

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 28 September 2022
Yarnfield Park Conference Centre

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

Councillors:

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

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

Also in attendance: James Nixon

Public at the meeting: 4

Apologies for Absence

22-348 Apologies were received from – Cllr Malcolm Beeston, Cllr Jeremy Pert (Staffordshire County Council), Cllr Roy James (Stafford Borough Council)

Casual Vacancy - to approve the appointment to the casual vacancy in Cold Meece

22-349 The vacancy arose following the resignation of Cllr Rushton.

22-350 Stafford Borough Council confirmed it has not received a request to fill the vacancy by election and as such the Parish Council is able to fill the vacancy by co-option.

22-351 The vacancy was advertised on the Parish Council notice boards, website and Facebook page between 15 July – 5 Augusts 2022.

22-352 One application was received from Mrs Margaret Broader, Wells Cottage, Ash Lane, Yarnfield. The applicant is not disqualified from becoming a parish councillor and meets the essential criteria set by the Parish Council and is therefore eligible to be co-opted onto the Council.

22-353 **Resolution:** It was resolved that:

- i. Mrs Margaret Broader is invited to fill the vacancy on the Parish Council for the Cold Meece ward.
- ii. The declaration of acceptance of office must be signed before the next meeting of the Parish Council.

Declaration of Interest – to provide clarification on declarations and to receive any declarations of interest

22-354 A planning application considered by the parish council earlier in the year prompted a complaint by the applicant about a conflict of interest and the declarations of interest that should be made by councillors.

22-355 The Borough Council Deputy Chief Executive and Head of Law and Administration has undertaken a review of the complaint. His conclusion

was that there were no clear breaches of the code of conduct and that it would not be proportionate to refer the matter for formal investigation. However, he did provide advice and guidance that may avoid complaints being made in future.

- 22-356 Parish councillors are allowed to express personal opinions on planning applications before they have been decided.
- 22-357 Whether an interest needs to be declared will depend on the facts of each specific case, and sometimes it is down to a judgment call by the councillor acting in good faith. For the sake of transparency, a councillor should declare a personal interest if there is any doubt. If any complaints did then arise, it at least shows that the councillor made the meeting aware of the situation and wasn't concealing anything.
- 22-358 The purpose behind declaring personal interests is to aid transparency and provide assurance to the public that councillors don't stand to gain any personal benefit from decisions, either for themselves or those close to them.
- 22-359 A declaration of a personal interest does not prevent a councillor taking part in discussion of the business unless the interest would also be classed as "pecuniary". For example, their employment, trade, profession, contracts, or any company with which they are associated.
- 22-360 Putting this advice into context it is likely that issues of declarations of interest may arise during discussions about planning applications.
- 22-361 On the agenda for this meeting is a planning application relating to Gorsty Hill Farm. I have four declarations of interest in relation to this application: Cllr Hughes, Cllr David Beeston, Cllr Eyre and Cllr Broader, who each know the applicant or neighbours affected by the application.

Public Question Time

- 22-362 Question 1
- "Could the parish council please use their influence with Stafford Borough Council to seek confirmation as to the status of the football pitch and pavilion which are adjacent to the basketball court. Who owns it and is it for the community to use?
- If it is for our community use, all efforts (by parties unknown) to stop residents from using the facilities must cease and it must be properly maintained by the owner so that it can be used all year round."

- 22-363 Question 2
- "Why is the grassed playing area now no longer to be considered a community area?"

Response

- 22-364 The Parish Council believes the land is a public open space established as part of the planning permission for the Yarnfield Park housing estate.
- 22-365 The Parish Council has, for some time, been in discussion with Stafford Borough Council about their enforcement of the planning permission for the site. It is the Parish Council's belief that there are several breaches of the planning conditions, of which this is one, that need to be taken up with the developer.

- 22-366 The latest issue has seen signs being erected around the perimeter of the football pitch that say, "Private Property Keep Out". This has been reported to the Interim Head of Planning at Stafford Borough Council who has confirmed he is now taking advice from the council's solicitors.
- 22-367 The Parish Council has in the past tried to establish a residents' group who would be willing to support finding a long-term solution to the problem.
- 22-368 **Resolution;** It was resolved that:

- i. The Parish Council continue to press Stafford Borough Council to find a permanent solution to the problems with the Yarnfield Park planning conditions.
- ii. Renewed efforts are made to form a residents' group.

22-369 Question 3

"Why is the Parish Council not considering the closure of the lay-by on Yarnfield Lane situated at the Cold Meece end of the village?

Over many years this lay-by has suffered regular littering and fly tipping. On 30 August 2022 Facebook featured photographs of materials tipped on the lay-by and comments indicate considerable concern and support for a long term solution to the problem.

Again, we have a problem with fly tipping as I noticed today. This lay-by adds no value or benefit to the Village and is generally used by delivery and haulage vehicles."

