

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
Wednesday 15 December 2021
Yarnfield Park Conference Centre

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

Councillors:

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

Also in attendance: Cllr Pert (SCC)

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

Public at the meeting: 0

Live on Facebook: 6

Apologies

21-721 Apologies were received from; Cllr Malcom Beeston, Cllr Eyre, Cllr James (SBC) and Cllr Nixon (SBC)

Declarations of Interest

21-722 There were no declarations of interest.

Public Question Time

Question 1: Yarnfield Park, section 106

Thank you for your quick response to my email sent on 28/11/21.

Just to be clear. There is £16,800 left over from the Walnut Tree Farm's 106 monies which SBC have agreed, and has to be spent by 2026, which they say is currently occurring with Yarnfield PC. This amount as we remember was approximately the estimation for the environmental work on the Village Green, then in addition to this there is £15,000 SBC also agreed to, that would be available to spend by 2027, which presumably is the funding that you refer to that Cllrs Nixon and James have secured out of the £157,620 from the Yarnfield Park Development.

Notwithstanding this it still leaves £142,620 of the 106 monies from the Yarnfield Park Development. Whilst we appreciate your comments on where the money can be spent, we feel that the Parish Council have a strong case and duty to the residents to use the money in Yarnfield, as the monies are meant for open spaces/m.u.g.a, to mitigate the effects of the developments in question, spending over 90% of this money out of the village (ie at Westbridge Park) is not going to mitigate what the money was intended for.

Prior to the Yarnfield Park Development we did have a full size football pitch which we no longer have, although we do now have a Basketball pitch and a lot of land that is not being used. The size of the village since the development has increased by about 50% with no other benefits other

than an improved play area off Greenside which was paid for with monies from the Yarnfield House Development.

The £142,620 could be used for outdoor activities, such as Football/Cricket or Bowling with the creation of a mini Football Pitch a Cricket Strip or a Bowling Green, which could be used by a wider group of younger and older generations, possibly siting on the unused area where the original football pitch was.

I would be grateful if you can add this to the agenda of the next Parish Council Meeting for a full discussion.

Response

- 21-723 Planning application 09/12911 relates to the Yarnfield Park estate development. The play equipment and open spaces provision (£157,000) forms only one part of the section 106 agreement between the developer and the Borough and County Councils. In addition to the money for the provision of play equipment and open spaces the agreement also includes:
- development of social housing units in Yarnfield;
 - improvements to the bus services to Yarnfield;
 - provision of educational facilities in the vicinity of the development.
- 21-724 The section 106 agreement was signed in 2012, before this parish council was formed. Section 106 planning obligation agreements between developers and Borough/County Councils are not solely designed to benefit the local area. Nor are these agreements designed to compensate communities for problems they feel they encountered during the development. The purpose of these agreements is to enable the Borough and County councils to meet the needs of the wider community. As such this is not something that the parish council has any control over.
- 21-725 Through the efforts of Cllr Nixon (SBC) and Cllr James (SBC) the parish council will receive additional support for the development plans for the village green.
- 21-726 The parish council would not be able to influence or bring about changes to the Borough Council's use of this money. However, looking to the future, the work being done to prepare a neighbourhood plan will afford greater opportunity to influence how section 106 agreements and Community Infrastructure Levy (CIL) moneys will be allocated and this could include infrastructure improvements in the parish.
- 21-727 It is clear there are residents in the parish who feel strongly about these issues and could support the preparation of the neighbourhood plan.
- 21-728 **Resolution:** It was resolved that a meeting is arranged with residents to develop their ideas about the use of section 106 and CIL funding.

Question 2: Potholes

Over the weekend there have been reports of numerous cars driving on Yarnfield Lane that have been damaged as a result of the very big pothole that has appeared since the work by Network Plus. How do people go about getting compensation for the damage?

Response

- 21-729 The repair was reported to the Staffordshire County Council emergency line on 11 December. Although the pothole was not in the Network Plus track the repair was carried out by them.

21-730 Claims for damage to vehicles caused by the pothole can be made to the Staffordshire County Council whose website contains a link to an online claim form.

Community Speed Watch Update

21-731 The Community Speed Watch report is attached at Appendix 1.

21-732 The data collected by the speed sign on the village green has provided a unique insight into traffic movements. However, during the time the speed sign has been in use there have been very few periods when it could be considered to be monitoring "normal" traffic flow because of the two significant events that have occurred during this time.

21-733 It is anticipated that there will be a gradual increase in the volume of traffic as the use of the road by through traffic increases as drivers become aware the road is again open.

21-734 Next Steps (short term)

- December 2021 - leave in existing position
- January 2022 - rotate device
- Continue to support CSW

21-735 Next steps (medium term)

- Monitor speeds with 40mph buffer zone

21-736 Next steps (long term)

- Investigate a single passing point on the East side of the village
- Investigate 'non through road'

Reports from Borough and County Councillors

21-737 Cllr Pert (Staffordshire County Council)

- Potholes - it is important that where problems are seen by the public that they should be reported on the County Council reporting app or website. For any claim to be successful Staffordshire County Council would need to have known about the pothole and have failed to deal with the repair in accordance with their maintenance policy.
<https://apps2.staffordshire.gov.uk/web/reportfault/#divSelectionHeader>
- Covid-19 Vaccinations - The Senior Responsible Officer for Covid-19 vaccinations has sent an open letter asking parish councils to share information about vaccinations and booster jabs.
- The latest Covid-19 variant, Omicron, is much more contagious than previous variants with case numbers doubling every 2 - 3 days. The concern is that the sheer volume of new infections will lead to additional pressure on the NHS.
- Plans have been made to increase the number of vaccinations available to the public.
- Employment - there were concerns at the start of the pandemic that we might reasonably expect unemployment levels to rise significantly. Thankfully this has not happened. In November 2021 the unemployment level was running at about 3% and in December 2.9%. Unemployment rates in Staffordshire are performing better when compared with both the West Midlands and England rates.

21-738 Questions were raised about:

- Road sweepers and gullies on Yarnfield Lane. Where problems are identified these should be reported to the County Council;

- At a previous meeting a request was made to have the white lines at the junction of Meece Road and Yarnfield Lane repainted. This will be followed up with the county officers;
- The poor state of pavements in Yarnfield continue to be a concern with a number of areas marked out for repair. The marking of these areas seems to be very inconsistent. The real issue is about having an asset management strategy to act before the problem occur. The issue in Yarnfield is that the pavements on Yarnfield Lane are now so poor that they are beyond a simple repair and a more radical approach will be needed.

21-739 Cllr James (Stafford Borough Council) - written update provided

- Fees and charges - For Borough Council run services the guidance that has been given is that inflation is currently running at 5%. However, any increases should take account of what the market can bear and set prices accordingly. This may involve charges being frozen or set at less than 3%. There are a number of fees that have been frozen. These include Garden Waste, Land Charges, Parking Fees and Market Rents.
- Car park charges - Parking charges have been waived for Stafford Borough Council car parks from last Saturday (11 December) and from the same time the following week (18 December.) The free parking period applies to all borough council run car parks in the town centres - except the Riverside and Waterfront car parks in Stafford.
- Residents will have received emails inviting them to enrol for the Brown Bin scheme
- With the rising number of Covid-19 Cases it is vital that everyone follows the national advice about lateral flow tests, masks, social distancing, vaccinations and booster jabs.

