

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 16 November 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: Cllr Jeremy Pert (Staffordshire County Council)

Cllr Thomas Jinks, Chairperson, Creswell Parish Council

Public at the meeting: 2

Apologies for Absence

22-497 Apologies were received from – Cllr Roy James, (Stafford Borough Council)

Declaration of Interest

22-498 Nil

Public Question Time

22-499 Nil

Minutes of the meeting held on 12 October 2022

22-500 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 12 October 2022 were approved as a correct record of the meeting.

Reports from Borough and County Councillors

22-501 Cllr Pert (Staffordshire County Council)

- There are currently approximately 20 schemes running across the borough, having things for people to do during the scheme seems to be the best way to make them successful.
- The Borough Council will be running Webinars for Warm Spaces volunteers to provide advice on how they can support people by signposting them to other services.
- The Borough Council's annual Community Awards event will be held 8 December at Rising Brook Church.
- The Buffer Zone for Yarnfield and speed limit for Cold Meece has been designed and signed off and the signs ordered.

HS2 – update on proposals

- 22-502 The SRCG has assessed the consequences for rail services north of Birmingham if only HS2 Phase One was completed, and Phase 2 was cancelled. This report been requested by our MP, Sir Bill Cash.
- 22-503 Since Phase One would deliver a connection onto the West Coast Main Line (WCML) at Handsacre, south of Stafford, the result would be a far better rail service to all WCML destinations, including:
- Stafford (because it would keep its hourly London/Liverpool express service)
 - Stoke-on Trent (because it would keep its twice hourly London/Manchester express service)
 - Wilmslow/Stockport (because they would keep their London/Manchester service, which otherwise would be lost)
 - Crewe because HS2 Ltd has slashed the number of its trains stopping at Crewe from five per hour to just two that will only go to Liverpool and Lancaster. This means:
 - o Wigan/Lancaster lose 1 train per hour.
 - o Carlisle/Glasgow lose 2 trains per hour.
 - o Preston/Edinburgh lose 3 trains per hour.
 - o There will be no express trains for the existing WCML destinations of Penrith, Oxenholme, Lockerbie, Motherwell or Edinburgh.
 - o There will be no Birmingham Curzon Street to Scotland service.
- 22-504 The new HS2 timetables that have resulted in these changes will mean that it can no longer claim to improve connectivity as the reverse is true.
- 22-505 In addition, HS2 Ltd's poor design of the Blakenhall Spurs, where Phase 2a connects onto the WCML south of Crewe, together with the cancellation of the Golborne link, where Phase 2b was due to connect back onto the WCML south of Wigan, will significantly reduce capacity on the WCML through Cheshire.
- 22-506 In summary the entire justification for Phase 2 has disappeared and the construction of HS2 north of Birmingham will cause major disruption for the next 18 years at a minimum cost to the taxpayer of £39.6 billion.
- 22-507 SRCG's evidence has been submitted to the Treasury. It has now been joined by a paper this weekend written by Andrew Gilligan, the Government's Transport Special Advisor between 2019 and 2022, with Mr Gilligan concluding that £44 billion could be save by cancelling Phase 2 and the Phase One link to London.

Parish Council Action Tracker – to review progress

- 22-508 A copy of the Update of Actions Report was revised to reflect progress and further developments (Appendix 1).

Warm Welcome Initiative – to approve a proposal to run a scheme in Yarnfield

- 22-509 Agreement has been reached with the Village Hall Committee to apply a reduced cost of £6.00 per hour hire charge for the duration of the project.
- 22-510 A grant of £450 has been awarded to the project by Stafford Borough Council and Community Foundation.

- 22-511 The projected costs of £792 associated with running the project twice a week would allow the parish council to support the Friday Coffee club by paying for the hire of the village hall until March 2023. Details of the costs are set out in Appendix 2.
- 22-512 A poster to promote the campaign is being designed by Tara Barker Designs at no cost to the parish council.
- 22-513 **Resolution:** It was resolved that:
- i. The Warm Welcome Initiative runs from 23 November – 31 March 2023 on a Wednesday afternoon and Friday morning.
 - ii. The parish council assume responsibility for the coffee morning hire of the village hall during the Warm Welcome Initiative.
 - iii. The Parish Council agree to a contribution of up to £400 towards the cost of the initiative.

