



YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Wednesday 15 February 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 14 February 2023.
4. Minutes of the meeting held on 18 January 2023 – to approve the draft minutes.
5. Reports from Borough and County Councillors
6. HS2 – update report
7. Parish council vacancy
8. Parish Council Action Tracker – to review progress
9. Parish Clerk's report:
 - a. Budget – update and schedule of payments
 - b. Update on actions taken
 - c. Correspondence
10. Warm Welcome Event – to receive an update and request to support a new event.
11. Village shop car park – complaint about lack of maintenance
12. Unauthorised development complaint – Gorsty Hill Farm
13. Events Working Group – update and request to review the terms of reference.
14. Community Development Officer – update on appointment
15. Greenside Playground – annual inspection report
16. Neighbourhood Plan – update and next actions
17. Councillor training / meeting reports

18. Forward Plan – to approve the meeting timetable for 2023
19. Planning – to consider any planning applications in the parish.
20. Date and time of next meeting – 15 March 2023

John Fraser
Clerk to the Parish Council
Date: 9 February 2023



YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING

Wednesday 15 February 2023 at 7.30pm
Yarnfield Park Conference Centre

Planning applications:

Reference	Address	Outline
Nil		

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 18 January 2023
Yarnfield Park Conference Centre

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

Councillors:

David Beeston

Brian Eyre

Margaret Broader

Sally Parkin (Chairperson)

Frank Cromey

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

Also in attendance: Cllr Roy James (Stafford Borough Council), Cllr Jeremy Pert (Staffordshire County Council)

Public at the meeting: 0

Viewing on Facebook 12

Apologies for Absence

23-1 Apologies were received from – Cllr Stella Hughes

Declaration of Interest

23-2 Nil

Public Question Time

23-3 Nil

Minutes of the meeting held on 14 December 2022– to approve the draft minutes

23-4 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 14 December 2022 were approved as a correct record of the meeting.

HS2 Update report

23-5 The Stone Railhead Crisis Group (SRCG) continue to work with Sir Bill Cash and the other Staffordshire MPs to press the Government to review its plans for the construction of HS2 beyond Birmingham. The Parish Council continues to support this approach and still believes the plans to construct a Railhead and Infrastructure Maintenance Base on Yarnfield Lane are badly thought out and will lead to considerable disruption for residents.

23-6 It is important that the parish council now need to take on a new role to represent the interests of residents in the face of all the work that will be taking place along the length of Yarnfield Lane. A dialog has been established with HS2 Ltd and their contractors focusing on the day-to-day work that they are doing so that the views of the parish council and residents is heard by the contractors.

- 23-7 Residents are encouraged to register with the contractors' complaints as by doing so the combined effect of multiple complaints will carry more weight than a single complaint.

Parish Clerk's report: Budgets

- 23-8 Current Account bank reconciliation on 18 January 2023 = £16,859.45
23-9 Reserve Account bank reconciliation on 18 January 2022 = £31,018.39
23-10 Schedule of invoices awaiting payment since the last meeting = £1,467
23-11 **Resolution:** It was resolved that the schedule of payment for the period 15 December 22 –18 January 23, set out in Appendix 1 is approved.

Update on actions

- 23-12 Village green application – the application to release the section 106 money has been sent to the Borough Council and Cllrs James and Nixon have been asked to invite the Cabinet Leader for Leisure at Stafford, Cllr. Mrs Trowbridge, to come to Yarnfield to see for herself what is planned.
23-13 Greenside Playground, annual inspection: the inspection report has been delayed and will now be brought to the February 2023 meeting of the parish council.

Correspondence

- 23-14 St Modwen have invited parish councils affected by the Meecebrook Garden Community proposals to a meeting to discuss plans that they have for an alternative site for a major housing development on land north of Stafford.
23-15 The parish council's response to the Borough Council Preferred Options Proposal did not include a recommendation as to the location of the proposed garden community.
23-16 **Resolution:** It was resolved that the parish council felt, as the site for the proposed St Modwen development was not within the parish, it would not be appropriate to be involved in discussions with any developers about an alternative site.
23-17 Labour in Vain asset of community value application: the Borough Council rejected the parish council's application to list the Labour in Vain. However, if sufficient evidence could be provided to show an actual current, or recent, community use, the Borough Council would then consider whether it would be realistic to grant the application.
23-18 The parish council has until the 3 March 2023 to lodge an appeal against the decision.
23-19 **Resolution:** It was resolved that:
i. A Freedom of Information Act request is sent to the Borough Council to secure copies of correspondence relating to the application written by Stonegate or the Tenant of the Labour in Vain.
23-20 Correspondence
- Duke of Edinburgh Award (DoE): the parish council is working with two students to support the community element of the DoE awards that they have started.
- The next meeting of the Stone Area Parish Council Liaison Group will take place on 25 January 2023.