Update on the work of the Stone Rail Head Crisis Group (SRCG)

21-740 The Annual Extraordinary Meeting of the Highways Sub-Group for parish councils was held on 25th November 2021. As agreed at the last meeting of the parish council a question was asked about the role of HS2 Ltd's contractors:

We understand that HS2 Ltd has appointed Kier to carry out the detailed design of 21 road schemes through Staffordshire and that these include the realignment of Yarnfield Lane and Eccleshall Road, together with a new junction layout between Yarnfield Lane and the A34 at the Fillybrooks. Please can you tell us how Kier (and/or HS2 Ltd) intends to consult with Parish Councils during the design process in order to both acquire local knowledge and to provide reassurance that the impact on, and wellbeing of, local people and the environment will be at the core of the design process?

21-741 The response that it was the Highway Authority/National Highways responsibility to consider proposals and not something that the PCs need to be involved with was very disappointing,

21-742 HS2 Ltd held a meeting on 14th December 2021 for Parish Councils, at which the HS2 Ltd contractors Balfour Beatty and Kier provided an update on progress with their design work. Balfour Beatty, Early Civils Work 1 and Early Environmental Works (EEW)

21-743 In addition to the ongoing preliminary ground investigation work that is taking place locally, Balfour Beatty has been appointed to design and construct road improvement works at Hanchurch and Wood End Lane and undertake environmental works, including pond creation and hedgerow planting.

- 21-744 The EEW works will be undertaken on a seasonal basis throughout 2022 and 2023 and will be followed by two years of maintenance.
Kier - Early Civils Work 2
- 21-745 Kier are undertaking the detailed design for 21 road construction projects. This work has started, and surveys will continue through to quarter 3 2022. This will be followed by detailed design and then construction before the Main Works Civils start in quarter 4 2024 or quarter 1 2025.
- 21-746 The main project for Keir will be the realignment of Yarnfield Lane and this will be accompanied by the diversion of the Filly Brook at what is known as Site 1. Other local sites include:
- Site 7 - A51/A53 junction at Blackbrook;
 - Site 17 - A34/A51 roundabout at Stone Business Park;
 - Site 18 - A34 junction with Yarnfield Lane.
- 21-747 Sites not included in this contract include the following, which will be undertaken as part of the Major Works Civils Contract (MCCW);
- Stab Lane/Tittensor Road replacement in Swynnerton;
 - B5026 Eccleshall Road realignment;
 - A34 diversion at Yarlet.
- 21-748 The proposals for realigned Yarnfield Lane to be undertaken before the MCCW contract will bring forward the impact on Yarnfield Lane and we should therefore be asking for details of what this means for the impact on Yarnfield Lane both during the ECW2 contract and the MCCW contract.
- 21-749 **Resolution:** It was resolved that a letter is sent to HS2 Ltd to clarify the responses to the questions raised at the meeting on 14th December 2021.
- Minutes of the Parish Council meeting held on 10 November 2021
- 21-750 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 10 November 2021 were approved as a correct record of the meeting.
- Matters arising from the minutes of 10 November 2021
- 21-751 **Minute 21-657: Labour in Vain – provision of disabled toilets.** Contact has been made with the resident who raised this question at the October 2021 meeting. No date has been given for the start of this work, but we will continue to liaise with the landlord about this.
- 21-752 **Minute 21-658: Meecebrook Proposal.** A request has been made by Cllr Nixon (SBC) for a meeting with Borough Council officers about the proposed Garden Village project. A decision on whether the parish council will be invited to a meeting is still outstanding.
- 21-753 **Minute 21-661: Police Firing Range.** Environmental Health have asked for an update on progress with this issue.
- 21-754 **Resolution:** It was resolved that a representative of Staffordshire Police is invited to a future meeting of the Parish Council
- 21-755 **Minute 21-666: Network Plus repairs.** A meeting is scheduled to take place in the New Year with Network Plus, Staffordshire County Council and Cllr Pert. A request has been made to ensure that a representative from the Parish Council is also present.

21-756 **Minute 21-711: Grounds Maintenance contract.** A price to extend the contract has been received from Trent Ground Maintenance which will be incorporated into the budget proposal that will be considered by the Council at their meeting in January 2022.

Action Plan - to agree the Council's plan for 2022/23

21-757 The draft action plans, prepared following the 2021 Parish Assembly, is attached at Appendix 2

21-758 **Resolution:** It was resolved that the draft Action Plan is approved

Community Action Group - minutes of the meeting held on 19 October 2021

21-759 A copy of the draft minutes of the Community Action Group meeting is attached at Appendix 3.

Greenside playground inspection report

21-760 The inspection of the play equipment took place on 16 November 2021 by The Play Inspection Company Ltd at a cost of £85 plus VAT. (£102)

21-761 The report identifies 42 defects requiring attention or further monitoring. Of the 42 defects identified in the report 25 required no action beyond monitoring the condition of the defect and actioning repairs should the defect deteriorate further.

21-762 Looking at the previous year's reports it is clear there is a recurring theme in each of the reports:

- Potential tripping hazard between the soft play area/tarmac areas and the surrounding village green;
- The dimension of the chains on the swings are showing signs of wear, but are not yet serious enough to record a risk greater than "low risk" and only require monitoring;
- Routine maintenance of plastic caps and covers that go missing.

21-763 This year the cost of repair and maintenance of the playground has been:

- Painting the older double swing and rocker - £120.00;
- Replacement of the broken spring on the four way springer - £268.22;
- Removal of the willow tree overhanging branches - £75.00.

21-764 **Resolution:** It was resolved that a report is prepared for the March 2022 meeting to make proposals to attend to the low risk maintenance issues.

Queen's Jubilee - update on plans for next year's celebration events

21-765 The joint committee overseeing the 2022 Jubilee celebrations in the parish has agreed the plans for the events. These will be published in the next parish newsletter in January 2022.

21-766 A meeting with the landlord of the Labour in Vain has secured his agreement to support the plans for the celebration.

Parish Clerk's report:

Budget

21-767 Schedule of Payments since the last meeting - £2,670.68

21-768 Parish Council's bank reconciliation balance on 15 December 2021 - £24,150.76

21-769 Reserve account balance - £4,000 + interest.

