



Yarnfield and Cold Meece Parish Council
Parish Council Meeting
18 January 2023

Report Book



YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Wednesday 18 January 2023 at 7.30pm
Yarnfield Park Conference Centre

The meeting will be streamed live on the Parish Council's Facebook page: @ycmparishcouncil

Agenda

1. Apologies for Absence
 2. Declaration of Interest
 3. Public Question Time (30 minutes)
Anyone who wants to ask a question during the public question time session should contact the Parish Clerk by 12 noon on Tuesday 17 January 2023.
 4. Minutes of the meeting held on 14 December 2022 – to approve the draft minutes.
 5. Reports from Borough and County Councillors
 6. HS2 – update report
 7. Parish Clerk's report:
 - a. Budget – update and schedule of payments
 - b. Update on actions taken
 - c. Correspondence
 8. Staffordshire Parish Council – review of subscription charges
 9. Approval of regular payments list
 10. Budget and Precept
 11. Neighbourhood Plan – update and next actions
 12. Parish Council Action Tracker – to review progress
 13. Councillor training / meeting reports
 14. Forward Plan – to approve the meeting timetable for 2023
 15. Planning – to consider any planning applications in the parish
- Date and time of next meeting – 15 February 2023

John Fraser
Clerk to the Parish Council
Date: 12 January 2023



YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING

Wednesday 18 January at 4.00pm
Yarnfield Park Conference Centre

Planning applications:

Reference	Address	Outline
Nil		

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 14 December 2022
Yarnfield Park Conference Centre

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

Councillors:

David Beeston

Brian Eyre

Margaret Broader

Sally Parkin (Chairperson)

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

Also in attendance: 0

Public at the meeting: 1

Apologies for Absence

22-237 Apologies were received from:

- Cllr Stela Hughes
- Cllr Frank Cromey
- Cllr Jeremy Pert (Staffordshire County Council)
- Cllr Roy James (Stafford Borough Council)
- Cllr James Nixon (Stafford Borough Council)

Declaration of Interest

22-238 Nil

Public Question Time

Question

A second-hand car business is operating from Gorsty Hill Farm. Cars are being stored at the property, customers are visiting the site on any day of the week, including Sundays, and cars are being repaired by a mobile vehicle repair service.

What can be done to control the use of this domestic property for commercial car sales?

Response

22-239 As a result of advice, the complainants have now contacted Stafford Borough Council enforcement team by email. This prompted a swift response and as a result the owner of the business has been advised that:

- The use of the property in connection with vehicle repairs/sales requires planning permission.
- Should they choose to submit a planning application it is unlikely to be supported by the Council, however they do have a right to appeal any potential refusal with The Planning Inspectorate.
- A deadline has been set to cease the use and relocate the business to more suitable premises by no later than 31 December 2022, and that

in the interim they must cease any vehicle repairs work from the site, cease placing vehicles for sale on the local road network and have due consideration to neighbouring properties in terms of hours of operation and noise and disturbance.

- Based on this advice the owner of the business has confirmed that they do not consider the submission of an application a viable option.
- The owner has confirmed that they will be complying with the request.

Minutes of the meeting held on 16 November 2022 – to approve the draft minutes (as previously circulated and posted on the parish council website.)

22-240 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 16 November 2022 were approved as a correct record of the meeting.

Reports from Borough and County Councillors

22-241 Nil

HS2 – update report

22-242 The HS2 update report in November 2022 focussed on the alternative proposals for the HS2 project that SRCG has put to the Government and how cancelling Phase 2 would lead to a far better rail network to the North West and save at least £39.6 billion. At that time, we were hopeful that the new Chancellor may see the folly of proceeding with the HS2 project as currently envisaged, and at least place Phase 2 on hold to give more time to look at the alternatives. Sadly, he did not take the opportunity in the Autumn Statement and so we are now engaged in a race against time to try and get the Government to see sense.