Stafford Borough Council – Local Plan Preferred Options consultation response

- 22-514 An approach has been received from Eccleshall Parish Council and Chebsey Parish Council to work with them on the production of a response to the Stafford Borough Council preferred options proposal.
- 22-515 The Preferred Option paper has generated considerable public interest about the proposals and the impact it will have on people living in the parish. The parish council response to the Preferred Options paper will focus on:
- Concern about the creation of a new settlement at Meecebrook and the effect that the construction of 3,000 houses would have on the surrounding parishes and questions about the viability of the scheme.
 - A recommendation that the settlement boundary for Yarnfield be updated to reflect the development of the Yarnfield Park housing estate.
 - The inclusion of green open spaces in the parish in the Borough Council's proposals.
- 22-516 **Resolution:** It was resolved that:
- i. The Chairperson and Clerk are to liaise with Eccleshall Parish Council and Chebsey Parish Council on the drafting of a response to the proposal to build 3,000 houses at Meecebrook.
 - ii. The Chairperson and Clerk to prepare the response to be shared with councillors and submitted to Stafford Borough Council.

Parish Plan - to consider initiatives to be included in the 2023 plan

- 22-517 The parish council has several projects that it will deliver during 2022/23 that were included in the half year budget review presented to the parish council meeting in October 2022, an extract of which is set out below.

| Special Projects/Earmarked reserve | | | Spend | Balance | |
|------------------------------------|-------------------------------------|---------------|--------------|--------------|--------|
| SP1 | Road projects - contribution to SCC | 4,000 | - | 4,000 | 0.0% |
| SP2 | Neighbourhood Plan | 788 | 48 | 741 | 6.0% |
| SP3 | Footpath and pavement improvements | 1,000 | - | 1,000 | 0.0% |
| SP4 | Community Action Group - projects | 1,300 | 652 | 648 | 50.1% |
| SP5 | Cold Meece Gates | 1,000 | - | 1,000 | 0.0% |
| SP6 | QPJ - celebration | 600 | 1,396 | 796 | 232.7% |
| SP7 | Community Development Role | 2,000 | - | 2,000 | 0.0% |
| | Notice Board installation | | 330 | 330 | |
| | | 10,688 | 2,426 | 8,262 | |

22-518 Projects SP1, SP2, SP5, SP6 and SP7 have either been delivered or are on track to be completed by the end of March 2023.

22-519 Projects SP3 – Footpaths and pavement improvements has stalled due in part to a lack of engagement with the landowners/tenants.

22-520 Project SP4 – Community Action Group has a balance of £648 plus an additional donation of £500 from BIFFA. (Budget available = £1,148)

22-521 In 2023 the main focus for the parish council will be to concentrate on delivery of the Village Green Project. Two sets of indicative costs have now been received from contractors that have been used to complete the Stafford Borough Council's section 106 application.

22-522 Seven projects were chosen to be included in the budget when it is approved in January 2023.

- Village Green ¹
- Yarnfield Greenway ²
- Bus shelters - replacement (Yarnfield), refurbishment (Cold Meece)
- Village Gates (Cold Meece)
- Community Action Group – defibrillator programme
- Events Working Party – programme of events
- Yarnfield Park “20 is Plenty” signage

¹ Funded by the Stafford Borough Council section 106 award

² Application to Staffordshire County Council to fund this project from their Highways Improvement fund provided by HS2 Ltd.

Personnel Committee.

22-523 A meeting of the Personnel Committee held on 8 November 2022 reviewed and subsequently approved a contract of employment and job description for the Parish Clerk.

22-524 **Resolution:** It was resolved to endorse the Personnel Committee decision to approve the job description for the Parish Clerk.

22-525 The Parish Council has always linked the remuneration of the clerk to the nationally agreed pays scales for local government officers. The Local Government Association has reached an agreement with the Unions on the new pay scale for 2022 – 23 which will be implemented from 1 April 2022.

22-526 **Resolution:** It was resolved to approve the Local Government National Salary Award 2022.

22-527 The Local Government Act 1972 allows the council to arrange for the discharge of its functions by the Parish Clerk or Responsible Finance Officer.

- 22-528 A scheme of delegation has now been prepared to provide clarity about the role of the clerk/RFO and sets out the extent of any delegation and any limitations on its application.
- 22-529 **Resolution:** It was resolved to approve the scheme of delegation set out in Appendix 3.