Staffordshire Parish Council Association – review of subscription charges

- 23-21 The Staffordshire Parish Council Association (SPCA) has undertaken a review of their annual subscription charges.
- 23-22 Yarnfield and Cold Meece Parish Council has, since its formation, benefited from a very competitive subscription charge for SPCA services.
- 23-23 In 2022 the SPCA Policy and Resource Committee undertook a review of how subscriptions were calculated, and this has resulted in a 77% increase in the annual fee to be paid by the parish council.
- 23-24 Resolution:** It was resolved that the 2023-24 budget is adjusted to make provision for the increased charge.

Approval of regular payments list

- 23-25 The Council's Financial Regulation allow the Council to prepare a list of payments which arise on a regular basis that don't need to be reported to the council before they are paid. 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.
- 23-26 List of annually approved payments:
- Annual subscriptions to
 - o National Associations of Local Councils
 - o Staffordshire Parish Council Association
 - o Support Staffordshire
 - Stafford Borough Council
 - Staffordshire County Council
 - Trent Grounds Maintenance
 - Salaries
 - HMRC payments
 - Yarnfield Village Hall
- 23-27 **Resolution:** It was resolved that the list of annually approved payments is endorsed.

Reports from Borough and County Councillors

- 23-28 Cllr James (SBC)
- Local Plan – analysis of the comments received as a result of the Preferred Options consultation is being undertaken to see what changes to the new Local Plan may be needed.
 - Cllr James gave a brief update on the arrangements for shared services between Stafford Borough Council and Cannock Chase District Council. These arrangements do not represent a merger between the two councils and there will be no reduction in front line services as a result of the new shared services arrangements.
- 23-29 Cllr Pert (SCC)
- There are now 30 Warm Space Projects operating across the borough. Details of these schemes can be found on the borough council's website, including the work being done by the parish council.
 - Pressure on the local hospital is being generated by the number of people presenting with flu, and this combined with the underlying

pressure caused by patients with covid infection, has created a considerable pressure on hospital services.

- There is help available locally for people affected by the increase in energy prices and residents are encouraged to contact local agencies, such as Beat the Cold, Citizens Advice and Age UK, for advice and support. The parish council has a link with Beat the Cold and would be able to make confidential referrals for residents.
- Vaccinations for both Covid and Flu are still available for people who have not yet been vaccinated.
- Efforts to get the speed limits and buffer zone work completed is ongoing and it is hoped this will be finished before April 2023.
- Cllr Beeston has reported a problem with the lack of white lines on the Meece Road towards Norton Bridge. This has been reported to the highways department using the online reporting tool. Cllr Beeston to share the report number with Cllr Pert, who will follow up the complaint to see what progress has been made.

Budget and Precept

- 23-30 The setting of the budget and precept cannot be delegated and must therefore be approved at a meeting of the Parish Council.
- 23-31 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.
- 23-32 The preparation of the budget and precept take into account:
- The small increase in the Tax Base for the parish which will be set by the Borough Council at 831.50 Band D equivalents. (Compared to 824.50 in 2022-23).
 - 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).
 - The annual concurrent functions allowance paid by the Borough Council will be £1,330.00 (Unchanged from 2022-23).
- 23-33 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.
- 23-34 The annual budget for the Parish Council, set out in Appendix 2, covers both the running costs of the Parish Council and the projects identified in the Council's Action Plan.
- 23-35 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 £9,133. The proposed budget allows for a further £2,000 to be added to the reserves fund.
- 23-36 The parish council also holds ear marked reserves amounting to £21,885 which will be drawn down once the associated projects are delivered:
- Neighbourhood Plan contract - £7,885
 - Community Development Officer - £10,000
 - Staffordshire County Council highways project - £4,000

23-37 The proposed budget for 2023-24 is based on a 3% increase in the precept. Concern was expressed that a more substantial increase, that reflected the national inflation rate, was required to protect the parish council against rising costs.

23-38 **Resolution:** It was resolved, by a majority decision, that:

- i. An increase in the precept of 3% is approved which will raise £27,243.00.
- ii. The budget set out in Appendix 2 is approved.
- iii. That the civic amenity collection is approved

Neighbourhood Plan – update and next actions

23-39 Public consultation on Green open spaces has been started. The consultation is being held online. Paper copies of the consultation document are available for anyone not able to access the online forms.

23-40 Work on the preparation of the draft plan continues and a copy of the policy statements underpinning the plan will be sent to the Borough Council for their comment.