22-243 Part of this argument also relates to inflation. Although CPI was 10.1% in September (10.7% for November) and RPI 12.6% (now 14.0%), infrastructure sector inflation is running at 18.1% in September. Mark Thurston, HS2 CEO has made it clear that he expects for indexation to be applied to the HS2 project. So, whilst the Government is prepared to limit all departments to below CPI inflation, HS2 will need inflation protection, or something extra will need to be cancelled. Based on the overwhelming evidence that we have produced, that should be Phase 2!

22-244 HS2 Ltd is determined to push ahead with its works as quickly as possible which is why we are now seeing so much activity on the ground locally.

22-245 Although the Early Environmental Works being carried out on the northern side of Yarnfield Lane are coming to an end, ground investigation works relating to the Yarnfield Lane realignment and the signalisation of the Yarnfield Lane junction with the A34 have started and will continue for several weeks. These works involve:

- Yarnfield Land GI Works - Kier
 - o West of Moss Lane to A34 junction
 - o Start 28th November, end 23rd December 2022
 - o Temporary lights 0800-1600
 - o Lane closures 1900-0500
 - o Pavement coring etc
 - o Access to affected properties on Yarnfield Lane during overnight period by intercom and contractor escort

- Some instances of failure noted, i.e. visitors to Darlaston Grange (last week) and resident of Moss Lane on way back from Wayfarer
 - Kier said today that works supervisor had been replaced
- A34 Fillybrooks GI Works - Kier
 - Around junction near Wayfarer including Trent Road
 - Due to start on 5th December but start delayed until 12th December
 - 12th - 16th December, A34 northbound closed between Walton island and Esso garage island from 2100-0500
 - Escort in place for Wayfarer guests after 9pm, but Wayfarer had been promised Yarnfield Lane works would not coincide
 - 19 December to 4th January 2023 A34 northbound closed between Walton island and Esso garage island from 2100-0500. Outside lane of southbound also closed. Notice says that works closed down from 23rd December to 2 January and all traffic management will be removed.
 - 5th January to 13th January 2023, A34 northbound closed between Walton island and Esso garage island from 2100-0500 and Trent Road closed.
 - Pavement coring etc.
 - Official diversion route is via A520 to A50 at Meir.
 - Land possession programme - Balfour Beatty
 - Access from Yarnfield Lane to land being acquired for the HS2 railway work to facilitate fencing
 - Temporary lights between Moss Lane and M6 and near Wayfarer (road widening?) from 16th January, although possessions start from 9th or 13th with landowners subject to CPO?
 - Ongoing management of habitats? and grass/hedgerow cutting
 - An update on the Advance Civils Works will be published after Christmas.

22-246 The Annual Extraordinary Meeting of the HS2 Transport Sub-Group was held on 28th November. Invitations to the parties that asked most questions at last year's meeting (Yarnfield and Cold Meece Parish Council and Woore Parish Council) failed to materialise and we therefore did not know about the meeting until after it had occurred.

Action Tracker Update

- 22-247 Minute 22-188 – Community Project Officer recruitment
- Interviews for the post will take place on 16 January 2023
 - The interview panel will include Cllr Parkin and two representatives from Support Staffordshire.
- 22-248 Minute 22-153 - Yarnfield Greenway application to Staffordshire County Council
- No decision has been made about the applications from parish councils to secure support from the Staffordshire County Council infrastructure budget.
- 22-249 Minute 22-376 - Labour in Vain Asset of Community Value application

- It is hoped a decision on the application will be received before the end of January 2023.

22-250 A copy of the Update of Actions Report, set out in Appendix 1, and posted on the parish council website was noted.

Parish Clerk's report: Budgets

22-251 Schedule of invoices awaiting payment since the last meeting = £866.99

22-252 A grant of £7,885 from LOCALITY, to support the work on the Neighbourhood plan, has been received.