Response

22-370 This question has already been debated by the Parish Council:

- February 2021 the problem of litter and fly tipping was reported to Stafford Borough Council
- June 2022 the Community Action Group proposed to explore the possibility of providing a larger bin.

22-371 The rubbish bin is emptied at least once a week by Stafford Borough Council. Even with this frequency there is still a problem with litter on the lay-by.

22-372 A title deed search has shown the lay-by is part of the Staffordshire County Council highway's estate and not part of the adjoining field.

22-373 There are several possible options:

- i. Ask Stafford Borough Council to provide a larger bin to increase storage capacity.
- ii. Remove the bin from the lay-by and encourage people to take their litter home.
- iii. Ask Stafford Borough Council to increase enforcement on the site using a monitoring camera.
- iv. Moving the field boundary hedge to effectively remove the lay-by
- v. Remove the bin, fence off the lay-by and plant trees behind the fence.

22-374 There is a regular problem of the litter bin being used to dispose of domestic waste and there have recently been incidents of the lay-by being used for fly tipping.

22-375 The removal of the lay-by, by the incorporation of the land into the neighbouring field or by the installation of a fence would provide a

permanent solution. These however should be seen as a long term option that the council could work towards.

22-376 **Resolution:** It was resolved that:

- i. The Borough Council is approached to discuss what enforcement options could be used to tackle the problem of littering.
- ii. The Staffordshire County Council Highways are approached to raise the Parish Council's concern about the lay-by.

22-377 Question 4

"When will all the grass verge, from the 30mph all the way past Stone Dominoes football club, the verge be reinstated as it is in an appalling condition and difficult to walk on. It needs to be put back to how it was. Has, or can, a risk assessment be undertaken for village people who walk along there for exercise/ walking their dog."

Response

22-378 The councillors recognised the problems caused by the delay taken by Network Plus to deal with the remedial work.

22-379 A report was sent by the Parish Council to Network Plus in March 2022 setting out the defects that needed resolving. This included the state of the grass verge on Yarnfield Lane.

22-380 A meeting took place on 16 September 2022 with the Major Projects Manager for Network Plus and an assurance given that the work to put right the defects would start soon.

22-381 **Resolution:** It was resolved that pressure is maintained to ensure Network Plus complete the repairs as soon as possible.

Minutes of the meeting held on 13 July 2022- to approve the draft minutes

22-382 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 13 July 2022 were approved as a correct record of the meeting.

Reports from Borough and County Councillors

22-383 Cllr Nixon (Stafford Borough Council)

- The annual leaflet prepared by Cllr James has been issued. This has raised concerns from residents about the Meecebrook Garden Village proposals. Cllr James is proposing to prepare an information leaflet for the public and possibly a public meeting about the proposals.
- A press release has been published by Stafford Borough Council providing information about the proposed Meecebrook development.
- It is important that residents take part in the Meecebrook preliminary public consultation that will take place in the coming weeks. Responses from the public consultation will help to inform the preparation of the plans for the development.

22-384 The Parish Council has been pressing for detailed information about the proposed development and have written to the Borough Council's Chief Executive asking for a meeting with officers from the Meecebrook Project.

- 22-385 Cllr Parkin and the Clerk have had a meeting with the Economic Growth and Strategic Projects Manager and Programme Manager for the Garden Community. As a result of the meeting, the Parish Council are now looking to prepare an information sheet about the project that could be shared with every household in the parish and to hold an event about the project.
- 22-386 The Parish Council will support meaningful consultation in the parish about the proposals and will maintain a dialogue with the project team to ensure the views of residents are heard by the Meecebrook Development Board.

HS2 – update report

- 22-387 Cycle Route proposal – HS2 Phase 2a Road Safety Fund: HS2 Ltd has allocated £5,661,500 to Staffordshire County Council for schemes in communities affected by Phase 2a of the HS2 project:
- To leave a legacy of road safety improvement and risk identification along the Phase One line of the route.
 - Consider supporting cycling projects in the area.
- 22-388 An application is now being prepared, with the support of the SRCG.
- 22-389 Arrangements are being made to hold meetings with the HS2 Contractors, Kier and Balfour Beatty.
- 22-390 To improve communication a proposal has been received from HS2 Ltd to set up quarterly meetings. These meetings would also include representatives from both Stone Town Council and Chebsey Parish Council.
- 22-391 SRCG Public Meeting: Friday 30 September at 5.00pm in Yarnfield Park Conference Centre.
- 22-392 **Resolution:** It was resolved that:
- i. The parish council apply to the Staffordshire County Council to secure their support for the construction of a cycle way from Yarnfield to the A34 in Stone
 - ii. That the proposal for quarterly meetings with HS2 Ltd are arranged
 - iii. The councillors support the SRCG public meeting on 30 September 2022.