21-770 Parish Council's projected budget commitment on 15 December 2021 - £18,646

- 21-771 **Resolution:** It was resolved that the schedule of payments in Appendix 4 was approved.
- Actions Taken
- 21-772 The memorial bench, paid for through a donation by the Eccleshall Mercia Rotary, has been installed on the village green.
- 21-773 The damaged play equipment on the Greenside playground has been repaired at a cost of £268.22.
- 21-774 A donation of £604 has been received from Network Plus to pay for the installation of a new memorial bench on Yarnfield Parkway.
- 21-775 Discussions have taken place with Hackberry Developments UK Ltd who have now agreed to the placing of a memorial bench and parish notice board on Yarnfield Parkway near to the entrance of the conference centre.
- 21-776 **Resolution:** It was resolved:
- i. That an order for a new memorial bench is place with TDP Ltd;
 - ii. That an order is placed with Eddy's Building Services for the installation of the memorial bench.
- 21-777 Civic amenity collections run by the Borough Council are still not taking place because of the impact of the Covid-19 pandemic.
- 21-778 **Resolution:** It was resolved that a letter is sent to neighbouring parish councils to see if a joint approach could be made to the Borough Council on this issue.
- 21-779 Village Green Project: The Borough Council are still considering the proposals for the village green project. The idea that the parish council lease the north green is causing some delay over the legality of such a move. If the lease of the land cannot be resolved it may be necessary to see if the scheme could be delivered in partnership with the Borough Council, there by overcoming this problem.
- 21-780 **Resolution:** It was resolved that the Clerk work with the borough councillors to find a solution to the problem with the village green project and lease of the village green.
- 21-781 Highlows Lane: a complaint about the problem caused by the barbwire on Highlows lane has been reported to County Highways.

Correspondence

- 21-782 Ashdale Park Defibrillator: the unmetered supply agreement with Western Power has been signed and it is hoped the installation of the defibrillator will be carried out soon.
- 21-783 The need to secure the agreement of the Borough Council to site the defibrillator on their land has been raised with Cllr James (SBC).
- 21-784 Police Fire and Crime Commissioner: The Commissioner has written to thank the Parish Council for their contribution to the Police and Fire Service consultation. This includes an invitation to comment on the funding arrangements for these services.

Neighbourhood Plan

- 21-785 The Neighbourhood Plan narrative will be underpinned by three pieces of work:

- Strategic Housing Needs Assessment;
- Community Consultation;
- Environmental survey of the parish.

- 21-786 The final version of the Housing Needs Assessment, prepared by AECOM, has been reviewed and signed off by Locality. The executive summary of the report is attached at Appendix 5 and will be published on the Parish Council website.
- 21-787 The results of the community consultation event held on 12 November 2021 are now being evaluated and a report on the findings will be presented to the next meeting. Further community consultation will take place through the next Newsletter that will go to every household in the parish.
- 21-788 The environmental survey report will need to be commissioned and it is proposed that an approach is made to the Staffordshire Wildlife Trust.
- 21-789 A meeting with the consultant from Urban Vision is scheduled for 26 January 2022 to agree the timetable for the preparation of the Neighbourhood Plan.
- 21-790 **Resolution:** It was resolved that:
- i. The executive summary of the Strategic Housing Needs Assessment for the parish will be placed on the website;
 - ii. Staffordshire Wildlife trust are contacted to identify what work needs to be done to prepare an environmental survey of the parish, the timescale for this work and associated costs.

Updates from Parish Councillors

- 21-791 Cllr Sally Parkin represented the Parish Council at the institution of the Reverend John Beswick Pallister, the new rector for St Mary's Church.
- 21-792 Cllr Parkin had an informal meeting with the Chair of Swynnerton Parish Council, Nicky Adams. Further meetings are planned with Eccleshall Parish Council and Chebsey Parish Council.

Planning - to consider any planning applications in the parish

- 21-793 21/35000/HOU10 - Mitchell Rise, Yarnfield. Proposed porch including alteration to landing window.
- 21-794 **Resolution:** It was resolved that no comment be made.
- 21-795 21/34897/HOU - The Shippon, Ash Lane, Yarnfield. Proposed 2 storey rear extension to The Shippon including extension to existing garage block.
- 21-796 **Resolution:** It was resolved that an objection to the planning application is sent to the Borough Council:
- i. The application relates to a building which is part of a historic farmstead in Yarnfield. The Shippon is adjacent to a Grade 2 listed converted timber frame barn at Yew Tree Farm and is also an integral part of the farmstead.
 - ii. The planning application fails to provide sufficient protection within the setting of this heritage assets because:

- a) The nature of the build and materials used in the construction of the extension and garage will have a detrimental effect on the setting of the Grade 2 listed barn;
 - b) The proposed development will significantly change the integrity of the Grade 2 listed barn and its setting;
 - c) The proposed development will have a detrimental effect on the appearance of the Shippon;
 - d) The scale of the proposed garage is out of proportion with the Shippon and other buildings in the historic setting.
- iii. That the Ward Councillors for Yarnfield and Cold Meece call in the item for further consideration by the Borough Council's Planning Committee.

Forward Plan

21-797 A copy of the forward plan for parish council meetings is attached at Appendix 6.