23-41 An application is being prepared to secure technical support to undertake a Master plan for up to three locations, Yarnfield Park, the former BT Sports centre and the VOSA site at Cold Meece.

Parish Council Action Tracker – to review progress

23-42 A copy of the Update of Actions Report set out in Appendix 3 and posted on the parish council website was noted.

23-43 Minute 22-285: Helpline charges

- Escalate action to “Red” and work to secure a response from Staffordshire County Council about the use of premium line phone numbers to report defects on roadwork traffic control signals.

23-44 Minute 22-265: Labour in Vain

- Asset of Community Value application refused by Stafford Borough Council.
- Appeal to be lodged before the 3rd March 2023

23-45 Minute 22-188: Community Development Officer

- Interviews for the Community Development Officer took place on 16 January 2023.
- Successful candidate to attend the March 2023 Parish Council meeting.
- Role and priorities for the officer to be set by the parish council.

23-46 Minute 22-82: Community Speed Watch

- County Community Speed Watch Group to meet in January 2023 to consider the request for the local Speed Watch group to operate on 20mph roads in the parish.

- 23-47 Minute 22-58: Network Plus
- Letter to the Chief Executive of Western Power drafted raising concerns about the methods of work and outstanding work arising from the Network Plus contract.
- 23-48 Minute 21-499: Severn Trent work Highlows/Yarnfield Lane
- No progress has been made in securing a start date for the completion of this second phase of the drainage project. The parish council should look to secure a firm commitment from Severn Trent about the start date for the second phase of the project.
- 23-49 Minute 21-364: Yarnfield Park Residents Group
- An effective Residents' Group has now been formed and is working well. The Parish Council will continue to work with, and support, the Residents' Group.
- 23-50 Minute 22-47: Police Firing Range
- Concern was expressed that the first round of acoustic improvements has not produced any meaningful reduction in the noise coming from the Firing range.
 - Arrangements to be made to meet the Stafford Borough Council pollution control officer.

Councillor training / meeting reports

- Cllr Parkin attended Cresswell Parish Council to see how they operate following their visit to this parish council in November 2022.
- The inaugural meeting of the Events Working Group took place on 11 January 2023. A copy of the notes from the meeting are attached at Appendix 4. The group have asked for minor changes to the Terms of Reference for the Group. It was also agreed that they work to produce a calendar of activities that could take place during the coming year.

Forward Plan

- 23-51 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. The National Association of Local Councils' view is that councillors will now take office on Tuesday 9 May and the relevant 14-day period during which the Annual Meeting of the Parish Council must be held will fall between Wednesday 10 and Thursday 25 May 2023.
- 23-52 Preparation for the Annual Parish Assembly will need to start before the election in May 2023. The preferred location for the event was to hold it in the village hall and to provide refreshments at the event.
- 23-53 **Resolution:** It was resolved that:
- i. The annual meeting of the parish council will be held on 17 May 2023.
 - ii. A date for the annual parish assembly needs to be secured at the village hall.

Planning – to consider any planning applications in the parish.

- 23-54 Nil

Date and time of next meeting

23-55 Wednesday 15 February 2023 at 7.30pm

Signed

Chairperson of the Parish Council




Date: 15 February 2023


Meeting closed 9.26pm

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Achieved Actions




Monthly Progress Tracker – Update 14/02/23

	 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>
<u>January 2023</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	Clerk training event 13/02/23 Promotion work to include: - Call be all residents to register - Advice on new photo ID requirement - Call to stand as a prospective councillor - Leaflet promoting nominations Promotional material included in the January Newsletter	Campaign to be presented to February meeting	



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>
		<p>Clerk arranged to attend SLCC training event on briefing on elections [13/02/23]</p> <p>Work to develop a poster and social media campaign to encourage people to get involve with the parish council.</p>		
<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 in place.</p>	Monitor fly tipping events with a view to further action by Env' Health	
<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 phone number to report defects with the traffic management lights.</p>	<p>SCC – looking at feasibility of preventing requiring contractors to use premium phone numbers.</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 0808 number could be used. (05/07/22)</p>	SCC considering request.	 