Parish Clerk's report: Budgets

- 22-530 Schedule of invoices awaiting payment since the last meeting = £1775.02
- 22-531 Current Account bank reconciliation on 16 November 2022 = £37,643.59
- 22-532 A lottery grant of £10,000 has been received.
- 22-533 Reserve Account bank reconciliation on 16 November 2022 = £6,006.55
- 22-534 **Resolution:** It was resolved that:
- i. the schedule of payment for the period 12 October 22 – 16 November 22 set out in Appendix 4 is approved.
 - ii. The Lottery Grant of £10,000 is transferred to the Reserve Account.

Neighbourhood Plan

- 22-535 The timetable for the final stages of the Neighbourhood Plan have been prepared with the Urban Vision consultant which will allow the parish council to get to the Reg 14 consultation by March 2023 and the referendum on the draft Neighbourhood Plan by September 2023.

| Action | Date |
|--|-------------------------|
| Complete preparation of the Neighbourhood Plan policies | 1 December 2022 |
| Draft neighbourhood plan prepared | 10 December 2022 |
| Parish Council meeting to approve submission of draft Neighbourhood Plan and policies to Stafford Borough Council planners for screening | 14 December 2022 |
| Screening results returned from the Stafford Borough Council | 14 February 2023 |
| February Parish Council (may require special date to be agreed) to receive screening results and agree to run reg 14 consultation | 1 March 2023 |
| Reg 14 consultation closes | 4 April 2023 |
| Update plan to take on board Reg 14 consultation comments | April 2023 |
| Submit revised plan to Stafford Borough Council | 14 May 2023– |
| Stafford Borough Council - reg 16 consultation | Completed mid-July 2023 |

| | |
|---|--------------------|
| Agree with Stafford Borough Council who will be appointed as the examiner for the Neighbourhood Plan. | June 2023 |
| Update plan to take on board Reg 16 consultation comments | End of July 2023 |
| Examination started | End of July 2023 |
| Examiners report received – | Mid-August 2023 |
| Meeting with Stafford Borough Council – to agree changes because of examination | End of August 2023 |
| Referendum | September 2023 |

Forward Plan

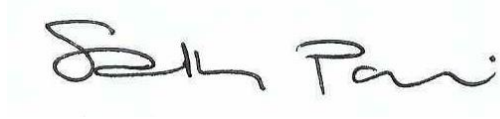
22-536 The forward plan was amended to reflect changes to the meeting dates in 2023 as set out in Appendix 5

Planning – to consider any planning applications in the parish

22-537 Nil

Date and time of next meeting

22-538 14 December 2022 at 7.30pm



Signed




Chairperson of the Parish Council



Date: 14 December 2022

Meeting closed 21:46pm




Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Monthly Progress Tracker – Update 09/11/22



| |  Warning |  Action – in progress |  Achieved |
|----------------|---|--|--|
| July 2022 | 12 | 8 | 5 |
| September 2022 | 2 | 11 | 4 |
| October | 2 | 13 | 2 |
| November | 2 | 14 | 1 |

| Minute | Resolution | Action | Status | RAG |
|--------|--|---|---|---|
| 22-472 | Parish Council Elections 2023 - Work to promote the May 2023 elections and opportunity it presents to become a parish councillor is prepared | Work to develop a poster and social media campaign to encourage people to get involve with the parish council. | Work to start in December with completion date for January 2023 |  |
| 22-470 | Stafford Borough Council Options Appraisal - Parish Council to work with neighbouring councils on a response to the Preferred Options Paper - That the Borough Council is approached to ask for a specific event to answer questions about the proposed Garden Community at Meecebrook for parish Councils directly affected by that proposal. | Discussions with Chebsey and Eccleshall Parish Councils held to agree on joint working. Email sent to Stafford Borough Council asking for briefing for the parish council on Meecebrook. Draft report to be prepared for November Parish Council Meeting. | |  |