Date and time of next meeting

21-798 Wednesday 12 January 2022 at 7.30pm



Signed

Chairperson of the Parish Council

Date: 12 January 2021



Yarnfield and Cold Meece Parish Council

Data up to and including November 2021

Y&CM PC ElanCity Radar – Traffic Count

Headlines

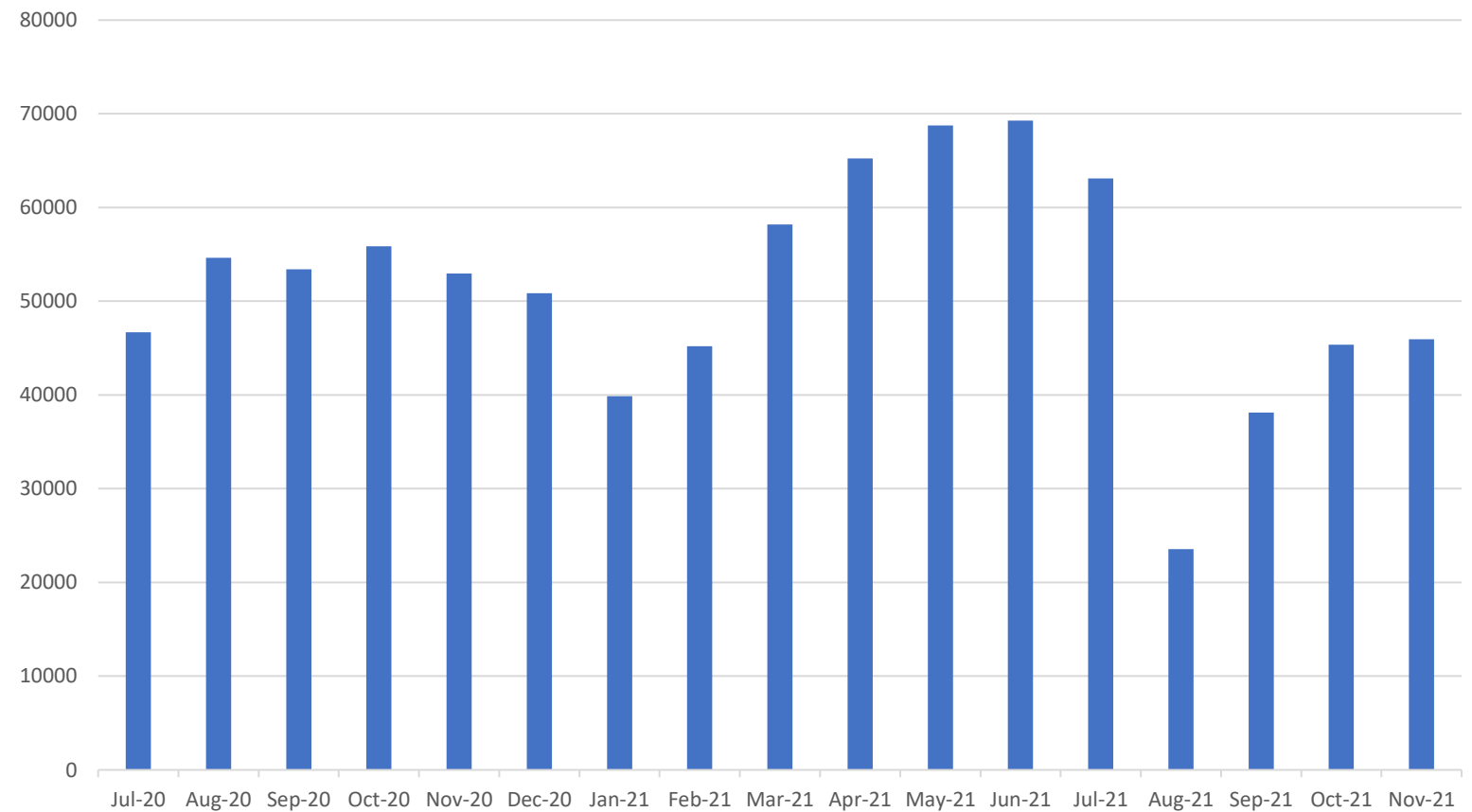
June to August drop of 39,544

Aug to Sept increase of 14,566

Sept to Oct increase of 7,243

Oct to Nov increase of 587

TOTAL Traffic Count From Cold Meece

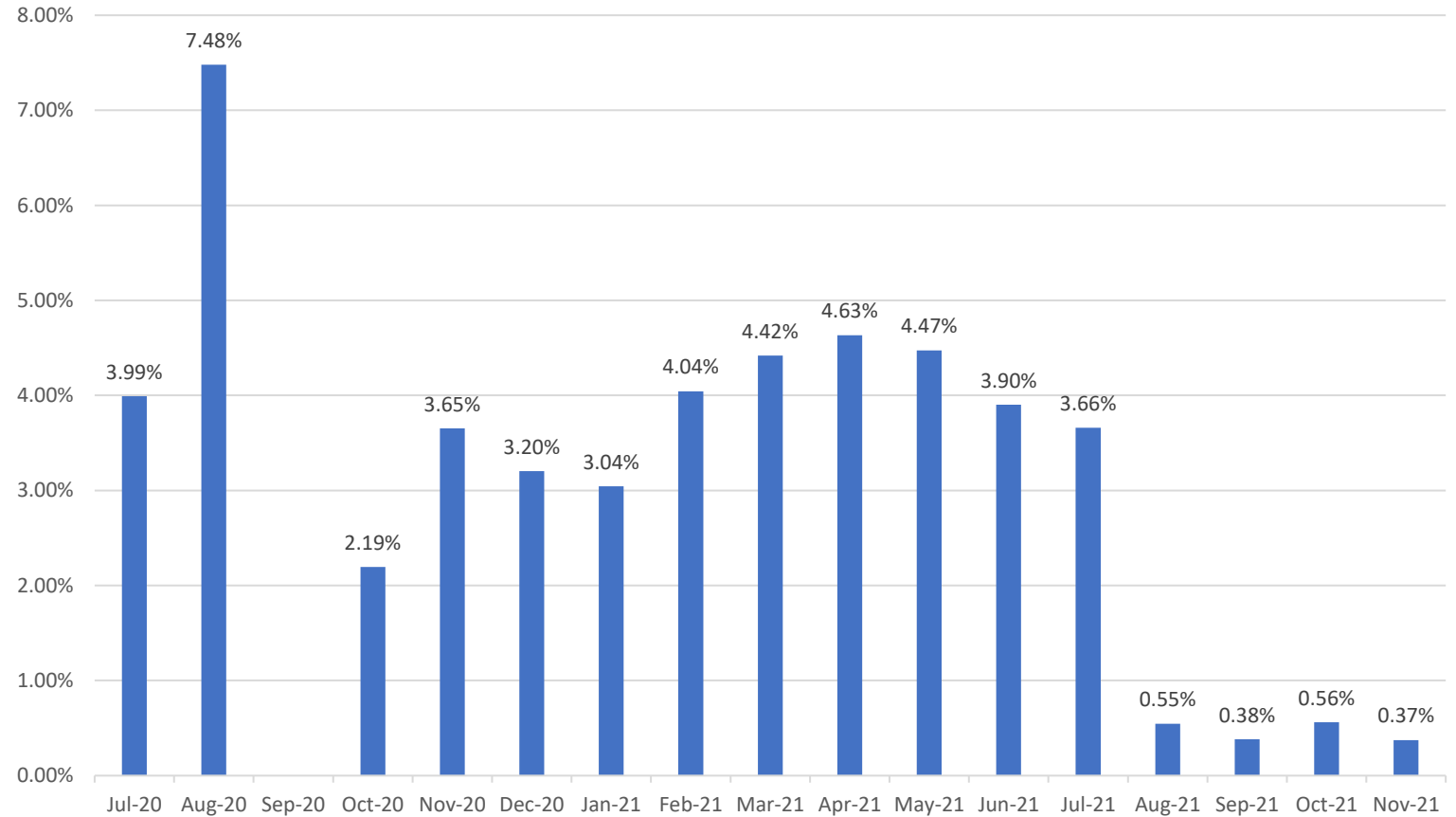


Y&CM PC ElanCity Radar – Speed incoming

Headlines

July	1,123
August	63
September	69
October	121
November	81

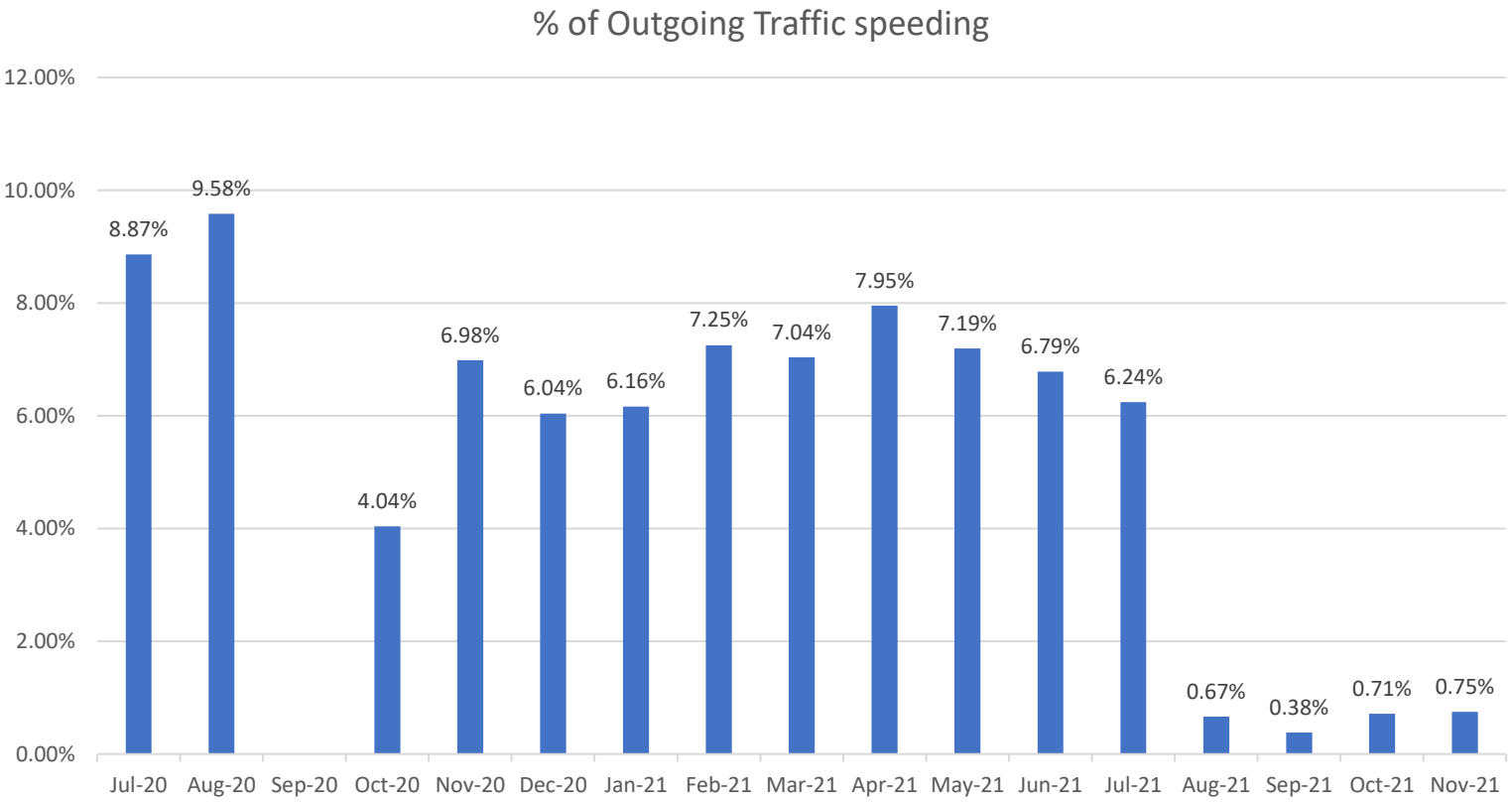
% of Incoming Traffic speeding



Y&CM PC ElanCity Radar – Speed outgoing

Headlines

July	2,023
August	80
September	77
October	170
November	182



Y&CM PC ElanCity Radar

Headlines

- 16 months of data
- 16 months of inconsistencies (covid and road closure)
- Data for 'non through road' (with and without school traffic)
- Evidence of CSW impacting speed through the village

Next Steps (short term)

- December 2021 – leave in existing position
- January 2022 – rotate device
- Continue to support CSW

Next steps (medium term)

- Monitor speeds with 40mph buffer zone

Next steps (long term)

- Investigate a single passing point on the East side of the village
- Investigate 'non through road'



Parish Plan 2022 - 2023

Your wellbeing is our business.

Foreword

Yarnfield and Cold Meece Parish Council, has made significant progress over the past two years. The first Parish Assembly, which was held in May 2019, produced an ambitious action plan for the Parish Council to deliver. No one could have known what lay ahead and the challenges that were to come. In 2020 the Covid-19 pandemic forced the Council to refocus its priorities, providing support for the community, and putting some aspects of the 2019 plan on hold. As we all take the first tentative steps towards a more normal way of life the Council is using this opportunity to refresh its plan for the coming year.

The next parish elections will take place in May 2023. The priority for your current councillors is to see this ambitious programme delivered, and in so doing to build a local council that is responsive to the community, giving opportunity for everyone to have their say.

Cllr Sally Parkin

Parish Profile

Made up of a mix of older housing and new developments, the last 10 years have seen a significant growth in the number and diversity of people living in the parish.

The parish covers two settlements with Yarnfield village being designated as a key service village in the Borough Council's Development Plan.

In 2019 the national index of multiple deprivation¹ ranked the parish as 32,018 out of 32,844 in England; where 1 is the most deprived. The parish is amongst the 10% least deprived neighbourhoods in the country.

The parish benefits from a local shop and post office, primary school, a beauty salon and a public house. It is also home to Yarnfield Park Conference Centre which has on site accommodation for over 400 guests and a BT/Openreach training facility.

Communications and Engagement

Two way communication with residents, businesses and community groups is central to the development of the Parish Council Plan. We will be open and transparent in how we work so we can ensure our residents are able to have their say and be part of the process.

The Annual Parish Assembly is key to informing the direction of the parish council and will be the yard stick by which the council gauges how it is performing.

