



## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Wednesday 15 March 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. Community Development Officer – update on appointment
4. 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 March 2023.**
5. Minutes of the meeting held on 15 February 2023 – to approve the draft minutes.
6. Reports from Borough and County Councillors
7. HS2 – update report
8. Community Action Group – to receive the minutes of the July and October 2022 meeting
9. Defibrillator – update on progress to secure a unit in Cold Meece.
10. Parish Council Action Tracker – to review progress.
11. Warm Welcome Event – review
12. Parish Clerk's report:
  - a. Budget – update and schedule of payments.
  - b. Update on actions taken.
  - c. Audit – to agree the arrangements for the annual AGAR and Internal Audit
  - d. Banking arrangements – to agree transitional arrangements following the May 2023 election.
  - e. May 2023 election – to approve the promotional material.
  - f. Correspondence
13. Events Working Group – update on action.
14. Neighbourhood Plan – update and next actions

15. Councillor training / meeting reports
16. Forward Plan – to approve the meeting timetable for 2023
17. Planning – to consider any planning applications in the parish.
18. Date and time of next meeting – 5 April 2023

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



YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MEETING

Wednesday 15 March 2023 at 7.30pm  
Yarnfield Park Conference Centre

Planning applications:

Reference	Address	Outline
23/37093/OUT	Labour In Vain Inn Yarnfield Lane Yarnfield	Outline Application - Three dwellings (all matters reserved except for access).

## **Yarnfield and Cold Meece Parish Council - 15 March 2023**

### **Public Question Time (30 minutes)**

#### **1.1 Question 1**

In light of the recent planning application to build three houses on the car park of the Labour in Vain please can the parish council explain what can be done to put pressure on the owners of the pub to see it result to a place we can be proud off.

#### **1.2 Question 2**

Something needs to be done as some car drivers from the Bovis part of Yarnfield Park day or night do not know how to use the roundabout. Instead of turning left to go round it, they go to the right of it. There will be a serious accident.

Also, the road marks going all the way up Yarnfield Park e.g. road humps, white lines, priority give way where the crossing is to the football/play area field are in need of repainting as some are well worn

#### **1.3 Question 3**

The issue I have raised is relating to the recent increase in suspicious activity in Yarnfield generally. By your information, it is abundantly clear that we are significantly under resourced for police coverage or at least lacking in visible patrols. What are the parish council doing to address this moving forward and also to provide an continued deterrent within our village, given its relatively remote location?

Additionally, is there any analysis as to why we are experiencing increased observations like this? For example, are they linked to the recent group dispersal orders for Stone Town?

#### **1.4 Question 4**

When will the work in Yarnfield lane on the opposite side to stone dominoes but put back to how it was regarding the work that was carried out some time ago now why are the contractors not making good as it was not leaving it all uneven and a risk to walking it's so poor the need to make contractors accountable by the parish council officers, the same recently on the green all you now see is uneven and grass seed thrown around covering half of the pavement again no accountability.

#### **1.5 Question 5**

**The north side of the Village Green causes me particular concern. Having lived in the Yarnfield since 1985 I am aware of the flooding issues that effect this area.** Dave Tucker, Brian and Frank fought long and hard to get Swynnerton Parish Council to commit to spend some section 106 money, from the development on Walnut Tree Farm, on excavating an open ditch as a first stage in resolving the problem, however it is clear that the green is still holding rain water and attention to the ground drainage is needed.

There is difference between land that flood ( that can drain ) and land that will not naturally drain, so there is no merit in using flood data to evaluate the problem. We know that in Yarnfield the subsoil is predominantly clay which inhibits natural drainage.

**There are times when the green can not be accessed by mowing machines due to wet ground conditions.** Recent Village Fetes were originally held in early June, they were later moved to September in the hope that the ground would not be as wet, however this was not totally successful. Having spent months planning and organising Village Fetes the ground conditions on the Village Green has been our downfall. Erection of marquees on Friday afternoons only to find them unusable on the Saturday due to flooding and then faced with towing vehicles off the area after events due to sodden ground conditions is really so disheartening.

I emailed the Clerk about my concerns over the ineffective drainage on the north side of the Village Green in October 2020, received no reply and I am not aware that my concerns were ever conveyed to the members of the Parish Council.