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|---------------------|--|--|---|---|
| <u>October 2022</u> | | | | |
| 22-376 | <p><u>Yarnfield Lane Lay-by</u></p> <p>The Borough Council is approached to discuss what enforcement options could be used to tackle the problem of littering.</p> <p>The Staffordshire County Council Highways are approached to raise the Parish Council's concern about the lay-by.</p> | <p>Email to Stafford Borough Council Environmental Health enforcement team.</p> <p>Camera monitoring notice to be placed at the lay-by.</p> | Waiting for response |  |
| 22-425 22-459 | <p><u>Warm Space Project</u></p> <p>It was resolved that the proposal to set up a Warm Space venue in the parish should be developed.</p> | <p>Grant funding secured from Stafford Borough Council and Staffordshire Community Foundation</p> <p>Event Working Group support for project secured</p> <p>Grant application submitted to Stafford Borough Council</p> <p>Village Hall venue secured</p> <p>Request made to Village Hall Committee to support project and agree to reduce hire charge</p> <p>Meeting with Stafford Borough Council to confirm arrangements.</p> | |  |
| <u>June 2022</u> | | | | |
| 22-285 | <p><u>Network+ contractor – helpline charges</u></p> <p>Network Plus and the Staffordshire County Council are contacted to express the parish council's concern about the use of a premium</p> | <p>Chasing response from Network Plus (06/09/22)</p> <p>Concern about you of 0845 number raised with Major Project Manager</p> <p>Email sent to Network Plus asking for their views on why an 0845 number is used and whether an 0800 or</p> | Awaiting response from Network+ and SCC |  |


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|-------------------|---|---|---|---|
| | phone number to report defects with the traffic management lights. | 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 | | |
| 22-265 | <u>Labour in Vain</u> i. The notes of the Annual Parish Assembly were notes; ii. Work is done to establish a group to approach the Stonegate in with a view to agreeing how the pub can be reopened. iii. Work is undertaken to register the Labour in Vain and a community asset with Stafford Borough Council. | Registration as a community asset made to Stafford Borough Council (26/08/22) Autumn 22 Newsletter used to support the pub and promote their Facebook page. | Await response from Stafford Borough Council on ACV application |  |
| <u>April 2022</u> | | | | |
| 22-188 22-271 | <u>Community Project officer appointment</u> The Clerk work with Support Staffordshire to develop a scheme that is beneficial to the parish council up to a limit of £2,000. | Lottery fund approved. Meeting with Support Staffordshire arranged to project detail and appointment of the project officer - 21/11/22 Lottery application prepared with support of Support Staffordshire, and now await result (25/08/22) Lottery fund application prepared and sent to Support Staffordshire | Waiting for decision of the Lottery Fund |  |



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|-------------------|---|---|--|---|
| | | <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> | | |
| 22-153 | <p><u>Yarnfield Lane Cycle path</u></p> <ul style="list-style-type: none"> - That the council endorses the proposal to provide a safe cycle and footpath connection between Yarnfield and Stone. - That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support. | <p>Project proposal submitted to Staffordshire County Council</p> <p>Work with SRCG to prepare supporting evidence to be submitted to Staffordshire County Council</p> <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> | Working with SCC on securing 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. | <p>Proposal to migrate to a new version of the Website template.</p> <p>Costs associated with this work £250 (estimated)</p> <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> | Action deferred to summer recess |  |



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|-----------------------------|--|---|---|---|
| | <p>- That support is provided to the councillors in the use of Microsoft 365 and Teams.</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> | | |
| 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 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>Staffordshire Community Speed Watch asked to undertake risk assess on new locations on Yarnfield Lane Buffer Zone, Meece Road and Swynnerton Road, Cold Meece.</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> <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> | <p>Contact Staffordshire County Council to confirm adoption date.</p> |  |
| <p><u>February 2022</u></p> | | | | |


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|-----------------------|---|---|--|---|
| 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>Chasing email send to Network Plus Project Manager – Major Projects (12/11/22)</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> | Waiting for conformation of the date for complete the work |  |
| <u>September 2021</u> | | | | |
| 21-524 21-746 | <p><u>Village Green Project</u></p> <ul style="list-style-type: none"> - 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. | <p>Stafford Borough Council approve lease of land to Parish Council</p> <p>Stafford Borough Council approve additional £10k from the Westbridge Park Project</p> <p>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</p> <p>To be arranged - site meeting with Stafford Borough Council officer, Cabinet Member and Ward members</p> | Parish council is securing estimates for the cost of the project to be approved by the Borough Council |  |