¹ The Index of Multiple Deprivation 2019 combines information from seven areas to produce an overall relative measure of deprivation: Income, Employment, Education, Skills and Training, Health and Disability, Crime, Barriers to Housing and Services, Living Environment Deprivation.

Parish Ambition – 1

Environment: To improve the quality of life of local people by providing a safe, clean, attractive place to live and work.

Parish Ambition – 2

Safety: To tackle issues of safety for residents and road users, directing our resources to achieve positive results in partnership with the Borough Council, County Council, Police and Social Housing providers.

Parish Ambition – 3

Community: To build pride in the parish through activities that are guided by the community and local business and enhance the wellbeing of everyone living in the parish.

Parish Ambition – 4

Good Governance: To be a successful, well run organisation that is accountable for its actions, recognised by residents and is receptive to the views of the community.

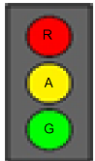
Monitoring and Review

A detailed delivery plan will be prepared to aid the delivery of the objectives. The plan will be subject to quarterly monitoring by the Parish Council against the targets set for each objective.

The delivery plan will be subject to an annual review to determine what progress is being made against each of the parish objectives and how these need to evolve to take account of any changes.

As part of this process, we will ensure that progress is reported annually to the Parish Assembly and to our residents.

Yarnfield and Cold Meece Parish Council Action Plan 2022 – 23



- Warning
- Monitor
- On target

Ref	Ambition	Scheduled date	Actions	Progress / Comment	Date	Monitor
1 – Environment						
1.1	Village Green Rewilding Project (Walnut Tree Farm section 106 funded project)					
1.2	Promote a litter free, attractive environment					
2 – Safe						
2.1	Work with SCC Highways to deliver 40mph limit in Cold Meece					
2.2	Work with SCC Highways to deliver 40mph buffer zones in Yarnfield					
2.3	Installation of sentry gates at Cold Meece					
2.4	Work with Community Speed Watch to maintain and enhance their role within the parish					
2.5	Work with Staffordshire County Council on improving pavements in the parish					

2.6	Work with Staffordshire County Council on maintaining the roads in the parish					
2.7	Work with Staffordshire County Council on improving footpaths in the parish					
2.8	Promote community safety through work with the Police PCSOs					
3 – Community						
3.1	Deliver the Community Action Group Action Plan					
3.2	Establish Walking for Health/Doorstep walks					
3.3	Provide a range of opportunities for community participation					
3.4	Deliver a defibrillators programme					
4 – Governance						
4.1	Operate the Council in a business-like and compliant way, in line with the annual governance and accountability requirements					
4.2	Write a Neighbourhood Plan					
4.3	Maintain the Greenside play area in a safe and attractive condition					
4.4	Manage the grounds maintenance contract to ensure a high quality of sites managed by the council					
4.5	Communicate effectively using a range of means					

YARNFIELD AND COLD MEECE PARISH COUNCIL

Minutes of the Meeting of the Yarnfield and Cold Meece Community Action Group held on 19th October 2021 at 7.30pm in Yarnfield Village Hall

Members Present: Cllr Stella Hughes (chair), Mrs. Tina Collins, Mr. Stan Collins, Mrs. Linda Eyre and Mrs. Margaret Broader

CAG 21-11. Apologies: Mrs. Giuliana Brownsword, Ms. Karen Chapman and Mr. John Smee.

