hear from you.

- 3.1 The Parish Council was also interested to hear from residents about their views or experiences in relation to road safety. This question provided valuable information and will inform how we will focus on the issues that matter most to residents.

## Residence views

- *I have to cross the road by the village hall to take my child to school, this is often dangerous due to the fact that you cannot see cars coming, and they are often speeding. I think a crossing here, or average speed check in the village is needed. Please can something be done before there is a nasty accident*
- *We need more signage for speed in the village. We also need to have some printing on the floor not just the speed bumps and around the new estate.*
- *Concerned more about the potholes in Yarnfield lane*
- *The very recent traffic 'calming' chicane outside Eccleshall would seem to be something worth considering for Yarnfield, Cold Meece and Swynnerton.*
- *Rather than focus on speed, better solution is to make Yarnfield Lane an Access Only road, this will reduce traffic through the village (for example village is not used as an access to the Football club, nor future access to HS2 Rail Hub, short cut to Eccelshall etc). Significantly Reducing volume of traffic will do more to improve road safety compared to small reduction in speed*
- *I noticed that there seems to be more children crossing the road in the village to get to the play area near Greenside from the BT estate. some form of zebra crossing might make it safer for them.*
- *20mph Bin stickers for the whole of Yarnfield where applicable. Speed enforcement outside of the local schools should be made a priority, feels like speed enforcement is kept away from the main culprits who do so outside the school and are most likely parents dropping off children. More police enforcement vans, have not seen one other than the local community speed check.*
- *The speed monitoring sign has confirmed what we already knew (but given us expensive data which is believed by others) - now we (and others) must decide what we do about it; without action being taken as a result of the data, the signs are a waste of time and money (and the action taken should be more than simply prosecuting speeding drivers). Much emphasis has been placed on the signs, but there is not enough clarity on what the speed limits are - notably on Yarnfield Park; and not enough effort on making roads safer by encouraging lower speeds (traffic calming?). Too many 20mph signs around the school, suggesting to motorists that once past the school, other rules may apply (but again little or no clarity).*
- *Unsafe junction at the Meece Road end of Yarnfield Lane - "Give Way" sign waaaay too late and at some times of the year hardly visible until it is too late; hence people end up across the road buried in the communications boxes! Give Way sign needs relocating or some earlier warning given prior to the junction. It may seem ok to residents, as they "know" the road - to others it is too little too late. Temporary (accidental?) red and white barrier (left after repairing the damage caused by the latest traffic accident) helps but needs to be made permanent (or official).*

- *Visibility very poor on leaving "The Oaklands" on to Meece Road - a mirror may help to aid visibility of vehicles approaching from direction of Yarnfield Lane/Norton Bridge.*
- *The addition of more speed signs on the new estate would be a welcome addition once it has hopefully been recognised as 20mph.*
- *On the entry into Eccleshall from Stone there has been partial concrete barriers, sorry do not know the technical term, installed to slow traffic down. I would say this was a busier road than Yarnfield Lane why cannot such an installation be fitted on either side of the entries to the village It would be interesting in particular to hear our County Councillors view. What they regard to the community speed watch team whilst they do a sterling effort in difficult circumstances they cannot feasible be there 24/7 I believe that a permanent solution is necessary.*
- *Whilst the strategy is fairly simple I believe at the best it is optimistic in its belief that it will educate an element of our neighbours about the dangers of the excessive speed seen daily in the village some of the village residents seem to believe the speed restrictions do not apply to them & let's be clear we are not discussing drivers exceeding the speed limit by a marginal amount but I would suggest that over 50% of the limit by many*
- *30mph speed limits further out from the village, with existing 30mph limit village area replaced by 20mph. Removal of national speed limit along Yarnfield Lane replaced with a 40mph limit. Provision of continuous pavement through the village removing need for pedestrians to have to cross, especially outside the old church building opposite the junction with High Lows Lane where visibility is very restricted.*
- *Improvement to the carriageway and footpath surfaces (neglected for years!) and kerbs, to the standards enjoyed on the Yarnfield Parkway estate. Public information leaflet drop to the residents and visitors to the Ashdale estate informing them it is not a racetrack.*
- *YARNFIELD lane to be 40 mph past football field and then 50 mph to A34 junction*
- *Clearly, from recent posts on FB there are some long-term residents who are unaware of the limits on the YP site. That the 20mph limits are at the moment non-statutory I would not object to them being formally imposed. Pavement parking and parking on bends is also a concern of mine. Volumes of traffic on Brookvale Drive are of concern, the visitors to the Conference Centre and delivery drivers have little affinity with the residents.*