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|--------|---|---|---|---|
| | | <p>Revised plan prepared. Actions to be completed:</p> <p>Indicative costing to be obtained from at least two contractors by end of July 2022</p> <p>Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement.</p> | | |
| 21-499 | <p><u>Severn Trent work Highlows/Yarnfield Lane</u></p> <p>Severn Trent give undertaking to complete work on the Highlows Lane/Yarnfield Lane Sewer</p> | <p>Work on the method statement for delivery of the second part of the project still to be completed and agreed with Staffordshire County Council Highways Team. Continue to liaise with STWCo.</p> <p>Stage 1 works completed. Now waiting for details of the second stage works and start date.</p> <p>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</p> <p>Meeting with Severn Trent Manager to agree work (August 2021)</p> <p>Chase up email sent – 28 June 2022</p> | <p>Contractors due to start 3 October.</p> <p>Continue to monitor progress.</p> |  |
| 21-488 | <p><u>Gates at Cold Meece</u></p> <ul style="list-style-type: none"> - 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. | <p>Location of Gates identified and shared with Amey and ward Councillors. (21/09/22)</p> <p>Follow up meeting with Amey to agree arrangements</p> <p>Awaiting decision by Staffordshire County Council over the date for completion of the 40mph limit on Meece Road and Swynnerton Road.</p> | <p>Actioning proposal AMEY to agree location and construction of the gate</p> |  |


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
|------------------|--|--|---|---|
| | | Contacted Highways Team with a request to agree site, design and installation (11/07/22) | | |
| <u>June 2021</u> | | | | |
| 21-364 22-368 | <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>Second meeting scheduled for 30 November</p> <p>Request to Stafford Borough Council to ask that representatives of the Resident’s Group meet with planning and lead team.</p> <p>Options report being prepared for Stafford Borough Council Leadership Team</p> <p>Inaugural meeting of the Yarnfield Park Residents Group held.</p> <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>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 |  |

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

| Minute | Resolution | Action | Status | RAG |
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| <u>May 2021</u> | | | | |
| 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>Material proposed for the second sate of acoustic work failed fire safety checks. Further work being undertaken to find a suitable acoustic cladding material.</p> <p>Police asked to say when they hope this work to be complete.</p> <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. |  |

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

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|-----------------------|---|--|--|---|
| <u>September 2021</u> | | | | |
| | <p>Highways Projects</p> <ul style="list-style-type: none"> - Buffer Zone - Cold Meece 40 mph limit | <p>Traffic orders confirmed. Awaiting date for installation of signs.</p> <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 physical implementation on the ground is extremely slow at the moment, due to material supply issues.</p> <p>Final stage of the public consultation on buffer zones and Cold Meece 40 mph limit completed [September 2021]</p> | <p>Start date to be confirmed by SCC</p> |  |

| Warm Welcome Project | | | | |
|---|------------|-------|-----------|----------|
| Start date | 23/11/2022 | | | |
| End date | 31/03/2023 | | | |
| Weeks | 18 | | | |
| Room Hire | | | | |
| | | Hours | Hire rate | |
| Session 1 (Wednesday pm) | 2 hours | 36 | £ 6.00 | £ 216.00 |
| Session 2 (Friday am) | 2 hours | 36 | £ 6.00 | £ 216.00 |
| Catering per session | | | | |
| Catering costs for 2 sessions per week | £ 10.00 | | | £ 360 |
| Projected costs | | | | |
| Room hire | | | | £ 432.00 |
| Catering | | | | £ 360.00 |
| | | | | £ 792.00 |
| Stafford Borough Council grant for 2 sessions (Max funding contribution - £675) | | | | £ 450.00 |
| Parish Council contribution | | | | £ 342.00 |



Yarnfield and Cold Meece Parish Council

Scheme of Delegation to the Clerk

16 November 2022

1 Introduction

- 1.1 The Local Government Act 1972 allows the council to arrange for the discharge of any of its functions by an officer of that authority (as well as by a committee or sub-committee).
- 1.2 Standing orders or council resolutions commonly provide for specific areas of decision-making to be delegated to the Clerk, either alone or in consultation with the chairperson.
- 1.3 Delegation enables decisions to be made quickly without the need to call a meeting of the council, thereby freeing up important meeting time.
- 1.4 A scheme of delegation, approved by resolution of the council, sets out the extent of any delegation and any limitations on its application.

