

YARNFIELD AND COLD MEECE PARISH COUNCIL
ANNUAL PARISH COUNCIL MINUTES
Wednesday 30 May 2022
Yarnfield Village Hall

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

Councillors:

Frank Cromey
David Beeston
Stella Hughes

Sally Parkin (Chairperson)
Brian Rushton

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

Also in attendance: Cllr Pert (SCC)

Public at the meeting: 18

Election of the Chairperson of the Council

- 22-216 Cllr Sally Parkin was proposed by Cllr Cromey, seconded by Cllr Hughes, and agreed by all present.

Election of the Vice-Chair of the Council

- 22-217 Cllr Brian Eyre was proposed by Cllr Stella Hughes and seconded by Cllr Sally Parkin. Cllr Eyre was not present but had previously agreed to continue in the role if nominated and was agreed by all present.

Apologies

- 22-218 Apologies were received from – Cllr Eyre, Cllr Malcolm Beeston and Cllr James (SBC)

To consider Councillor Declarations of Interest relating to items on the agenda

- 22-219 Nil

Community Action Group appointments – Chairperson

- 22-220 Cllr Stella Hughes was proposed by Cllr Parkin and seconded by Cllr Cromey and agreed by all present to take on the role of Chair of the Community Action Group.

Appointments to the Community Action Group – councillors and non-elected members

- 22-221 The following non-elected members of the Community Action Group were approved.
- Margaret Broader
 - Karen Chapman

- John Smee
- Stan Collins
- Tina Collins
- Linda Eyre

22-222 It was agreed that a letter of thanks be sent to Mrs Brownsword for her many years of support for the parish.

22-223 Cllr Frank Cromey agreed to continue as a member of the committee.

External bodies - review of representation

22-224 The following appointments were agreed:

- Springfields First School: Cllr Cromey
- Village Hall Committee: Cllr David Beeston
- BIFFA: Cllr David Beeston
- Yarnfield Park Conference Centre: Clerk
- Stone Area Parish Council Liaison Group – the parish council will endeavour to send a councillor to each liaison group meeting.

HS2 – representation and support

22-225 The Council reaffirmed its commitment to work with the Stone Rail Head Crisis Group (SRCG) and resolved that:

- i. That the SRCG continues to advise the Council on matters relating to the HS2 phase 2A developments.
- ii. That a representative from the SRCG be invited to attend future meetings of the Council to advise on HS2 phase 2A developments.

Approval of the Council's policy in relation to Data Protection

22-226 To comply with the requirements for the processing and storage of personal data the council must approve policy documents setting out how it will discharge its duty in relation to personal data that it holds.

22-227 The parish council must register with the Information Commissioner's Office (ICO) for which there is an annual fee of £40.00. If the fee is paid by direct debit, a discount of £5 will be made at the point of payment.

22-228 **Resolution:** It was resolved that:

- i. The following documents are approved:
 - Data and Information Policy;
 - Retention and Disposal Policy;
 - Privacy Notice and consent form;
- ii. Copies of the documents are to be published on the Parish Council website.
- iii. The parish council register with the IOC and that the annual payment is made by direct debit.

Approval of the Council's Freedom of Information Act publication scheme

22-229 The parish council must prepare a publication scheme that sets out the different types of document that it holds and how these can be obtained.

22-230 **Resolution:** It was resolved that:

- i. The Freedom of Information Act publication scheme is approved;
- ii. The publication scheme is published on the parish council website.

Review and re-adoption of key documents

22-231 The annual review of the Council's Standing Orders, Financial Regulations and Asset Register, which had been previously circulated, were considered and the changes to the documents noted.

22-232 **Resolution:** It was resolved that:

- i. The review of the Parish Council's Standing Orders, Financial Regulations and Asset Register be approved.
- ii. Copies of the three documents to be published on the Parish Council website.

Community Action Group Terms of Reference

22-233 The annual review of the Terms of Reference for the Community Action Group was considered, and no changes made.

Forward Plan

22-234 The timetable for Parish Council and Community Action Group meetings until May 2023 were approved. (Appendix 1)

Membership of the Parish Council

22-235 A letter of resignation has been received from Cllr Rushton who has recently moved away from the parish and will therefore no longer be able to represent the interest of Cold Meece.

22-236 The Returning Officer at Stafford Borough Council has been informed and the vacancy will now be published in the parish.

Date and time of next meeting

30 May 2022 at 7.45pm



Signed

Chairperson of the Parish Council

Date: June 15th, 2022

Meeting closed 7.45pm