# Yarnfield and Cold Meece Parish Council

## Annual Governance and Accountability Return 2020/21

### **Content:**

#### AGAR Part 3 evidence

1. Internal Audit
  - a. Conclusions of Internal Audit letter
  - b. Annual Internal Audit Report 2019/20
2. Bank reconciliation
3. Annual Governance Statement 2019/20 (Section 1)
4. Accounting Statement 2019/20 (Section 2)
5. Confirmation of Contact details
6. Confirmation regarding the exercise of public rights

John Fraser  
Parish Clerk  
4 May 2021

Mrs Debra Powell

The Chairman  
Yarnfield and Cold Meece Parish Council  
C/o John Fraser  
5 De Havilland Drive  
Yarnfield  
ST15 OSX

Dear Councillor

Conclusion of Internal Audit for Yarnfield and Cold Meece Parish Council - Year ended March 31st, 2021.

I am writing to confirm that I have carried out the year-end review for Yarnfield and Cold Meece Parish Council and have completed and signed the appropriate page of the Annual Governance and Accountability Return, Part 3.

The independent internal examination of the Councils governance, financial affairs and certification of the 2020/21 Annual Return to the External Auditor was carried out in accordance with the standards laid out in the Accounts and Audit Regulations, 2015 (as amended) and embodied in the Governance and Accountability Practitioners Guide 2020.

In summary the following areas were covered during the examination:

- Proper Bookkeeping
- Financial Regulations, Standing Orders and Payment Controls
- Risk Management and Insurance arrangements
- Budgetary Control
- Income Controls
- Payroll Controls
- Asset Control
- Bank Accounts and Reconciliation
- Year End Procedures

In addition, a review of the Councils website was also undertaken to evaluate conformance to the Local Government Transparency Code 2015, which is to be viewed as the minimum standard.

The following were noted:

- a) Covid shopping reimbursements and payments had been made through the Parish Council bank account.
- b) There was a receipt into the bank account of £20,000 dated 28/07/2020 and a subsequent reimbursement of £20,000 was made on 3/08/2021. The reimbursement was actioned by the bank however, the account details for either transaction cannot be verified as only the name appears on the bank statement.
- c) Bank reconciliations should be signed off by members.
- d) There was no segregation between the setting up of online payments and the physical release. However, it is noted that this matter was addressed and minuted in March 2021.

Please pass a copy of this report to your external auditors.

Yours sincerely

*D. Powell*

Debra Powell  
Independent Internal Auditor

# Annual Internal Audit Report 2020/21

## Yarnfield and Cold Meece Parish Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	NO PETTY CASH KEPT		✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")</i>			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

23/04/2021

Name of person who carried out the internal audit

ENTR DEBRA POWELL INTERNAL AUDITOR

Signature of person who carried out the internal audit

Debra Powell

Date

26/04/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Yarnfield and Cold Meece Parish Council - Bank reconciliation

Financial year ending 31 March 2021

Prepared by John Fraser: Parish Clerk

Date: 05/04/2021

Balance per bank statements as at 31 March 2021	£	£
Current account	7,305	
Reserve Account	4,001	
Building society accounts	-	
		<u>11,306</u>
Petty cash float (if applicable)	-	-
Less: any un-presented cheques at 31 March 2020		
Cheque number		
0045      SPC Association - subs 2021-22	30	
0048      SPC Association - subs 2021-22	209	
	<u>239</u>	<u>239</u>
Add: any un-banked cash at 31 March 2020	-	-
<b>Net balances as at 31 March 2020</b>		<u><u>11,067</u></u>

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

### CASH BOOK

Opening Balance 1 April 2020	4,285
Add: Receipts in the year	27,552
Less: Payments in the year	<u>20,770</u>
Closing balance per cash book [receipts and payments book] as at 31 March 2020 (must equal net balances above)	11,067

**\* Note :** Long-term investments should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They must be shown in Section 2, Box 9 and recorded in the asset and investment register.