Parish Council Action Tracker – review of actions

- 22-393 The Actions Tracker Report, posted on the parish council website, was noted and next actions agreed. (Appendix 1)
- 22-394 **Resolution:** It was resolved that:
- i. The following actions, rated as “Green”, are moved to the “Achieved” section of the Action Log:
 - Terms of Reference for the Events Committee
 - Council banking arrangements
 - Highways project – Yellow Lines
 - Home School Transport
 - ii. A Freedom of Information Act request is sent to Staffordshire County Council about funding received from the Yarnfield Park section 106 agreement to pay for an improved bus service to Yarnfield.

Community Speed Watch (CSW): quarterly report

- 22-395 The Elan City camera data report for the period 16 June – 28 September 2022 is set out in Appendix 2.
- 22-396 Staffordshire Community Speed Watch are now considering using Yarnfield and Cold Meece Parish Council as a pilot to allow CSW groups to operate on 20mph roads.
- 22-397 There are now only three people regularly available for the local CSW group. An offer has been made to run a training course to encourage local recruits to join the group, which would be held in either the village hall or possibly Yarnfield Park Conference Centre.
- 22-398 **Resolution:** It was resolved that:
- i. Contact is made with the Staffordshire CSW co-ordinator to pursue the opportunity to allow the Yarnfield and Cold Meece Community Speed Watch group to operate on 20mph roads.
 - ii. A recruitment drive is carried out with an offer of local training.

Safeguarding Policy review

- 22-399 The Council's Safeguarding Policy was approved in September 2021. Following an annual review minor changes have been made to update the contact details for Staffordshire and Stoke on Trent adult safeguarding
- 22-400 The next review will be undertaken in September 2024.
- 22-401 **Resolution:** It was resolved that the changes to the Safeguarding Policy are approved.

Personnel Committee – to agree membership

- 22-402 The July 2022 meeting of the Parish Council agreed to the formation of a personnel committee and review panel to oversee the council's employment of staff. The membership of the Committee and Review Panel was not addressed at that time.
- 22-403 **Resolution:** That the membership of the Personnel Committee and Review Panel is agreed.
- (i) Personnel Committee:
- Cllr Brian Eyre (Chair)
 - Cllr Margaret Broader
 - Cllr Stella Hughes
- (ii) Review Panel:
- Cllr Sally Parkin (Chair)
 - Cllr Malcolm Beeston
 - Cllr Frank Cromey

Events Working Group – to agree proposed terms of reference

- 22-404 The July 2022 meeting of the Parish Council agreed to the setting up of an Events Working Group that would take over the work of the Yarnfield Fete Committee.

- 22-405 Terms of reference for the Events Working Group have been prepared and shared with members of the Yarnfield Fete Committee who have given unanimous support to the proposals. (Appendix 3)
- 22-406 The Fete Committee has now transferred the balance from their bank account to the Parish Council amounting to £630.94.
- 22-407 The council's asset register will need to be revised to account for the physical assets transferred to the council as part of these arrangements.
- 22-408 Membership of the working group will be made up of:
- Up to 5 non-elected members. In the first year members will be drawn from the Yarnfield Fete Committee.
 - One parish councillor
 - The Parish Clerk
- 22-409 Meetings of the Working Group will be held in the village hall
- 22-410 **Resolution:** It was resolved that:
- i. The Events Working Group terms of reference are approved.
 - ii. Councillor Sally Parkin will join the working group
 - iii. The hire cost for the village hall will be paid for by the parish council
 - iv. The Parish Council Asset Register will be revised to incorporate assets transferred to it by the Fete Committee.

Minutes of Community Action Group: to note the work of the Community Action Group

- 22-411 The draft minutes of the Community Action Group meeting held on 19 July 2022 have been published and set out details of:
- Defibrillator training held in the village hall by Eccleshall First Responders: 12 people received training.
 - Arrangements for another defibrillator training event, possibly in the evening.
 - Businesses in the Cold Meece area were being approached to try and raise funds for another defibrillator.
 - Litter picking events over the summer were cancelled because of the hot weather and because the September date coincided with the period of national mourning.
 - A spring bulb planting and parish clean-up is being organised for October 15th and 16th.

Neighbourhood Plan – update and next actions

- 22-412 A grant for £7,885 has been received from LOCALITY which will be used to pay for the work being carried out by Urban Vision.
- 22-413 An application to LOCALITY has been approved to engage contractors to undertake research on preparing a Design Code to compliment the neighbourhood plan policies.
- 22-414 Meetings have taken place with Urban Vision to scope out the detail of the policies that need to be prepared for the neighbourhood plan. These are now being written and will be shared with councillors once they are available.

22-415 A working group, made up of interested people from across the parish has been formed to test the ideas and planning policies that will go into the neighbourhood plan.