22-253 Current Account bank reconciliation on 14 December 2022 = £42,877.08

22-254 Reserve Account bank reconciliation on 14 December 2022 = £6,010.01

22-255 It was proposed that £25,000 is transferred to the reserve account, this will be made up of the Lottery Grant, the LOCALITY grant and money allocated to capital programme projects. Funds will then be drawn down as these projects are completed.

22-256 **Resolution:** It was resolved that:

- The schedule of payment for the period 16 November – 14 December 2022, set out in Appendix 2, is approved.
- The transfer of £25,000 to the Reserve Account is made.

Correspondence

22-257 Next year's parish council election is likely to result in a new group of councillors. The Staffordshire Parish Council Association (SPCA) has provided a reminder that the new intake of councillors would benefit from training.

22-258 SPCA course prices for next year will remain broadly unchanged at £30 for a 2 hour course. Courses where Councillors may appreciate support are areas such as Councillor Fundamentals, Finance for Councillors, Employment and Planning.

22-259 The 2022/23 training budget is set at £630. This may not be sufficient to cover the training requirements in 2023. The budget setting process in January 2023 will have to consider the need for an enhanced budget.

Stafford Borough Council Preferred Options- to note the consultation response

22-260 The parish council response to the Preferred Options paper, set out in Appendix 3, was sent by email to the planning department on Monday 12 December 2023. An email confirming receipt of the response was received.

22-261 The work done to encourage residents to submit their own thoughts on the Preferred Options paper has resulted in numerous responses being sent to the Borough Council.

22-262 Timetable for the Local Plan Review:

- Preferred Options (October – December 2022)
- Publication (July 2023)
- Submission (November 2023)
- Examination (February 2024)
- Adoption (October 2024)

- 22-263 Copies of the responses from Chebsey Parish Council, Eccleshall Parish Council and a resident's group at Slindon have been circulated to councillors, who were impressed by the quality of these papers and please to note common themes.
- 22-264 The Preferred Option Paper includes a commitment to include the four parish councils most affected by the Meecebrook proposals in the preparation of the Framework Masterplan, Supplementary Planning Document, concept plan and site-wide design and development principles for Meecebrook. The councils to be involved will be Yarnfield and Cold Meece, Chebsey, Eccleshall and Swynnerton.
- 22-265 **Resolution:** It was resolved that:
- i. A request is sent to Swynnerton Parish Council asking to receive a copy of their response to the Preferred Option paper.
 - ii. A letter is sent to the Interim Head of Planning at Stafford Borough Council asking for an update on how he will ensure the four parish councils affected by Meecebrook are involved in the design process.

Village Green - Section 106 application

- 22-266 The application to Stafford Borough Council to release the s106 money, set out in Appendix 4, has been prepared and is now ready for submission to the Borough Council. Based on the estimates received the indicative costs for the project will be £90,000 - £140,000.
- 22-267 Funding for the project will come from a combination of section 106 budget (£41,800) and an application to the HS2 Community and Environment Fund (£75,000) which is obviously short of the projected budget.
- 22-268 A full tender process will need to be undertaken in line with the council's Standing Orders and the work programme adjusted to ensure the budget commitment does not exceed the capital available.
- 22-269 The tender process will start following approval of the section 106 application.

Village Green - Lease

- 22-270 Stafford Borough Council has agreed to lease the whole of the village green to the parish council. They must advertise the lease of the land in a local newspaper. The cost of the advert will be in the region of £500. Discussions are taking place to establish whether Stafford Borough Council will pay this cost or whether the cost will need to be met by the Parish Council.
- 22-271 **Resolution:** It was resolved that:
- i. The section 106 application is sent to the borough council
 - ii. Cllrs James and Nixon are asked to invite the Borough Council Cabinet Lead for Leisure, Cllr Mrs Trowbridge, to come to a meeting in the parish to see for herself what the project will deliver.
 - iii. The Parish Council start discussions with Groundworks to prepare an application to the HS2 Community and Environment Fund.