This reconciliation must include **all** bank and building society accounts and other short-term investments\*. It **must** agree to Box 8 in the column headed "Year ending 31 March 2020" in Section 2 of the Annual Return. It will also agree to Box 7 where the accounts are prepared on a receipts and payments (cash) basis.

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### Yarnfield and Cold Meece Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

04/05/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.ycm-pc.org.uk **ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS**

## Section 2 – Accounting Statements 2020/21 for

### Yarnfield and Cold Meece Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	0	4,285	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	9,416	24,840	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	6,603	2,712	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	5,361	8,052	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	6,374	12,718	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	4,285	11,067	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	4,285	11,067	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	59,625	72,105	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

04/05/2021

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

## Confirmation of contact details

Clerk's name:  John Fraser	RFO's name (if not clerk)	Chair's name:  Cllr Sally Parkin
Clerk working hours: - Variable - No fixed hours set	RFO working hours (if not clerk):	
Parish Council registered address:  5 De Havilland Drive Yarnfield Staffordshire ST15 0SX	Parish Council registered address:	Chair contact address:  6 De Havilland Drive Yarnfield Staffordshire St15 0sx
Telephone: Primary contact number: 07546 456771  Mobile/Alternative number: 01785 760829	Telephone: Primary contact number:  Mobile/Alternative number:	Telephone: Primary contact number: 01785 761553  Mobile/Alternative number: 07528 838482
<p>Generic e-mail address for the Authority (please only provide a personal e-mail address if the clerk / RFO does not have access to a generic e-mail account)</p> <p><a href="mailto:ycmclerk@gmail.com">ycmclerk@gmail.com</a></p>		

***Please return this form together with the  
Annual Governance & Accountability Return and other information requested***

## Yarnfield and Cold Meece Parish Council

### Notice of appointment of date for the exercise of public rights

#### Accounts for the year ended 31<sup>st</sup> March 2021

The Local Audit and Accountability Act 2014, and

The Accounts and Audit (England) Regulations 2015 (SI 234)

#### **Date of announcement: 10 May 2021**

1. Any person interested has the right to inspect and make copies of the accounts to be audited and all books, deeds, contracts, bills, vouchers and receipts relating to them. For the year ended 31 March 2021 these documents will be available on reasonable notice on application to:
2. John Fraser, Parish Clerk  
5 De Havilland Drive  
Yarnfield  
Staffs  
ST15 0SX  
  
commencing on - **11 May 2021**  
  
and ending on - **22 June 2021**
3. Local Government Electors and their representatives also have:
  - the opportunity to question the auditor about the accounts; and
  - the right to make objections to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Authority.

The auditor can be contacted at the address in paragraph 4 below for this purpose during the inspection period at 2 above.
4. The audit is being conducted under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit (England) Regulations 2015 and the National Audit Office' Code of Audit Practice. Your audit is being carried out by:  
  
Mazars LLP, The Corner, Bank Chambers, 26 Mosley Street,  
Newcastle upon Tyne, NE1 1DF
5. This announcement is made by: **John Fraser, Parish Clerk**

## Councils' Accounts: A Summary of Public Rights

### The basic position

1. By law any interested person has the right to inspect a council's/meeting's accounts. If you are entitled and registered to vote in local council elections then you (or your representative) have additional rights to ask the appointed auditor questions about the council's accounts or object to an item of account contained within them.

### The right to inspect the accounts

2. When your council has finalised its accounts for the previous financial year it must advertise that they are available for people to inspect. Having given the council reasonable notice of your intentions, you then have 30 working days to look through the accounting statements in the Annual Return and any supporting documents. By arrangement, you will be able to inspect and make copies of the accounts and the relevant documents. You may have to pay a copying charge.

### The right to ask the auditor questions about the accounts

3. You can only ask the appointed auditor questions about the accounts. The auditor does not have to answer questions about the council's policies, finances, procedures or anything else not related to the accounts. Your questions must be about the accounts for the financial year just ended. The auditor does not have to say whether they think something the council has done, or an item in its accounts, is lawful or reasonable.