CAG 21-12. Declaration of Interest: No declarations of interest.

CAG 21-13 Minutes of the meeting held on 29th June 2021: Cllr Hughes pointed out an error: the date of the village clean up should be changed to Sunday 31st October. This was altered. The minutes were approved: proposed by Mrs. Tina Collins, and seconded Mr. Stan Collins. The minutes were duly signed.

CAG 21- 14 Defibrillators

After examining the costs of hiring a defibrillator it was agreed that this was an uneconomic alternative.

It was resolved unanimously to reject the idea of hiring a defibrillator as this was an expensive alternative.

After further detailed discussion it was resolved to search for local sponsors.

If these did not come forward then seeking the assistance of the Community Heartbeat Trust in finding a sponsor would be given further consideration.

Various defibrillators were considered for purchase. After discussions regarding the purchase of an automatic or semi-automatic defibrillator the advantages of a semi-automatic defibrillator (in giving lay-users sufficient time to stand aside before shocking the patient) was considered advantageous - particularly when considering that some older lay-users may not be particularly agile.

It was unanimously resolved that a semi-automatic defibrillator should be the preferred type of machine ~~should be purchased~~ for use by members of the public.

Further information considered

Zoll AED Plus semi-automatic. According to Community Heartbeat Trust this can be sited outdoors in a thermal bag inside an unheated cabinet. CHT have in the region of 200 defibrillators stored in unheated cabinets in this way. This particular model of defibrillator is not as sensitive to the cold as older defibrillators. Defibrillator £875 plus VAT. It comes with a 7 year warranty.

The Unipad is a single piece of kit that includes both chest pads which fit in the correct positions over the chest. Mr Collins reported that the unipad can be problematic when treating obese patients. The machine can also be used for children but different pads are

required for them. The prospect of laymen having to change pads depending on the age of the patient was regarded as disadvantageous. It would be more appropriate to provide adult only pads.

The CU Medical Systems semi-automatic defibrillator has a switch to convert to paediatric mode and its pads are compatible with those used by the ambulance service. Supplied by Defib Warehouse they cost £1312 with cabinet plus £50 delivery.

The British Heart Foundation package of a defibrillator and cabinet was not considered suitable as the cabinet was not lockable.

It was resolved to research further. (See below)

Other considerations.

Information from Defibrillator Warehouse states that they have not found a satisfactory thermal jacket for defibrillators in unheated cabinets.

New signage is ready and awaiting the Ashdale defibrillator. Although new signage had been produced it had not been displayed as the new defibrillator for Ashdale Park was still awaited.

Because of the continuing delay it was unanimously resolved to display the new information and alter it when the new defibrillator in Ashdale Park was available.

The new pads had been fitted.

- a) We are awaiting information regarding the installation of power for the Ashdale defibrillator which continues to delay the date of a training demonstration.
- b) Cllr. Hughes asked Mr Collins to check if defibrillator training had restarted.
- c) Fliers are prepared. Only a suitable date needs to be inserted before they can be printed and distributed.
- d) A letter was sent to Swynnerton Training Camp regarding shared use of a defibrillator for Cold Meece. They army was unwilling to do this as it would be problematic if there was a need for the defibrillator in the camp at the same time as it was required in the village. A further letter has been sent requesting permission to site a defibrillator on the camp fence and tap into their electricity supply. The cost for electricity is calculated at £6 per annum; this would be reimbursed by the Parish Council. We are awaiting a reply. The fact that Stan should be reimbursed too was raised but he wished to continue to donate the cost of the electricity to the defibrillator sited at his home.
- e) It had also been advised that the country of manufacture should also be considered. Defibrillators for the Asian market may not be appropriate.
- f) The Parish Council had received a very kind donation of £600 from the daughters of the late Pam Williams. It is to be used towards the cost of a village defibrillator.
- g) Mrs Linda Eyre had noted some information regarding the provision of defibrillators by the Rotary Club of Great Britain. She would pass on the information to Cllr. Hughes.

CAG 21-15 Litter Picking

- a) We now have 10 vests and 10 pickers on loan from SBC via Cllr James. Cllr Beeston has managed to secure a further 10 pickers. 10 High-vis vests bearing the parish council logo are on order.

- b) **It was resolved that there should be a litter pick on every second Sunday of the month.**
- c) Cllr. Hughes explained why she had not sought sponsorship from Biffa for the remaining equipment after the tragic death of the site manager. It was thought that this request might be appropriate at some future time.
- d) Councillor Cromey had unofficially approached Springfield School but had been advised that the school would be unable to help due to the extra burden caused by COVID.

CAG21-16 Autumn Village Clean up

- a) Advertising is arranged and Stan and Tina agreed to help put up posters in the Furlong.
- b) **It was resolved to use the Yarnfield and Swynnerton News ~~website~~ Facebook in addition to the Parish Council ~~website~~ Facebook to advertise the event. It was also resolved to contact people who helped with the Spring Clean.**
- c) Sites that needed attention had been identified. In addition it was stated that the footpath from High Lows Lane to Ford Drive needed a tidy up.
- d) Ladies from Drake Hall will help with the daffodil planting.

CAG21-17 Spring Clean

Cllr. Hughes suggested that the group also consider a spring clean for the village. This idea was welcomed.

It was resolved to hold a spring clean in early spring to build on last spring's clean up.

CAG21-18 Strawberry Tea

- a) Representatives from the Parish Council, representatives from the Village Hall Management Committee, a representative of the Fete Committee and Cllr Hughes, as a representative of CAG, were organising a weekend of events to celebrate the Queen's Platinum Jubilee in June 2022. She asked if the Committee would be happy to organise the strawberry tea as part of this event.
- b) The desire to hold a raffle was also discussed.

The Committee unanimously resolved to hold a strawberry tea on Sunday, 5th June 2022, as part of the Queen's Platinum Jubilee celebrations.

CAG21-19 Improvements to the appearance of the village

- a) Bulbs had been purchased for the roundabout at Cold Meece and the Yarnfield village.
- b) The Parish Clerk had written to Barratt's for permission to plant bulbs on the roundabout in Yarnfield Park Way. The reply had suggested that as the roundabout would be adopted in the near future that permission from County Highways was required. No reply had, as yet, been received from Highways. Permission had also been sought to place bulbs elsewhere on the Yarnfield Park estate. As yet no reply has been received.
- c) The Parish Clerk had written to Mr Hood with regard to the raised garden on the wall adjacent to High Winds. Mr Hood had removed the fallen tree and undertaken fence repairs. The garden area could now be tidied.

