

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
Wednesday 9 March 2022
Yarnfield Park Conference Centre

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

Councillors:

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

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

Also in attendance: 0

Public at the meeting: 0

Live on Facebook: 18

Apologies

22-68 Apologies were received from: Cllr Malcolm Beeston, Cllr Pert (SCC) and Cllr James (SBC)

Declarations of Interest

22-69 There were no declarations of interest.

Public Question Time (30 minutes)

22-70 Nil

Minutes of the Parish Council meeting held on 16 February 2022

22-71 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 16 February 2022 were approved as a correct record of the meeting, subject to a correction to minute 22-32.

22-72 To consider any matters arising from the meeting held on 16 February 2022 not covered elsewhere on the agenda.

Minute number	Minute	Action
21-754	Do we have a date yet for a meeting with a representative of Staffordshire Police?	A meeting was held on 18 February 2022. The Chairperson has written to the Police, Fire and Crime Commissioner seeking assurance about the provision of mitigation work at Cold Meece and approval of the business case to build a new range.
21-772	Letter of thanks to Eccleshall Mercia Rotary.	A letter of thanks has been sent.

21-777	Civic amenity - confirmation of dates.	Stafford Borough Council have restarted civic amenity collections. Dates have been offered for three 1 hour collections at a cost of £318.00.
--------	--	---

22-73 **Resolution:** It was resolved to fund three civic amenity collections.

Reports from Borough and County Councillors

22-74 Cllr Nixon (Stafford Borough Council)

- The problem of the Yarnfield Park section 106 agreement has been raised with officers at the Borough Council who have given a commitment to meet with Cllr Nixon and the Parish Council.
- Walnut Tree Farm section 106 agreement: funds are in place and will be supplemented by an additional £25,000 from the Yarnfield Park section 106 agreement.
- The Borough Council has imposed a moratorium on the disposal of council land which is complicating delivery of the village green project. However, work will be done by the borough council to find a solution that will enable the Parish Council to deliver the project.
- Meecebrook Garden Village - plans are still being developed for the delivery of the garden village; however, the MOD has confirmed that the Swynnerton camp cannot be included in these plans. An update for borough councillors affected by the proposal will be provided in April after which a briefing for the Parish Councillors will be needed.

22-75 Cllr Nixon was asked to follow up an outstanding promise by Streetscene to replace three trees that had been removed from land behind the bus shelter on Yarnfield Lane with 3 bird cherry trees.

HS2 - Update on the work of the Stone Rail Head Crisis Group

22-76 Staffordshire County Council has appointed an HS2 Engagement Officer who has offered to meet with the Parish Council.

22-77 HS2 Ltd plan to hold several public face to face meetings.

22-78 **Resolution:** It was resolved that;

- i. The offer of a meeting by the HS2 Engagement Officer is accepted.
- ii. Details of the HS2 Ltd meetings will be posted on the Parish Council's Facebook page with a link to the council website for further information.

Format, location and dates for future Parish Council meetings

22-79 The ending of the national Covid-19 restrictions has enabled the council the opportunity to review the format of Parish Council meetings. The move to online meetings in May 2020 was challenging for everyone involved, grappling with new technology and how to conduct virtual meetings. The move brought with it benefits to the council with an increase in interest in the work of the council and greater engagement with residents.

22-80 The support of Yarnfield Park Conference Centre has enabled the Parish Council to return to public meetings while continuing to broadcast these meetings on the Parish Council's Facebook page.

22-81 It was recognised that the need to continue to broadcast meetings should take preference over individual concerns.

22-82 **Resolution:** It was resolved that Parish Council meetings should:

- i. Continue to be held at the Yarnfield Park Conference Centre on the second Wednesday of the month, apart from August when no meeting would take place.
- ii. That public involvement in meetings should be possible by either attending or by watching the online broadcast on the Parish Council Facebook page.

Community Action Group

22-83 Councillor Mrs Hughes provided an update on the meeting of the Community Action Group held on 22 February 2022.

- Enquiries are being made to secure professional defibrillator training following the installation of the new unit on Ashdale Park.
- Work is being done to identify sites for new defibrillators and how these might be funded; possibly including charitable donations from local businesses.
- A calendar of litter picking events has been prepared and is being circulated in the parish to encourage residents to get involved.
- The Annual Big Spring Clean will be held on 9th April - an approach to Streetscene to provide support will be made.
- A Strawberry Tea is being arranged as part of the Queen's Platinum Jubilee celebration. A donation of a cake is expected from the Bakers Food and Allied Workers Union, the sale of which will raise money which will then be donated to local charities.
- An approach will be made to Barratts seeking permission to plant spring flowering bulbs on the roundabout on Yarnfield Parkway.