### The right to object to the accounts

4. If you think that the council has spent money that it should not have, or that someone has caused a loss to the council deliberately or by behaving irresponsibly, you can request the auditor to apply to the courts for a declaration that an item of account is contrary to law. You do this by sending a formal '*notice of objection*' to the auditor at the address below. **The notice must be in writing and copied to the council.** In it, you must tell the auditor why you are objecting and what you want the auditor to do about it. The auditor must reach a decision on your objection. If you are not happy with that decision, you can appeal to the courts.
5. You may also object if you think that there is something in the accounts that the auditor should discuss with the council or tell the public about in a '*public interest report*'. You must follow the same procedure as outlined in the previous paragraph. The auditor must then decide whether to take any action. The auditor does not have to, but usually will, give reasons for his/her decision and you cannot appeal to the courts. More information is available on the National Audit Office website (see contact details below).
6. You may not use this '*right to object*' to make a personal complaint or claim against your council. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or your solicitor. You may also be able to approach the Standards Committee of your local principal authority if you believe that a member of the council has broken the Code of Conduct for Members.

### What else you can do

7. Instead of objecting, you can give the auditor information that is relevant to his/her responsibilities. For example, you can simply tell the auditor if you think that something is wrong with the accounts or about waste and inefficiency in the way the council runs its services. You should make it clear that you are providing information rather than making a formal objection. You do not have to follow any set time limits or procedures. The auditor does not have to give you a detailed report of any subsequent investigation, but will usually tell you the outcome.

### A final word

8. Councils, and so local taxpayers, must meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved. The auditor will only continue with the objection if it is in the public interest to do so. If you appeal to the courts, you might have to pay for the action yourself.
9. Who should you contact?

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication **Council Accounts – a guide to your rights** are available by calling the National Audit Office on 020 7798 7000 or downloading from the website <https://www.nao.org.uk/>

If you wish to contact your Council's appointed external auditor please write to:  
Cameron Waddell, Partner, Mazars LLP,  
[local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

## Yarnfield and Cold Meece Parish Council

## Schedule of Payments - 23 June 2021

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
25-May-21	066	Eddy's Building Services	Painting - Play Equipment	120.00	-	120.00
03-Jun-21	064	Panda Press	Newsletter printing	397.00	-	397.00
03-Jun-21	065	Trent Grounds Maintenance	Grass cutting contract	1,077.05	215.41	1,292.46
07-Jun-21	067	Trent Grounds Maintenance	Grass cutting contract	708.05	141.61	849.66
23-Jun-21	068	Clerk	Salary			530.40
23-Jun-21	068	Clerk	Expenses	131.56	26.31	157.87
23-Jun-21	069	HMRC	PAYE payment	132.60		132.60
23-Jun-21	070	Eddy's Building Services	Rose garden painting	75.00		75.00
				<b>2,641.26</b>	<b>383.33</b>	<b>3,554.99</b>

Chairperson



Date:

23-Jun-21

## YARNFIELD PARISH MEETING

(04/21)

INCIDENT TYPE	APRIL 2021	TOTAL
ASB	111	3
BURGLARY		
COVID BREECH	11	2
CRIMINAL DAMAGE	1	1
OTHER CRIME	1	1
MISC	11111	5
SUSPICIOUS	1	1
THEFT		
TRANSPORT/RTC	111	3
MALICIOUS COMMS		
VEHICLE CRIME	1	1
ADMINISTRATION	11	2
CONCERN FOR SAFETY	1	1
<b>TOTAL</b>	20	20

Not too many reports to the police this month, & nothing of any major concern. We have not had any further reports/information regarding the Labour in vain car park, but continue to keep an eye on the area.

Reports of "Covid breeches" (reports of people not abiding by the guide lines), continue to be called in, but this has significantly been reduced since the easing of restrictions.

Just the usual reminders regarding SCAMS & the most topical being for DVLA vehicle not taxed, BT contract ending, & calls from bank stating your account has been compromised.

Regards

PCSO 16750

Patrick Wright