CAG21 – 20 Friday morning coffee club

The Friday morning coffee club was re-establishing itself. Mrs Tina Collins was running the club. It was agreed that a rota was needed so that the burden of running the club did not all fall wholly on her. It will be established if additional help is required.

CAG21 – 21 The date and time of the next meeting

18th January, 2022 at 7.30 in Yarnfield village hall.

The meeting ended at 9.15p.m.

Proposed by:

Seconded by:

Signed:

Yarnfield and Cold Meece Parish Council

Schedule of Payments - 15 December 2021


Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
15-Dec-21	91	Community Action Group - Cllr Mrs Hughes	Autum Clean up	27.99			27.99
15-Dec-21	92	Trent Grounds Maintenance	Grass cutting contract	113.90	22.78		136.68
15-Dec-21	93	Clerk	Salary (December 2021)	530.40			530.40
15-Dec-21	93	Clerk	Expenses	169.10	33.82		202.92
15-Dec-21	94	HMRC	HMRC period 9/21	132.60			132.60
15-Dec-21	95	Wicksteed Leisure Ltd	Playground spring repair	223.52	44.70		268.22
15-Dec-21	96	TDP Ltd	Memorial bench	395.73	79.14		474.87
15-Dec-21	97	Eddy's Building Services	Memorial bench 2 of 2	30.00			30.00
15-Dec-21	98	Yarnfield Park Conference Centre	Christmas lunch	544.00			544.00 *
15-Dec-21	99	Play Inspection Company	Annual inspection	85.00	17.00		102.00
15-Dec-21	100	Staffordshire County Council	Annual support contract	125.00			125.00
15-Dec-21	101	Yarnfield Village Hall	Village hall hire	96.00			96.00
				2,473.24	197.44		2,670.68

Chairperson:

Date:



15-Dec-21

* Cheque cancelled
 16.12.21

Yarnfield and Cold Meece

Housing Needs Assessment (HNA)

December 2021

Quality information

Prepared by

Olivia Carr
Graduate Housing
Consultant

Checked by

Paul Avery
Principal Housing
Consultant

Approved by

Paul Avery
Principal Housing
Consultant

Revision History

Revision	Revision date	Details	Authorized	Name	Position
1	October 2021	First Draft	OC	Olivia Carr	Graduate Housing Consultant
2	November 2021	Internal Review	PA	Paul Avery	Principal Housing Consultant
3	November 2021	Group Review	JF	John Fraser	Parish Clerk
4	December 2021	Locality Review	AO	Annabel Osborne	Neighbourhood Planning Officer
5	December 2021	Final Report	OC	Olivia Carr	Graduate Housing Consultant

Prepared for: Yarnfield and Cold Meece Parish Council

Prepared by:

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1. Executive Summary

Population and Housing Statistics

1. The Office for National Statistics (ONS) mid-2019 population estimate for Yarnfield and Cold Meece parish is 1,989 people, showing a significant increase of 536 since the 2011 Census.
2. There has been significant development in Yarnfield and Cold Meece since 2011, with Stafford Borough Council providing completions data from 2011 to 2020/2021 which showed 274 new dwellings built in that time period. Of these, 50 were affordable. The total quantity of dwellings in the NA as of March 2021 is therefore estimated to be 869.

Conclusions- Tenure and Affordability

3. Yarnfield and Cold Meece's tenure mix shows that as of 2020/2021, there were 21 shared ownership and 85 affordable/social rented properties in the NA, taking into account data provided by Stafford Borough Council. This was an increase of 17 shared ownership and 33 social rented properties from the 2011 Census data.
4. Median house prices in Yarnfield and Cold Meece rose by 66.6% between 2011 and 2020 whilst lower-quartile house prices rose by 36.5% in the same period. House prices for detached properties have risen significantly, from £197,423 in 2011 to £362,634 in 2020. By comparison, semi-detached house prices have only risen by 9.1% in this period, and there was a decrease in the cost of terraced properties. Based on calculations determining Stafford Borough's new build premium (17.59% uplift) and applying this to NA entry-level house prices, the estimated new build cost for the NA is £190,643 and this estimation has been used when calculating the likely costs of affordable home ownership tenures that are based on equivalent market prices.
5. It was found that households on mean incomes could access entry-level home ownership at an assumed deposit of 10% and could potentially afford the estimated NA new build house prices with an increased deposit. Households on one or two lower quartile incomes cannot afford average market home ownership options in the NA. Private renting is accessible at both average and entry-level market rents to those on mean incomes and households on two lower-quartile incomes. Households on one lower quartile income are only able to afford social rented properties in the NA. It was also found that there could be a larger number of households in Yarnfield and Cold Meece who may be able to afford to rent privately but cannot afford home ownership, with entry-level house prices requiring an income of £41,689 whilst average market rents require an income of £27,800. There is also the issue that there is a distinct lack of private rented housing in the NA so although more households may be able to afford this, there may not be enough properties. One of the key barriers to accessing home ownership in the NA may also be savings for a deposit.
6. The total need for affordable rented housing and the potential demand for affordable home ownership options in Yarnfield and Cold Meece over the Plan period were calculated. Over the plan period the model estimated that in the NA there would be a surplus of 32.1 affordable rented units (1.8 per annum), likely due to the large amount of development,

including affordable housing, that has taken place in the NA in recent years. An aspirational figure, calculated by pro-rating the EHDNA, gave an affordable rented need estimation of 2.6 dwellings per annum, or 46 (rounded from 45.9) dwellings to the end of the plan period. Turning now to Affordable Housing providing a route to home ownership, the potential demand in Yarnfield and Cold Meece is estimated at 1.8 households per annum or 29.6 for the entirety of the Plan period. Despite the identified surplus of affordable rented housing in the plan period, it is recommended that Yarnfield and Cold Meece considers encouraging the delivery of some affordable rented housing, particularly early in the Plan period, with the understanding that if this results in oversupply in future years, the vacancies created when existing occupants leave their properties may need to satisfy new need from elsewhere in the district.

7. Table 4-10 summarises Yarnfield and Cold Meece's position with regards to the expected delivery of Affordable Housing, and how this might ideally be apportioned among sub-categories of tenure to meet local needs over the Plan period. This exercise simply applies the housing requirement figure for the area to the Local Plan policy expectation and shows the quantities of affordable housing for rent and sale that would be delivered if the tenure mix proposed in this HNA were to be rigidly enforced. In this sense it is hypothetical, and the outcomes in practice may differ, either as a result of measures taken in the neighbourhood plan (e.g. if the group plan for more housing (and therefore more affordable housing) than the local plan, or if the group decide to influence the tenure mix in other ways), or as a result of site-specific constraints.
8. Some assumptions have had to be made in order to determine the delivery of affordable housing in Yarnfield and Cold Meece during the plan period. Due to the villages of Yarnfield and Cold Meece having different affordable housing percentage requirements and thresholds outlined in the adopted Local Plan, two scenarios have been given in Table 4-10. The first gives a housing estimate if all sites were in Yarnfield village and sites were 12 dwellings or more. This gives an expected delivery of 10.8 rented dwellings, and 32.4 dwellings for affordable home ownership. For both tenures, the expected level of delivery meets the quantity of demand identified in estimates of the need for affordable housing.
9. The second scenario gives a housing estimate if all dwellings were delivered in the 'Rest of Borough Area', where it is assumed Cold Meece village falls in the settlement hierarchy of the adopted Local Plan, and on sites of 3 or more dwellings. This gives an expected delivery of 8.1 rented dwellings and 24.3 for ownership. As with the previous example, the expected level of delivery exceeds the quantity of demand identified for affordable rented dwellings. In terms of affordable routes to home ownership, this scenario means that the expected delivery falls slightly short of the identified need of 29.6 dwellings in the NA.
10. In reality, it is likely that developments up to the end of the plan period will comprise of a mix of areas and sizes, meaning that the slight estimated shortfall if all sites came forward in line with the second scenario is unlikely to be a problem. There is also the potential that the emerging Local Plan will suggest slightly different percentage requirements or affordable housing thresholds. Therefore, this estimated delivery scenario should just be taken as a representation of what could be delivered through the scenarios explained above.