Neighbourhood Plan – update and next actions

- 22-272 Preparation of the Neighbourhood Plan text has been started. The first draft document which includes policy statements, set out in Appendix 5, prepared by Urban Vision, have now been completed.

- 22-273 The draft document has yet to be completed however it is important that that Stafford Borough Council are given an opportunity to see the policy statements, so they are able to provide their thoughts on the policies.
- 22-274 Change to section 2 of the draft document, in respect of school pupil numbers and population data, will be required before it is sent to Stafford Borough Council.
- 22-275 The AECOM consultant work on the production of a design code which will sit alongside the Neighbourhood Plan has identified an opportunity to produce a more detailed analysis of three areas in the parish: Yarnfield Park; the former BT Conference Centre Gym; and the derelict VOSA site at Cold Meece.
- 22-276 The policy statements include policies for the protection of Open Green Spaces. To support this work an Open Space Consultation will need to be carried out to provide the evidence to underpin these policies.
- 22-277 **Resolution:** It was resolved that:
- i. The draft policy statements in Appendix 5 are approved
 - ii. The amended draft Neighbourhood Plan is sent to Stafford Borough Council.
 - iii. All application is made to LOCALITY to provide technical support to prepare a Master Plan for up to three locations in the parish.
 - iv. To approve the Open Space Consultation that will start in January 2023.

Forward Plan

- 22-278 The forward plan, set out in Appendix 6, for meetings was noted.

Planning – to consider any planning applications in the parish

- 22-279 22/36503/COU - Moss Cottage, Yarnfield Lane, Yarnfield - Change of use from agricultural land to residential.

The application relates to a piece of land that lies between Moss Cottage and the Wellbeing Park football ground.

- 22-280 **Resolution:** It was resolved to send the following comment:

Decision

That no objection is raised about the application.

Reasons

In principle the Parish Council are reluctant to approve an application that would result in agricultural land being taken into domestic use. On this occasion the Parish Council noted that there would be no benefit in asking that this small piece of land is retained as agricultural land as there is now no physical connection between the application land and any surrounding agricultural land.

- 22-281 22/36809/FUL - The Barn, Whitemoor Farm, Yarnfield Lane, Yarnfield - Use of former farm building as two storey, four bedroom dwellinghouse including insertion of rooflights to serve first floor (retrospective)

Decision

22-282 The Parish Council is frustrated by having to consider another retrospective application which has arisen because the applicant failed to follow the planning permission granted in 2010. Setting aside the retrospective nature of this application, the Parish Council has no comment it wishes to make.

Reasons

22-283 The Parish Council is disappointed to see a retrospective application on this property.

Date and time of next meeting

22-284 18 January 2023 at 7.30pm

Signed

Chairperson of the Parish Council

Date: 18 January 2023

Meeting closed 5:15 pm



Yarnfield and Cold Meece Parish Council
January 18, 2023
Report Book

1 Staffordshire Parish Council – review of subscription charges

- 1.1 In 2022 the SPCA Policy and Resource Committee undertook a review of how subscriptions were calculated because the Association has been operating at a significant deficit since 2019/20. Following the auditor's recommendation, both income and costs have been reviewed to ensure the Associations finances are sufficiently robust to safeguard an adequate level of service to member councils.
- 1.2 Following the decision by the SPCA to absorb the annual increase in the NALC subscription there was no proportionate relationship between the membership fee local councils were paying and the number of electors. This resulted in there being no adjustment for growth in the population of parish councils.
- 1.3 Parishes that have seen increases in electorate numbers since SPCA last reviewed its fees have not seen their subscription change accordingly and the SPCA Resources Committee needed to address this imbalance.
- 1.4 Stafford Borough Council has confirmed the electorate number for the parish is 1,597 (Yarnfield – 1460, Cold Meece – 137)
- 1.5 Based on this figure the annual subscriptions will be:
- SPCA - £260.00
 - NALC - £121.74
- 1.6 This represents a 77% increase on the 2022 budget. Yarnfield and Cold Meece Parish Council has, since its formation, benefited from a very competitive subscription charge for SPCA and NALC services. This anomaly seems to have occurred after the SPCA and NALC charges were merged, and the NALC element was not passed on to the council