Parish Clerk's Report:

22-416 Schedule of invoices awaiting payment since the last meeting = £4,719.03

22-417 Current Account bank reconciliation on 28 September 2022 = £15,662.82

22-418 Reserve Account bank reconciliation on 28 September 2022 = £6,003.50

22-419 **Resolution:** It was resolved that the schedule of payment for the period 14 July – 28 September 2022, set out in Appendix 4 is approved.

Actions

22-420 September 2022 Newsletter published and distributed to every house in the parish.

22-421 An order has been issued to Trent Grounds Maintenance to respray the areas cleared in the spring with a broad leaf weed killer.

22-422 Barratts West Midlands have agreed to a request from the Parish Council to allow them to plant spring flowering bulbs on Worthington Grove. This will take place on 15th and 16th October. The event will be promoted to encourage as many residents as possible to help with the planting of over 2,000 bulbs.

Correspondence

22-423 Letters of thanks have been received from Katharine House, Douglas Macmillan Hospice (Donna Louise) and the Friends of Springfield School.

22-424 Cllr Pert is looking to start an initiative to tackle the impact of the rising cost of fuel by setting up Warm Spaces across the borough.

22-425 **Resolution:** It was resolved that the proposal to set up a Warm Space venue in the parish should be developed.

Annual Governance Review – to note the results of the annual review

22-426 The Annual Governance and Accountability Return has been signed off by the external auditor (Appendix 5). No significant matters were identified during the audit. A minor accounting error was however identified on the Asset Register that needed to be corrected. This has been rectified and changes made to the Asset Register.

22-427 The Accounts and Audit (England) Regulations 2015 set out what needs to be done at the conclusion of the audit:

- i. Publish (which must include publication on the authority's website) a statement:
 - that the audit has been concluded and that the statement of accounts has been published;
 - of the rights of inspection conferred on local government electors; and
 - the address at which, and the hours during which, those rights may be exercised.

- ii. Make available copies of the Annual Governance and Accountability Return for any person on request.
- iii. Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

22-428 **Resolution:** It was resolved that:

- i. That the Annual Governance and Accountability Return is noted.
- ii. That the end of audit report is published on the council website.

Updates from Parish Councillors

- Cllr Parkin and the Clerk - meeting with Stafford Borough Council officers to discuss the Meecebrook Development – reported at minute number 385.
- Cllr Malcolm Beeston – Stone Area Liaison Group – reported at minute number 396.

Forward Plan – to approve the work programme

22-429 The forward plan for meetings until May 2023 was noted. (Appendix 6)

Planning – to consider any planning applications in the parish

22-430 Planning Application - Gorsty Hill Farm, Yarnfield Lane, Yarnfield

Reference	Outline
21/35369/HOU	Extensions, alterations & refurbishment of existing detached dwelling – revised heritage statement

22-431 This planning application was first presented to the Borough Council in December 2021. The Design & Access Statement and Heritage Assessment for the application has been revised 4 times in order to deal with issues raised by residents and the Borough Council’s conservation officer.

22-432 **Resolution:** It was resolved by a majority vote to send the following comment.

22-433 It is the parish councils view that the recommendation of the Borough Council’s conservation officer set out in her reports, dated 9th May 2022 and 24th June 2022, should be included in any approval that may be granted for this application. That is to say:

- i. the proposals show the brick arched headers of the existing windows to be covered by the new render, it would be the conservation preference that the brick arched headers remain unrendered as a feature of the building.
- ii. The proposed external cladding of the building should be substituted with an insulated render system.
- iii. The applicant should take steps to protect the pargeting from damage.

Reason for the recommendation

22-434 To protect the historic aspect of Gorsty Hill Farm.

22-435 Planning Application Highlows Farm, Highlows Lane, Yarnfield

Reference	Outline
22/36323/FUL	The proposal is for a change of use of an existing grain store to a Class B8 Storage & Distribution use. No physical works to the existing building are proposed.

22-436 The change of use applied for, Class B8, is particularly wide and covers “use for storage or as a distribution centre”.

22-437 The requirements for onsite grain storage at this location have decreased significantly and the proposed change of use would provide a beneficial economic use for the building in the future. The building would be retained by the Estate and offered on a rental basis, potentially to more than one new tenant.

22-438 The site to which the application relates is the point at which several footpaths and bridleways join.

- Yarnfield and Cold Meece 2 (Byway Open to all Traffic)
- Yarnfield and Cold Meece 3 (Bridleway)
- Yarnfield and Cold Meece 4 (Bridleway)
- Yarnfield and Cold Meece 5 (Footpath)

22-439 These are regularly used and provide a valuable resource for residents.

22-440 The building to which the application relates is 150m from the nearest domestic properties on Worthington Grove. Concern was expressed about the potential for the site to be used for a 24 hour operation.