Community Speed Watch (CSW) - Evolis camera reporting period 15 February - 9 March 2022

22-84 Elan City camera report:

- maximum speed outgoing 65mph (21/02/22 @ 14.20 (Cold Meece to Stone)
- maximum speed incoming - 44 mph (26/02/22 @22.07) (Stone to Cold Meece)
- average speed - incoming 21.48, outgoing 21.58
- number of vehicle movements - incoming 16,689, outgoing 17,290

22-85 An offer has been received from a resident to take on the role of CSW coordinator. The Covid-19 pandemic has had a negative impact on the ability of the CSW group to operate. Work will need to be done to reinvigorate the group.

22-86 In November 2021 the CSW hosted a visit by the Deputy Police, Fire and Crime Commissioner, Helen Fisher, at which a change to enforcement of 20mph speed limits was discussed.

22-87 A request has been made by CSW to extend the areas in the parish from which they are allowed to operate.

22-88 **Resolution:** It was resolved that:

- i. Contact is made with the Staffordshire CSW to arrange for them to visit the parish to undertake risk assessments on new sites.
- ii. Contact is made with the Deputy Police, Fire and Crime Commissioner, to press for a change in the approach to enforcement on 20mph roads.
- iii. CSW activity is reported to the Parish Council on a quarterly basis.

Village Shop/post office and Labour in Vain

22-89 Greenside Shop and Post Office: ownership of the shop has recently changed hands. First impressions following the change are very positive with considerable local interest in the improvements being made in the shop.

- 22-90 Initial contact with the shop has confirmed extended opening hours have been introduced and the range of items on sale has increased.
- 22-91 Labour in Vain: the council noted that the latest landlord had stopped trading. The problem of finding a long term solution to the tenancy of the pub has been on-going for several years with no apparent solution being found by the owners, Stonegate Pub Partner.
- 22-92 **Resolution:** It was resolved that:
- i. An offer is made to promote the opening hours of the shop and post office.
 - ii. The area manager for the Stonegate Pub Partner is invited to attend a future meeting of the Parish Council.

Office Systems

- 22-93 A review of the office support system has been undertaken to address growing concern about compliance with data protection legislation.
- 22-94 The current arrangements by which councillors use their own email address for council business could create problems for the Parish Council in relation to freedom of information and data protection legislation.
- 22-95 To resolve these problems, a proposal was made to purchase a Microsoft Office 365 for business licence. The cost of the licence will be £9.40 +VAT per month. The move to Office 365 for business would include Microsoft Teams. This would remove the need for the council to use Zoom for its online meetings with the effect the transition would result in a small saving for the council
- 22-96 In order to run the Microsoft Business 365 it will be necessary to buy a new laptop for council business.
- 22-97 **Resolution:** It was resolved that:
- i. A Microsoft Business 365 Standard licence is purchased.
 - ii. That a laptop up to a value of £400 including VAT is purchased.
 - iii. That the existing Zoom licence is terminated before the renewal date in May 2022.
 - iv. That support is provided to the councillors in the use of Microsoft 365 and Teams.

Queen's Platinum Jubilee

- 22-98 Preparation for the Queen's Platinum Jubilee bank holiday celebrations are making good progress and agreement has been reached about the events that will take place:
- Friday 3rd June History talk, 70 years in the parish
 - Saturday 4th June Family Picnic on the Green
 - Saturday 4th June Party in the Village Hall
 - Sunday 5th June Strawberry tea (Village Hall)
- 22-99 The Parish Council will be the responsible organisation for the history talk, picnic on the green and Strawberry Tea. The Village Hall Committee will be the responsible organisation for the party in the village hall.
- 22-100 At the picnic on the green, there will be fast food caterers, an ice cream van and candy floss stalls; a beer tent; a bouncy castle and inflatable slide; crafts and children's games. The Fete Committee has agreed to lend their marquees for the event.
- 22-101 The company employed in the past to provide the bouncy castle for the village fete is no longer available. Another local company, "Bouncy Bouncy Boo" has been identified and has provided a quote of £350 to provide a large adult sized bouncy castle, inflatable slide and candy floss machine. The company will be responsible for setting up and dismantling the slide and bouncy

castle but will not provide staff to run the attractions. This is something the Parish Council will need to resource.

- 22-102 The picnic will provide the first opportunity for residents to celebrate together as a group and as such it will be an opportunity to recognise the work done during the pandemic by friends, neighbours and volunteers. The combined group has recommended that no charge should be made for the use of the bouncy castle and slide and that the hire cost be met from their own budgets.

Legal Implications

- 22-103 The Health and Safety at Work Act 1974 will apply to the operation of the inflatable devices.
- 22-104 The Register of Play Inspectors International have been approached and have provided advice on the operation of a bouncy castle and inflatable slide. The advice given sets out simple steps that need to be followed and useful advice about the operational arrangements to be used which will be within the scope of the volunteers.

Food Safety

- 22-105 All food Traders will be required to provide a copy of their food hygiene rating and will be expected to provide their own equipment to ensure compliance with food hygiene standards.
- 22-106 Candy floss stall; the Parish Council will not need to register as a food business as the operation will last for less than 5 days. Basic food hygiene arrangements will apply.