2 Proposed Delegated Powers and Responsibilities of the Clerk/RFO

- 2.1 The Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - i Day to day administration of services, together with routine inspections and control.
 - ii Authorisation to call any extra meetings of the Council or Committee as necessary, having consulted with the Chairperson of the Council.
 - iii Authorisation to respond to any correspondence, requiring or requesting information relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or the Community Action Group.
 - iv Authorisation of routine expenditure in accordance with Financial Regulations and transfer of funds between the Council's bank accounts to maintain adequate cashflow.
 - v Responding to requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or General Data Protection Regulation.


- vi Issuing press releases and statements to the press on the Council's policies, following consultation with the chairperson.
- vii Posting news items and articles on the council's website and social media site.
- viii Up-dating and managing the content of the Council's website.
- ix Co-ordination of the Council's newsletter.
- x Disposal of Council records in line with the Council's record Management Policy.
- xi Take appropriate actions arising from emergencies in consultation with the Chairman / Vice Chairman of the Council.
- xii In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.
- xiii All standard recurring payments listed as line items on the budget will be paid by the RFO at the appropriate time. The list of payments to be approved by the council annually at the time of the setting of the following year's budget and precept.

2.2 The schedule of delegation will be reviewed as required due to changes in legislation, or on the employment of a new Clerk.

Yarnfield and Cold Meece Parish Council
Schedule of Payments - 16 November 2022

| Date | Ref/Chq no | Payee | Description | NET | VAT | Payment |
|------------|------------|---------------------------|---------------------------|-----------------|--------------|-----------------|
| 16/11/2022 | BACS | Village Hall Committee | Room hire | 84.00 | | 84.00 |
| 16/11/2022 | BACS | Trent Grounds Maintenance | Grounds maintenance | 349.30 | 69.86 | 419.16 |
| 16/11/2022 | BACS | Clerk | Expenses | 118.96 | 18.08 | 137.04 |
| 16/11/2022 | BACS | Clerk | Salary ad back pay | 907.82 | | 907.82 |
| 16/11/2022 | BACS | HMRC | PAYE payment and back pay | 227.00 | | 227.00 |
| | | | | 1,687.08 | 87.94 | 1,775.02 |

1044.86

Chairperson: 
 Date: 16-Nov-22

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

| Date | Start | Meeting | Venue | Key issues and decisions |
|-------------------------------------|---------|------------------------|----------------|--|
| 2022 | | | | |
| 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 - 2023/24 programme and budget proposals |
| 2023 | | | | |
| 4 January 11 January | 10.30am | Informal briefing | Village Hall | |
| 11 January 18 January | 7.30pm | Parish Council | Yarnfield Park | <ul style="list-style-type: none"> - Budget and Precept approval - Approval of regular payments list - Quarter 3 Bank resolution statement |
| 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 |
| 21 February | 7.30 | Community Action Group | Village Hall | |
| 8 March | 10.30am | Informal briefing | Village Hall | |
| 15 March | 7.30pm | Parish Council | Yarnfield | <ul style="list-style-type: none"> - Community Speed Watch Report - Annual renewal of council insurance policies |

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

| Date | Start | Meeting | Venue | Key issues and decisions |
|---|------------------------------|--------------------------------------|----------------|--|
| | | | Park | - Minutes of the Community Action Group 18 October 2022 |
| 5 April 29 March | 10.30am | Informal briefing | Village Hall | |
| 5 April 12 April | 7.30pm | Parish Council | Yarnfield Park | - Yearend financial report and bank resolution statement |
| 18 April | 7.30pm | Community Action Group | Village Hall | |
| 4 May (Provisional date) | - Local government elections | | | |
| 10 May (Provisional date) | 10.30am | Informal briefing | Village Hall | - New Councillor briefing |
| 17 May 31 May (Provisional date) | 7.30pm | Annual meeting of the Parish Council | Yarnfield Park | - Inaugural meeting of the new council - Appointment of chairperson/vicechair |
| 17 May 31 May (Provisional date) | 7.45pm | Parish Council Meeting | | - Minutes of Community Action Group |
| 31 May | | Annual Parish Assembly | | - |

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

John Fraser
Parish Clerk Yarnfield and Cold Meece