2 Approval of regular payments list

- 2.1 The Council's Financial Regulation allow the Council to draw up a list of payments which arise on a regular basis. These payments can be approved annually; thereby removing the need to delay payment until after a parish council meeting.
- 2.2 Payments managed in this way can include any continuing contractual payments, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE) and regular maintenance contracts.
- 2.3 List of annually approved payments:
- (1) Annual subscriptions to
 - (a) National Associations of Local Councils

- (b) Staffordshire Parish Council Association
- (2) Support Staffordshire
- (3) Stafford Borough Council
- (4) Staffordshire County Council
- (5) Trent Grounds Maintenance
- (6) Salaries
- (7) HMRC payments
- (8) Yarnfield Village Hall

2.4 Recommendation: that the list of annually approved payments is endorsed.

3 Budget and Precept

- 3.1 The setting of the budget and precept cannot be delegated and must therefore be approved at a meeting of the Parish Council.
- 3.2 The precept will be collected as part of the council tax levied by the Borough Council. To be included in the annual council tax levy the amount of precept to be raised by the Parish Council will need to be communicated to the Borough Council before the end of January 2023.
- 3.3 The preparation of the budget and precept take into account:
- i. There has been a small increase in the Tax Base¹ for the parish which will be set by the Borough Council at 831.50 Band D equivalents. (Compared to 824.50 in 2022-23).
 - ii. The level of the Local Council Tax Support Government Grant to be treated as a contribution to the overall precept amounts is £551.65. (Unchanged from 2022-23).
 - iii. The annual concurrent functions allowance paid by the Borough Council will be £1,330.00 (Unchanged from 2022-23).
- 3.4 The effect of these changes would result in a 0.8% decrease in the Band D costs if the precept was to remain at the 2022-23 level.
- 3.5 The annual budget for the Parish Council, set out in Table 1, covers both the running costs of the Parish Council and the projects identified in the Council's Action Plan.
- 3.6 The Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments, and to have funds available in the event of an emergency. The reserve fund currently stands at £13,133. The proposed budget allows for a further £2,000 to be added to the reserves fund.
- 3.7 The parish council also holds ear marked reserves amounting to £17,885 which will be drawn down once the associated projects are delivered:
- i. Neighbourhood Plan contract - £7,885

¹ Calculation based contained in The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012

ii. Community Development Officer – £10,000

Recommendation: It is recommended that:

iii. The budget set out in Table 1 is approved

iv. An increase in the precept of 3% is approved which will raise £27,243.00

Table 1 - 2023 -24 Proposed Budget

	2020-21 Approved Budget	2022 - 2023 Approved Budget	At 31/03/23	Balance	Variation	Proposed Budget 2023 - 2024
General Administration						
1	Clerk salary	7,102	7,254	- 152	2.1%	7,386
2	PAYE	1,775	1,813	- 38	2.1%	1,846
3	Membership fees	248	251	- 3	1.2%	376
4	Training	630	72	558	-88.6%	504
5	Office expenses	1,000	1,300	- 300	30.0%	1,300
6	Room Hire	453	600	- 147	32.5%	450
7	Newsletter	600	1,048	- 448	74.7%	1,000
8	Microsoft 365	253	-	253	-100.0%	-
8a	Website - SCC charge	268	125	143	-53.4%	131
		12,329	12,463	- 134		12,993
Statutory Requirements						
9	Insurance	686	600	86	-12.5%	600
10	Audit service	315	396	- 81	25.7%	400
11	Annual inspection of play equipment	105	102	3	-2.9%	107
		1,106	1,098	8		1,107
Repairs and Maintenance						
12	Grounds Maintenance Contract No 1	7,616	6,851	765	-10.0%	7,997
12a	Grounds Maintenance Contract No 2	2,580	930	1,650	-64.0%	-
13	Play Equipment	1,000	383	617	-61.7%	1,050
		11,196	8,164	3,032		9,047
Miscellaneous						
14	SBC - civic amenity sites	300	318	- 18	6.0%	333
15	SBC - election recharge	884	884	0	0.0%	928
		1,184	1,202			1,261
Grants						
16	Community Projects (Grants)	840		840	-100.0%	840
		840		840		840
Council Reserves						
17	Deposit Account	1,040	27,000		2496.2%	2,000
		1,040	27,000			2,000
Special Projects/Earmarked reserve						
SP1	Road projects - contribution to SCC	4,000	-		-100.0%	4,000
SP2	Neighbourhood Plan	788	7,933	- 7,145	906.7%	788
SP3	Footpath and pavement improvements	1,000	-		-100.0%	-
SP4	Community Action Group - projects	1,300	651	649	-49.9%	1,146
SP5	Cold Meece Gates	1,000	-		-100.0%	-
SP6	Events Group	600	1,396	- 796	132.7%	600
SP7	Community Development Role	2,000	-		-100.0%	12,000
	Notice Board installation		330	- 330		-
		10,688	10,310			18,534
		38,383	60,237			45,782
Income						
	Previous Year Balance		15,983			6,365
	Precept		26,450			27,243
	Con' Grant		1,330			1,330
	General Credits		20,583			-
	Reserves - Community Officer role					10,000
	VAT refund for 2021/22		2,256			1,700
			66,602			46,638
Combined incomes						
			66,601.82			46,638.00
Projected expenditure						
			60,237.02			45,782.08
Projected end of year balance						
			6,364.80			855.92

4 Planning – to consider any planning applications in the parish

- i. There has been no new applications received.
- ii. Gorsty Hill Farm, second hand car sales

The use of domestic premises at Gorsty Hill Farm to operate a second-hand car sale business has been reported to Stafford Borough Council who gave until the 31 December 2022 for the business to relocate to different premises.

The deadline set by the council has passed with no apparent move by the business to cease trading from the premises. An extension to comply with this requirement has been given until 20 January 2023.




5 Forward Plan – Annual Council meetings following the May 2023 elections



- 5.1 Monday 8 May will be an additional bank holiday to mark the coronation of HM King Charles III. The 2023 local election date is Thursday 4 May and councillors would ordinarily take office on Monday 8 May. National Association of Local Councils' view is that councillors will now take office on Tuesday 9 May making the relevant 14-day period during which the Annual Meeting of the Parish Council must be held will be Wednesday 10 - Thursday 25 May inclusive.
- 5.2 The annual meeting of the parish council is scheduled for 17 May 2023.

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Achieved Actions


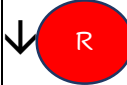
Monthly Progress Tracker – Update 17/01/23

	 Warning	 Action – in progress	 Achieved
July 2022	12	8	5
September 2022	2	11	4
October 2022	2	13	2
November 2022	2	14	0
January 2023	2	12	2

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAQ</u>
22-472	Parish Council Elections 2023 - Work to promote the May 2023 elections and opportunity it presents to become a parish councillor is prepared	Promotional material included in the January Newsletter Clerk arranged to attend SLCC training event on briefing on elections [13/02/23] Work to develop a poster and social media campaign to encourage people to get involve with the parish council.	Campaign to be presented to February meeting	
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	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.	Further work required once the SBC publish their response	↑ 