22-441 The site is situated in an area of greenbelt.

22-442 **Resolution:** It was resolved to send the following comment:

- i. The Parish Council, while recognising the need for diversification to sustain the viability of the farm in question, are concerned about the adverse impact the proposal will have on nearby houses and recommend that the application is refused.
- ii. If the Borough Council are minded to approve the application it is recommended that the following conditions are included if planning permission was granted:
 - The hours of operation of the Class B8 premise is limited to 8.00am – 6.00pm.
 - Provision is made to protect the safety of users of the footpaths and bridleways that run through the site.
 - No new external artificial lighting is installed.

Reasons for the recommendation:

- i. To limit the impact of the proposal on domestic properties.
- ii. To ensure health and safety measures are in place to protect members of the public who are legitimately able to access the site.
- iii. To protect domestic properties from intrusive lighting and to limit the impact on the surrounding environment

22-443 Date and time of next meeting

October 12, 2022, at 7.30pm

A handwritten signature in black ink that reads "Sarah Puri". The signature is written in a cursive style with a dot over the 'i'.

Signed




Chairperson of the Parish Council


Date: 12 October 2022

Meeting closed 10.20 pm




Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Monthly Progress Tracker – Update 02/10/22



	 Warning	 Action – in progress	 Achieved
July 2022	12	8	5
September 2022	2	11	4
October	2	11	0

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAQ</u>
<u>June 2022</u>				
22-285	<u>Network+ contractor – helpline charges</u> Network Plus and the Staffordshire County Council are contacted to express the parish council's concern about the use of a premium phone number to report defects with the traffic management lights.	Chasing response from Network Plus (06/09/22) Concern about you of 0845 number raised with Major Project Manager Email sent to Network Plus asking for their views on why an 0845 number is used and whether an 0800 or 0808 number could be used. (05/07/22) Email sent to Cllr Pert asking if the Staffordshire County Council permit arrangements for traffic management could require the use of a freephone number for reporting faults. (05/07/22) Network+ forwarded email to their contractor	Awaiting response from Network+ and SCC	


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Minute	Resolution	Action	Status	RAG
22-265	<p><u>Labour in Vain</u></p> <p>i. The notes of the Annual Parish Assembly were notes;</p> <p>ii. Work is done to establish a group to approach the Stonegate in with a view to agreeing how the pub can be reopened.</p> <p>iii. Work is undertaken to register the Labour in Vain and a community asset with Stafford Borough Council.</p>	<p>Registration as a community asset made to Stafford Borough Council (26/08/22)</p> <p>Autumn 22 Newsletter used to support the pub and promote their Facebook page.</p>	Await response from Stafford Borough Council on ACV application	
<u>April 2022</u>				
22-188 22-271	<p><u>Community Project officer appointment</u></p> <p>The Clerk work with Support Staffordshire to develop a scheme that is beneficial to the parish council up to a limit of £2,000.</p>	<p>Lottery application prepared with support of Support Staffordshire, and now await result (25/08/22)</p> <p>Lottery fund application prepared and sent to Support Staffordshire</p> <p>Agreement from Yarnfield Park to use the centre secured. (14/06/22)</p> <p>Meeting with SS requested to complete work on the lottery bid. (04/07/22)</p>	Waiting for decision of the Lottery Fund	
22-153	<p><u>Yarnfield Lane Cycle path</u></p> <p>- That the council endorses the proposal to provide a safe cycle and footpath connection between Yarnfield and Stone.</p>	Work with SRCG to prepare supporting evidence to be submitted to Staffordshire County Council	Working with SCC on securing	



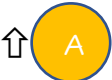
Yarnfield and Cold Meece Parish Council Council Resolutions and Actions

Minute	Resolution	Action	Status	RAG
	<ul style="list-style-type: none"> - That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support. 	<p>Staffordshire County Council confirm arrangement for HS2a Road Safety Fund.</p> <p>Email sent to Cllr Pert to forward to appropriate officer/cabinet member at Staffordshire County Council (11/07/22)</p>	HS2a Road Safety Fund	
<u>March 2022</u>				
22-97 21-584	<p><u>New Office Systems</u></p> <ul style="list-style-type: none"> - A Microsoft Business 365 Standard licence is purchased. - Set up bespoke email systems for councillors. - That a laptop up to a value of £400 including VAT is purchased. - That the existing Zoom licence is terminated before the renewal date in May 2022. - That support is provided to the councillors in the use of Microsoft 365 and Teams. 	<p>Brief for this project has been extended to look at migrating the parish council website to a later version that would provide enhanced functionality and support bespoke parish council email addresses for councillors</p> <p>Laptop setup complete.</p> <p>Laptop purchased</p> <p>Zoom Licence cancelled</p> <p>Enquiries made about IT support for councillors, cost prohibitive.</p> <p>Discussions with SCC IT support and use of MS 365</p> <p>Laptop purchased to run new system (31/03/22)</p> <p>Help from Staffordshire County Council IT secured (03/05/22)</p>	Action deferred to summer recess	
22-82	<p><u>Community Speed Watch</u></p> <p>Contact is made with the Staffordshire CSW to arrange for them to visit the parish to undertake risk assessments on new sites.</p> <p>Contact is made with the Deputy Police, Fire and Crime Commissioner, to press for a</p>	<p>Staffordshire Community Speed Watch propose using Yarnfield as a pilot project to test feasibility of CSW operating in 20mph areas.</p> <p>Email to Staffordshire CSW to establish pilot project</p>	Contact Staffordshire County Council to confirm adoption date.	