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>
		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.	FOI submitted 27 January.2023 Stafford Borough Council refuse reject application to list as an Asset of Community Value. FOI request to see details of Owners response to the request Stafford Borough Council confirm application has been received and no additional information is required, and a decision will be made ASAP. 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.	Awaiting response to FOI Target 24/02/23	
<u>April 2022</u>				
22-153	<u>Yarnfield Lane Cycle path</u> - That the council endorses the proposal to provide a safe cycle and footpath connection between Yarnfield and Stone.	Update on progress requested [06/12/22] Project proposal submitted to Staffordshire County Council	Awaiting decision from Staffordshire County Council	


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>
	- That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support.	Work with SRCG to prepare supporting evidence to be submitted to Staffordshire County Council Staffordshire County Council confirm arrangement for HS2a Road Safety Fund. Email sent to Cllr Pert to forward to appropriate officer/cabinet member at Staffordshire County Council (11/07/22)	Projected date March 2024	
22-82	<u>Community Speed Watch</u> Contact is made with the Staffordshire CSW to arrange for them to visit the parish to undertake risk assessments on new sites. Contact is made with the Deputy Police, Fire and Crime Commissioner, to press for a change in the approach to enforcement on 20mph roads. CSW activity is reported to the Parish Council on a quarterly basis.	Proposed County CSW Meeting in January 2023 postponed now scheduled for 22/02/23. Site visit for potential site with SCC Speed watch coordinator [7/12/22]. Risk assessment of new sites undertaken in Yarnfield and Cold Meece completed [7/12/22] Staffordshire Community Speed Watch asked to undertake risk assess on new locations on Yarnfield Lane Buffer Zone, Meece Road and Swynnerton Road, Cold Meece. Staffordshire Community Speed Watch propose using Yarnfield as a pilot project to test feasibility of CSW operating in 20mph areas. Email to Staffordshire CSW to establish pilot project Activity is linked to the adoption of the Yarnfield Park Roads by Staffordshire County Council. which was first scheduled to happen in December 2020. Contact with Staffordshire CSW to be actioned once local group established and new coordinator operating.	Awaiting review by the County Community Speed watch about enforcement in 20mph zones	


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>
		<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>National Grid (Mr M Griffiths, Distribution Manager, Stoke on Trent, National Grid) to address complains of the parish council and to arrange a site meeting that will include Western Power. Network Plus and the Parish Council.</p> <p>Letter sent to CEO of National Grid.</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>Waiting for conformation of the date for complete the work</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>
		Still waiting for confirmation that the work will be carried out.		
<u>September 2021</u>				
21-524	<u>Village Green Project</u>			
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>Meeting with ward members and Cabinet Lead for Leisure at the Borough Council scheduled [18/02/23].</p> <p>Meeting with Streets Scene</p> <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>	Meeting with Stafford Borough Council to agree	


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>
		Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement.		
21-499	<u>Severn Trent work Highlows/Yarnfield Lane</u> Severn Trent give undertaking to complete work on the Highlows Lane/Yarnfield Lane Sewer	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. Stage 1 works completed. Now waiting for details of the second stage works and start date. 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)	Escalate complaint to seek resolution.	
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.	Site visit with SCC officers. Potential sites for gates identified; details on procedure to be followed established; costs for gates to be sourced. Location of Gates identified and shared with Amey and ward Councillors. (21/09/22) Follow up meeting with Amey to agree arrangements	Project details agreed with SCC Scheme costs and plans to be prepared.	



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>
		<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>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 [14/02/23] – update on acoustic improvements. Email to Staffs Policy for confirmation when acoustic work will be completed.</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>	On track, continue to monitor.	

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>
		<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>		
<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	
<u>March 2022</u>				
22-97 21-584	<u>New Office Systems</u>		Further work with SCC web	

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"> - 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>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> <p>Enquiries made about IT support for councillors, cost prohibitive.</p> <p>Discussions with SCC IT support and use of MS 365</p>	<p>team required to agree resourcing for the project</p>	

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 [being drawn from the membership of the Working Group and](#) 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, [or other venue agreed by members of the Working Group](#).

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.

8 Funds raised through activities of the Working Group

- 8.1 All money raised through activities of the Working Group will be accounted for separately from the parish council's general account and be used to:

- i. Pay the costs of events arranged by the working group.
- ii. Put towards building a reserve to be used to underwrite the cost of future events.
- iii. To make charitable donations to named charities and voluntary groups whose work benefits residents of the parish. The list of groups to benefit from such donations and the value of any donation, is to be proposed by the working group, and agreed annually by the parish council.

Events Working Group – Draft Calendar of Events

		Promoter
April	Meet and Greet Event/Tabletop swap (1 or 2 April)	Linda / Tina
	Easter Egg Hunt	St Marys Church
May	Coronation Annual Parish “Wine and Cheese” Assembly	EWG
June	Quiz night Summer walk	EWG
July	Circus – 9 th July	Friends of Springfield
August	Summer Picnic	EWG
September		
October		
November	Remembrance Day	EWG
December	Carols round the tree Children’s Christmas party	Village Hall EWG/St Mary’s/F of S
January		

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

Date	Start	Meeting	Venue	Key issues and decisions
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
23 May (Tuesday)		Annual Parish Assembly		

John Fraser
Parish Clerk Yarnfield and Cold Meece