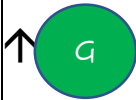
Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	to answer questions about the proposed Garden Community at Meecebrook for parish Councils directly affected by that proposal.	Draft report to be prepared for November Parish Council Meeting. Consultation response sent to Stafford Borough Council	to the consultation.	
<u>October 2022</u>				
22-376	<u>Yarnfield Lane Lay-by</u> The Borough Council is approached to discuss what enforcement options could be used to tackle the problem of littering. The Staffordshire County Council Highways are approached to raise the Parish Council's concern about the lay-by.	Email to Stafford Borough Council Environmental Health enforcement team. Camera monitoring notice in place.	Monitor fly tipping events with a view to further action by Env' Health	
<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	Still waiting for an answer from SCC about their policy on customer contact number	



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
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>Stafford Borough Council refuse reject application to list as an Asset of Community Value.</p> <p>FOI request to see details of Owners response to the request</p> <p>Stafford Borough Council confirm application has been received and no additional information is required, and a decision will be made ASAP.</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>	<p>ACV application rejected. Consider submitting a new application.</p>	
<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>Interviews held 26/01/23</p> <p>Application form agreed and interview date for candidates set Monday 16 January 2023.</p> <p>Lottery fund approved.</p> <p>Meeting with Support Staffordshire arranged to project detail and appointment of the project officer - 21/11/22</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>Await confirmation of appointment</p>	


Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
		Agreement from Yarnfield Park to use the centre secured. (14/06/22)		
22-153	<u>Yarnfield Lane Cycle path</u> <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>Update on progress requested [06/12/22]</p> <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>	Awaiting decision from Staffordshire County Council	
<u>March 2022</u>				
22-97 21-584	<u>New Office Systems</u> <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. 	<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>	Further work with SCC web team required to agree resourcing for the project	



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	<ul style="list-style-type: none"> - 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>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>		
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>Site visit for potential site with SCC Speed watch coordinator [7/12/22].</p> <p>Risk assessment of new sites undertaken in Yarnfield and Cold Meece completed [7/12/22]</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>	Awaiting review by the County Community Speed watch about enforcement in 20mph zones	


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Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
		<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>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>	<p>Waiting for conformation of the date for complete the work</p>	
<u>September 2021</u>				
21-524	<u>Village Green Project</u>			



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21-746	<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>Section 106 application submitted to SBC. Invitation to Cabinet lead to visit Yarnfield.</p> <p>Section 106 funding application prepared</p> <p>HS2 Phase 2a CEF funding application being prepared.</p> <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> <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>	Parish Council approve s106 application to Stafford Borough Council.	
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>	Continue to monitor progress.	

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<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
		<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>		
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>Contacted Highways Team with a request to agree site, design and installation (11/07/22)</p>	Meeting with Community Traffic Management Officer agreed	
<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>Residents' Group arranged to meet with Pinnacle Contracts Manager for Yarnfield Park.</p> <p>Article promoting work of the group in the Residents' Group now taking over responsibility for this work with support from the Parish Council.</p>	Awaiting response from Interim Head of Planning	


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		<p>Meeting with residents agree to request meeting with SBC Head of Planning in January.</p> <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>		


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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>Meeting with SBC requested.</p> <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>	On track, continue to monitor.	

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Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
		PFCC confirms by email progress being made with the business case to find a new location for the range.		
<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>	Start date to be confirmed by SCC	

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

Date	Start	Meeting	Venue	Key issues and decisions
8 February	10.30am	Informal briefing	Village Hall	
15 February	7.30pm	Parish Council	Yarnfield Park	Minutes of Community Action Group
21 February	7.30	Community Action Group	Village Hall	
15 March	7.30pm	Parish Council	Yarnfield Park	Community Speed Watch Report Annual renewal of council insurance policies Minutes of the Community Action Group 18 October 2022
29 March	10:30	Informal briefing	Village Hall	
5 April	7.30pm	Parish Council	Yarnfield Park	Yearend financial report and bank resolution statement
18 April	7.30pm	Community Action Group	Village Hall	
17 May	7.30pm	Annual meeting of the Parish Council	Yarnfield Park	Inaugural meeting of the new council
17 May	7.45pm	Parish Council Meeting		Minutes of Community Action Group
31 May (Provisional date)		Annual Parish Assembly		