Financial implications

- 22-107 Estimated costs associated with the celebration events:

- Promotional material - A5 flyers	£60.00
- Promotion posters -	£20.00
- History talk slide set	£60.00
- Hire of:	
Bouncy Castle, Giant slide	£350
Candy floss machine	
- Party in the village hall - ticketed	0.00
- Strawberry tea - ticketed	0.00
	<hr/>
	£490.00

- 22-108 The Fete Committee have agreed to make a donation of £100.

- 22-109 Resolution: It was resolved that:

- i. The work of the combined group was noted;
- ii. That a purchase order for the Bouncy Castle, Slide and cady floss machine is issued.
- iii. That a budget provision of £400 is made.

Neighbourhood Plan - update and next actions

- 22-110 The online consultation for the neighbourhood plan closed on 1 March 2022. The survey was completed by 47 people. The results will be combined with those collected at the village hall event and help to inform the preparation of the neighbourhood plan.

- 22-111 The consultation prize draw winners are:

- Mrs Hill from Yarnfield
- Mr Eastwood from Cold Meece.

- 22-112 Staffordshire Wildlife Trust (SWLT) have provided details of the reports that they could provide to inform the neighbourhood plan. At a cost of the work will be £500+VAT. The grant administrators, LOCALITY, have agreed to a change in the use of the grant allocated to the Parish Council which will allow for the SWLT work to be paid for from the grant.
- 22-113 A meeting held on 3rd March 2022 with the Urban Vision consultants explored the themes that should be included in the neighbourhood plan and from this the policies to deliver these themes. Urban Vision have now prepared a report that will need to be amended/agreed by the Parish Council.
- 22-114 **Resolution:** It was resolved that:
- i. The Urban Visions Map of Policy Document is circulated to councillors.
 - ii. An order is raised with SWLT to provide evidence to support the production of the neighbourhood plan.

Budget update and schedule of payments

- 22-115 Schedule of Payments since the last meeting £729.49 - attached at Appendix 1
- 22-116 The Parish Council's bank reconciliation balance on 9 March 2022 = £21,271.12
- 22-117 Reserve Account = £4,000 + interest. A proposal was made to transfer £1,000 to Reserve account.
- 22-118 Community Action Group and donations reserve fund = £1,345
- 22-119 The Parish Council's budget commitment on 9 March 2022 = £14,357
- 22-120 Projected end of year balance = £5,563
- 22-121 **Resolution:** It was resolved that:
- i. The schedule of payments in Appendix 1 was approved.
 - ii. A £1,000 is transferred from the current account to the deposit account

NJC National pay award

- 22-122 The 2021-22 NJC pay award of 1.75% for local government staff was approved in February 2022 and back dated to 1st April 2021.
- From 1 April 2021 - spinal point 16 from 12.48 to 12.70 per hour.
 - From 1 April 2022 - spinal point 17 from 12.73 to 12.95 per hour
- 22-123 **Resolution:** It was resolved that:
- i. The annual pay award and uplift in salary was approved.

Actions and Updates

Defibrillator

- 22-124 The unmetered supply for the defibrillator was installed on 23 February 2022 by Network Plus.
- 22-125 Agreement from Stafford Borough Council to place the defibrillator on Ashdale Park has been received. There are a few drafting changes that need to be made after which the document can be signed.
- 22-126 AED Donate have been asked to provide a date for the installation of the defibrillator.
- 22-127 **Resolution:** It was resolved that the Clerk sign the agreement with Stafford Borough Council.

Notice Boards

- 22-128 The three notice boards will be delivered on 10/03/22.

22-129 Installation of the boards is due to take place before the end of March 2022.

Network Plus

22-130 Work to complete a list of issues and follow up actions is being prepared and will then be sent to Network Plus.

Yarnfield Park Complaint

22-131 A complaint has been received about defective streetlights on Yarnfield Parkway and Brookvale Drive. A request has been sent to Barratts to replace the broken lights.

Update from Parish Councillors

22-132 Safeguarding Training has been undertaken to comply with the Parish Council's Safeguarding Policy. Two councillors who could not attend will be able to receive training from the schools that they are connected with.

22-133 Stone District Liaison Group - Cllr Mrs Hughes to circulate her notes about the activities of the group.

Planning - to consider any planning applications in the parish

22-134 No planning applications have been made.

Date and time of next meeting

22-135 13 April 2022 at 7.30pm



Signed

Chairperson of the Parish Council

Date: 13 April 2022

Meeting closed 9:20pm

Yarnfield and Cold Meece Parish Council

Schedule of Payments - 9 March 2022

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
09-Mar	114	Clerk	Salary	530.40			530.40
09-Mar	114	Clerk	Expenses	63.74	2.75		66.49
09-Mar	115	HMRC	HMRC - Period 12	132.60			132.60
				726.74	2.75		729.49

Chairperson:



Date:

09-Mar-22