11. It is not recommended that the Local Plan policy requirement be exceeded in the neighbourhood plan because such steps are rarely accepted by planning inspectors on the grounds that an extremely high standard of justification is required which goes beyond the scope of this HNA, in particular around the issue of what level of Affordable Housing delivery can be financially viable in the NA. Raising the percentage of Affordable Housing required could, furthermore, have the effect of discouraging new building from coming forward altogether. It is also not considered necessary in Yarnfield and Cold Meece to increase the affordable housing percentage, mainly due to the fact that there is an anticipated surplus of affordable rented housing across the plan period, meaning any further need should be met by the current LPA requirements.

Conclusions- Type and Size

12. This study provides an indication of the likely need for different types and sizes of homes based on demographic change. It is important to remember that other factors should be considered in determining the dwelling mix that is desirable in the parish or on any particular site. These include the specific characteristics of the nearby stock of housing (such as its condition and design), the role of the NA or site within the wider housing market area (linked to any Local Authority strategies or plans) and site-specific factors which may justify a particular dwelling mix.

Current housing stock

13. The dwelling mix in 2011 and 2021 for the NA were compared, showing that in 2021, as in 2011, most of the dwellings in the NA are detached, with more similarity seen between the number of terraced and semi-detached properties in both years. There was a significant increase in all of the categories, with the smallest increase in flats, where there are only estimated to be 19 more dwellings.
14. Comparing the 2021 figures to Stafford Borough and England as a whole shows that Yarnfield and Cold Meece has a smaller proportion of bungalows than Stafford and England, but that Stafford has a higher proportion than nationally. It also shows that a huge proportion of housing, 54.0%, in the NA is detached, whilst this is just 16.0% nationally and 29.8% in Stafford Borough. Due to this dominance of detached dwellings in the NA, the proportion of flats, terraces, and semi-detached properties are below those of the wider Borough and of England. Stafford Borough has a greater proportion of detached dwellings than England, as reflected in the NA.
15. There has been a significant increase in the number of dwellings in the parish overall since 2011 amounting to growth of 46.1% to 2021 based on completions data. Particularly large increases were seen in dwellings with 4+ bedrooms, and yet there has been extremely limited growth in 1 bedroom homes.
16. The proportion of 4+ bedroom dwellings in the NA is much higher than both Stafford Borough and England, at 50.1% compared to 21.2% for Stafford and 15.5% for England. This heavy weighting towards 4+ bedroom dwellings means that the NA is below the Borough and national figures for 1, 2, and 3-bedroom dwellings, particularly with a lack of 2-bedroom dwellings.

Demographics

17. There was an estimated population increase of 536 between 2011 and 2019 in Yarnfield and Cold Meece. At both points in time, the highest proportion of the population was aged 45-64. There was a clear increase in the proportion of the population aged 0-15 and 25-44, as well as a slight increase in the 65-84 and 85+ age categories. This suggests that as well as a slightly aging population, younger families have potentially moved to the parish between 2011 and 2019. This may be related to the new developments that have taken place in the NA in the last decade. Despite these changes, there are no major variations in the age structure of the Yarnfield and Cold Meece population between 2011 and 2019.
18. Applying ONS household projections for Stafford to the Yarnfield and Cold Meece population makes clear that population growth can be expected to be driven by households with a household reference person (HRP) aged 35 to 54, with 36.6% of households expected to fall into this category. This is closely followed by households with a HRP aged 65 and over, with 32.3% of households expected to fall into this category, suggesting a relatively heavy weighting toward older persons in the projected distribution.

Future dwelling mix

19. The HNA model suggests that the target mix for 2040 should remain relatively stable in terms of 1-bedroom dwellings, but that the proportion of mid-size 2-bedroom and 3-bedroom properties should increase relatively significantly based on the 2021 housing stock. It is also important to note that the target mix for 2040 for 4 or more bedrooms is 25.2% compared to the present-day figure of 50.1%, suggesting a clear oversupply of large dwellings at present.
20. In order to reach the target mix of housing, the majority of development is recommended to be for 3-bedroom dwellings at 58.2%, followed by 2-bedroom dwellings at 36.7%. Of the new development that took place between 2011 and 2021, 20.8% was for 3-bedroom dwellings and 13.1% for 2-bedroom dwellings, exemplifying that new development needs to be more heavily weighted towards these size dwellings than it has been in recent years. In order to maintain current levels of 1-bedroom properties, these dwellings are recommended to account for 5.1% of new housing.
21. It should be remembered that this balance of new housing to reach the target mix presented here is only an estimate and that the needs of the population at the time of any new development should be taken into account, especially when determining the type and size of any Affordable Housing (which may be best guided by the size needs of those on the housing register).
22. Although the model suggests that no further dwellings of 4+ bedrooms should be built, it may be appropriate when considering affordable housing as there may be larger families that require larger homes but are currently unable to afford those at market prices. Even though facilitating downsizing among older households may release those larger homes for use by families who need more bedrooms, it may not be realistic to expect growing families to be able to afford the larger detached homes that are currently in the parish.

There may be a valid justification to continue supplying larger homes despite their abundance because a different kind of larger home is needed to accommodate growing families with less buying power.

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL - WORK PROGRAMME 2021 - 2022

Meeting date	Start Time	Meeting	Venue	Purpose
2022				
5 January	10:30am	Informal meeting	Village Hall	
12 January	07:30pm	Parish Council Meeting	Yarnfield Park	Set precept & budget
18 January	07:30pm	Community Action Group	Village Hall	
2 February	10:30am	Informal meeting	Village Hall	
9 February	07:30pm	Parish Council Meeting	Yarnfield Park	
2 March	10:30am	Informal meeting	Village Hall	
9 March	07:30pm	Parish Council Meeting	Yarnfield Park	Audit preparation Insurance renewal
6 April	10:30am	Informal meeting	Village Hall	
13 April	07:30pm	Parish Council Meeting	Yarnfield Park	
19 April	07:30pm	Community Action Group	Village Hall	
4 May	10:30am	Informal meeting	Village Hall	
11 May	07:30pm	Annual Meeting of the Parish Council		

John Fraser
Parish Clerk Yarnfield and Cold Meece
15 December 2021