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	<p>change in the approach to enforcement on 20mph roads.</p> <p>CSW activity is reported to the Parish Council on a quarterly basis.</p>	<p>Activity is linked to the adoption of the Yarnfield Park Roads by Staffordshire County Council. which was first scheduled to happen in December 2020.</p> <p>Contact with Staffordshire CSW to be actioned once local group established and new coordinator operating.</p> <p>Letter sent to deputy PFCC</p> <p>Response received from Deputy PFCC</p> <p>Not content with response, further research required to reply to DPFCC</p> <p>Review report to be prepared for September 2022 meeting.</p>		
<u>February 2022</u>				
22-58	<p><u>Network +</u></p> <p>The parish council prepare a list of issues and follow up actions required to reinstate Yarnfield Lane which will then be sent to Network Plus.</p>	<p>Site meeting with Major Projects Manager who has agreed to action the parish council's snagging list</p> <p>Assurances given that the snagging work would be undertaken now they were nearing the end of the contract wok</p> <p>Concern about delay in dealing with the outstanding actions raised with Network + Project Manager – Major Projects. 05/09/22</p> <p>Site survey undertaken and list of outstanding action sent to Network + (25/03/22)</p> <p>Still waiting for confirmation that the work will be carried out.</p>	<p>Waiting for conformation of the date for complete the work</p>	
<u>September 2021</u>				

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Minute	Resolution	Action	Status	RAG
21-524 21-746	<u>Village Green Project</u> - The plan, which sets out the vision for the project is approved; - A meeting is arranged with the borough councillors for the parish and the lead officer at Stafford Borough Council; - That a costed delivery plan is prepared.	Meeting held with four contractors. Awaiting indicative costs that will enable completion of the SBC s106 application form and the submission of the revised concept plan to Stafford Borough Council To be arranged - site meeting with Stafford Borough Council officer, Cabinet Member and Ward members Revised plan prepared. Actions to be completed: Indicative costing to be obtained from at least two contractors by end of July 2022 Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement.	Parish council is securing estimates for the cost of the project to be approved by the Borough Council	↑ 
21-499	<u>Severn Trent work Highlows/Yarnfield Lane</u> Severn Trent give undertaking to complete work on the Highlows Lane/Yarnfield Lane Sewer	Meeting on site with Severn Trent engineers. Work to be completed in two stages. Part 1 work scheduled to start on 3 October – 7 October 2022 Meeting with Severn Trent Manager to agree work (August 2021) Chase up email sent – 28 June 2022	Contractors due to start 3 October. Continue to monitor progress.	↑ 
21-488	<u>Gates at Cold Meece</u> - The proposal to build wooden gates was approved. - That the County Council Highways Department are contacted to secure approval for the siting of the gates.	Location of Gates identified and shared with Amey and ward Councillors. (21/09/22) Follow up meeting with Amey to agree arrangements	Actioning proposal AMEY to agree location and construction of the gate	↑ 

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Minute	Resolution	Action	Status	RAG
		<p>Awaiting decision by Staffordshire County Council over the date for completion of the 40mph limit on Meece Road and Swynnerton Road.</p> <p>Contacted Highways Team with a request to agree site, design and installation (11/07/22)</p>		
<u>June 2021</u>				
21-364	<p><u>Yarnfield Park – Section 106 Agreement</u></p> <ul style="list-style-type: none"> - Yarnfield Park residents Group - It was resolved that arrangements are made to hold a public meeting for the residents of Yarnfield Park 	<p>Response from Interim Head of planning who has referred concerns to the legal team for guidance.</p> <p>Letter to Stafford Borough Council – Interim Head of Planning asking for his intervention to resolve (26/08/22)</p> <p>Stafford Borough Council have still to answer basic questions about their handling of the section 106 agreement with the developers and what enforcement action they will take to secure compliance with the agreement.</p> <ul style="list-style-type: none"> - Contact original group members to reenergise formation of the residents group <p>First meeting of a residents group held (13/07/21).</p> <p>Residents’ Group to leaflet other residents to raise awareness and secure more support.</p> <p>Ambition to establish a resident’s group still exists on the estate. The arrival of the annual Pinnacle bills for the maintenance contract (2022–23) will be issued in July.</p>	Awaiting response from Interim Head of Planning	
<u>May 2021</u>				

Yarnfield and Cold Meece Parish Council Council Resolutions and Actions

Minute	Resolution	Action	Status	RAG
22-47	<p><u>Firing Range</u></p> <p>It was resolved that the Chairperson write to the PFCC;</p> <ul style="list-style-type: none"> - To press the case to secure mitigation being put into the existing range; - To seek assurances about the timescale for completing the business case to move the range. - To secure an undertaking about the police authority's commitment to relocate the range. 	<p>PFCC signs off business case for the range – 01/09/22</p> <p>The first stage of the acoustic works which is the mitigation wall along the left flank of the Range was installed at the end of August 2022.</p> <p>An assessment of a number of acoustic products for the right flank wall is being undertaken by the Police who should be making a decision quite quickly and then will get it installed.</p> <p>Mitigation work at the range to be installed in September.</p> <p>Letter sent. Assurance given this was a priority to the PFCC and would be a regular discussion with the chief constable.</p> <p>Consultant report on mitigation work received by the police. Meeting with Environmental Health Service to be held to agree work programme.</p> <p>Mitigation work agreed between police and Stafford Borough Council.</p> <p>PFCC confirms by email progress being made with the business case to find a new location for the range.</p>	On track, continue to monitor.	
<u>September 2021</u>				
	<p>Highways Projects</p> <ul style="list-style-type: none"> - Buffer Zone 	<p>Speed limit along the Swynnerton Road in Cold Meece and the Yarnfield Lane buffer zones will become legal soon (hopefully before the September) although the</p>		

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	- Cold Meece 40 mph limit	physical implementation on the ground is extremely slow at the moment, due to material supply issues. Final stage of the public consultation on buffer zones and Cold Meece 40 mph limit completed [September 2021]	Start date to be confirmed by SCC	

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 28 September 2022

Community Speed Watch Report June – September 2022

Statistic period	16 June – 28 September 2022	
↓ = better than last report	↑ = Worse than last report	↔ no significant change
Direction	Towards Stone	Toward Cold Meece
Average speed - mph	21.34 ↑ (.24)	21.15 ↓ (.23)
Maximum speed - mph	69 ↓ (13)	43 ↑ (6)
Date and time of maximum speed	26 July 03.16am	Thursday, 4 August 5.45pm
Vehicle count	66,609 ↓ (11,508)	69,110 ↑ (8,177)
Daily average	640.47	664.52

Yarnfield and Cold Meece Parish Council

Events Working Group

Terms of Reference

		Date	Resolution
Approved on	First Approved	28 September 2022	22-410
Next review date	May 2023		

1 Authority

- 1.1 The Events Working Group is appointed by Yarnfield and Cold Meece Parish Council to deliver the aims and objectives set out in these Terms of Reference.
- 1.2 The Terms of Reference will be reviewed by the Full Council.
- 1.3 Nothing in these Terms of Reference prevents the Council from dealing with a matter that might otherwise be dealt with by the working group.

2 Membership

- 2.1 The membership of the Working Group will be:
 - i. Up to 5 non-elected members. In the first year members will be drawn from the Yarnfield Fete Committee.
 - ii. One parish councillor
 - iii. The Parish Clerk
 - iv. Any member of the Council shall be entitled to attend and speak at meetings of the Working Group.
- 2.2 The Chair of the Working Group will be appointed by the Working Group at their first meeting and thereafter at the Annual Parish Council meeting.
- 2.3 The quorum of the Working Group will be 3 members of the group.

3 Aims and objectives

- 3.1 The Working Group will:
 - i. Make recommendations to the Council about the production of a schedule of events.
 - ii. Make recommendations to the parish council about the scope of any events, the hire of equipment, stalls or traders, or any other activities associated with the event.
 - iii. Make arrangements for health and safety and first aid at an event.
 - iv. Prepare promotional material to support the events.
 - v. Work with the parish clerk to produce risk assessments for an event.

4 Meetings

- 4.1 The Working Group will be responsible for setting the timetable of meetings, preparing agendas and action notes arising from the meetings
- 4.2 Meetings will be held in the village hall.

5 Reporting

- 5.1 On a quarterly basis the Chairperson of the Working Group will report to the Parish Council on:
 - i. Progress on the delivery of events

- ii. *Volunteering opportunities to support delivery of events*
- iii. *Costs associated with any event*
- iv. *Proposals on charitable donations that could be made from money raised at events, or other projects that could be supported.*

6 Purchase and hire

- 6.1 *All orders associated with the organisation of any event will be approved by the parish council and official orders raised.*

7 Donations

- 7.1 *All money donated to the Parish Council by Yarnfield Fete Committee will be accounted for separately from the parish council's general fund and will be used exclusively for the delivery of the aims and objectives set out in these Terms of Reference.*
- 7.2 *All equipment donated to the parish council will be included on the council's asset register.*

Yarnfield and Cold Meece Parish Council

Schedule of Payments -28 September 2022

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
28/09/2022	157	Village Hall Committee	Room hire	132.00		132.00
28/09/2022	157	Village Hall Committee	Room hire	72.00		72.00
28/09/2022	158	Wicksteed	Replacement swing seats	318.99	63.80	382.79
28/09/2022	159	Panda Press	Newletter print	494.00		494.00
28/09/2022	160	Boston seeds	Spring bulbs	147.08	29.42	176.50
28/09/2022	161	Mazars	Annual Audit	240.00	48.00	288.00
28/09/2022	162	Staffordshire Parish Council Association	New councillor guides	9.50		9.50
28/09/2022	163	Clerk	Salary	561.06		561.06
28/09/2022	164	Clerk	Office expenses	18.06	3.62	21.68
28/09/2022	164	Clerk	Salary	561.26		561.26
29/09/2022	165	Trent Grounds Maintenance	Grounds maintenance	684.60	136.92	821.52
29/09/2022	165	Trent Grounds Maintenance	Grounds maintenance	720.10	144.02	864.12
29/09/2022	166	HMRC	PAYE payment	140.40		140.40
29/09/2022	167	HMRC	PAYE payment	140.40		140.40
29/09/2022	168	Panda Press	Newletter second print run	54.00		54.00
				4,293.45	425.78	4,719.03

Chairperson: 
 Date: 28-Sep-22

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

Yarnfield & Cold Meece Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has not fully implemented recommendations made in 2020/21 external audit reports. The Council answered yes to the relevant assertion in the 2021/22 Annual Governance Statement (assertion 7), claiming it has taken appropriate action in respect of audit reports, but the prior year fixed assets figure at Box 9 was incorrect for the second successive year.

In future, the Council should ensure that appropriate action in response to audit recommendations is taken within a reasonable time.

Other matters not affecting our opinion which we draw to the attention of the authority:

We were required to return the Annual Governance and Accountability Return to enable the Council to correct the following:

- A. Fixed assets at Box 9 for the year ending 31 March 2021 was initially understated because of a £100 typing error.

In future the Council should ensure that the Annual Governance and Accountability Return is accurate and complete.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

Not applicable

External Auditor Name

Mazars LLP, Newcastle, NE1 1DF

External Auditor Signature

Mazars LLP

Date

23 August 2022

**YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL - WORK PROGRAMME 2022 - 2023**

Date	Start	Meeting	Venue	Key issues and decisions
2022				
5 October	10.30am	Informal briefing	Village Hall	
12 October	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Half year budget review - Parish Plan – update - Your three wishes – community response - Village Green – section 106 application approval
18 October	7.30pm	Community Action Group	Village Hall	
9 November	10.30am	Informal briefing	Village Hall	
16 November	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Draft budget proposals 2023 – 2024 - Minutes of Community Action Group
7 December	10.30am	Informal briefing	Village Hall	
14 December	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Community Speed Watch Report - Playground annual inspection report - Civic collection scheme 2022 report and proposals for next year
2023				
4 January	10.30am	Informal briefing	Village Hall	

**YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL - WORK PROGRAMME 2022 - 2023**

Date	Start	Meeting	Venue	Key issues and decisions
17 January	7.30pm	Community Action Group	Village Hall	
18 January	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Budget and Precept approval - Approval of regular payments list
8 February	10.30am	Informal briefing	Village Hall	
15 February	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Minutes of Community Action Group
8 March	10.30am	Informal briefing	Village Hall	
15 March	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Community Speed Watch Report - Annual renewal of council insurance policies
5 April	10.30am	Informal briefing	Village Hall	
12 April	7.30pm	Parish Council	Yarnfield Park	
18 April	7.30pm	Community Action Group	Village Hall	
4 May (Provisional date)	<ul style="list-style-type: none"> - Local government elections - Neighbourhood Plan referendum 			
10 May (Provisional date)	10.30am	Informal briefing	Village Hall	<ul style="list-style-type: none"> - New Councillor briefing

**YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL - WORK PROGRAMME 2022 - 2023**

Date	Start	Meeting	Venue	Key issues and decisions
17 May (Provisional date)	7.30pm	Annual meeting of the Parish Council	Yarnfield Park	<ul style="list-style-type: none">- Inaugural meeting of the new council- Appointment of chairperson/vicechair
17 May (Provisional date)	7.45pm	Parish Council Meeting		<ul style="list-style-type: none">- Minutes of Community Action Group

John Fraser
Parish Clerk Yarnfield and Cold Meece