The referendum in October 2020 placed the Village Green drainage as the equal first concern of residents and I can see nothing in the proposals that consider this problem. **If the drainage issue is not addressed using the section 106 funding currently available then I can not see where funding would become available at a later date.**

**I think it would be unwise to plant any trees on the edge of the north side of the Village Green adjacent to the roadway access to Yarnfield Park** for two reasons :- firstly, this would restrict accessibility for any Air Ambulance that needs to land on the green and secondly, I am aware that there are various underground cables running along the side of the road to Yarnfield Park and the roots from any trees planted in this area may have a detrimental effect on the cabling. Minutes of the meeting held on 15 February 2023 – to approve the draft minutes.

YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MINUTES  
Wednesday 15 February 2023  
Yarnfield Park Conference Centre

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

**Councillors:**

David Beeston

Stella Hughes

Margaret Broader

Sally Parkin (Chairperson)

Brian Eyre

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

Also in attendance: Cllr Jeremy Pert (SCC)

Public at the meeting: 1

Apologies for Absence

23-56 Apologies were received from – Cllr Nixon (SBC), Cllr James (SBC)

Declaration of Interest

23-57 Nil

Public Question Time

23-58 Question 1

Are HS2 contractors obligated to inform the Parish Council if they are closing a Public Footpath. We attempted to walk along the footpath that is a continuation of Moss Lane at the weekend not only was it fenced off but a siren also sounded informing us we were entering private property & that the owners & police were being informed of our presence. There were no visible signs informing us the footpath was closed.

Response – contacted Balfour Beatty, awaiting response.

23-59 Question 2

Are we any closer to the 40mph buffer zones being introduced.

Response - The last update from Cllr Pert was that he was hopeful the work on both the buffer zones and reduction of the speed limit in Cold Meece would be completed before the end of March 2023.

23-60 Question 3

There is a definite increase in rubbish down Yarnfield Lane – outside of the football fields and there seems to also be more around any road works that have appeared. Ever since Network Plus completed the roadworks the lane verges have looked a mess, particularly around the football ground. The verge was not left in the same condition it was found in. The football ground has no power to stop people parking on the verge. What is also apparent is that broken road work cones are getting left in verges. My questions/areas for addressing are as follows:

Can the Council liaise with Staffordshire Council regarding preventing users of the football grounds parking in the lanes?

Response – issue to be raised with the Police Community Support Officer

- Can the people responsible for the roadworks collect the broken signs/cones left in the lane?
  - Can the people responsible for the on-going road works ensure all litter is collected? With the HS2 works this problem is only going to get worse
- Response – raise issue with HS2 Ltd contractors

- Can the verges be returned to the same condition they were in prior to Network Plus?

Response – a letter has been sent to the CEO of National Grid about problems caused by Network Plus and their failure to undertake any remedial work to put right the damage caused. This has prompted a response from National Grid and a meeting is to be set up with representatives of Network Plus, National Grid and the parish council at which the concerns will be resolved.

23-61 Question 4

Could the Parish Council find out when superfast fibre optic broadband will be available in the parish?

Response

A request will be made to the County Council seeking advice on this work and how best to support residents of the parish.

Minutes of the meeting held on 18 January 2023– to approve the draft minutes.

23-62 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 18 January 2023 were approved as a correct record of the meeting.

Reports from Borough and County Councillors

23-63 Cllr James (SBC)

- A meeting has been arranged for parish councillors on Saturday 18 February 2023 at 2.30pm with the Cabinet Lead for Leisure (Cllr Mrs Trowbridge) to talk about the village green project.

23-64 Cllr Nixon (SBC)

- The Interim head of planning has been to Yarnfield Park for a site visit and has now written to Barratts West Midlands to confirm how they will make sure the requirements of the planning permission s106 agreement will be complied with.

23-65 Cllr Pert (SCC)

- Stafford Borough Council have run a series of webinars to support the warm spaces project, these have been published on the borough council website.
- Stafford Borough Council has been recognised as one of the leading authorities in the West Midlands for its work on climate change.
- Cllr Pert and Cllr Hood have provided some funding to Springfield First School to support their work on climate change adaptations.

- Following the last meeting the complaint about the state of the white lines on Meece Road has been raised with county highways.
- An application has been made to the HS2 Community Funds to pay for the rebuilding of the pavements in Yarnfield.

HS2 – update report

- 23-66 A copy of the SRCG update on their work is attached at Appendix 1.
- 23-67 Greenway Application: Staffordshire County Council are still considering the application for the Yarnfield Lane Greenway. A report to the Staffordshire County Cabinet is not due until March 2024.

Parish council vacancy

- 23-68 Cllr Frank Cromey has written to tender his resignation with immediate effect.
- 23-69 The Elections Office at Stafford Borough Council has been notified and a notice of vacancy is being advertise by the Borough Council. The parish council policy on Casual Vacancies requires that a vacancy is advertised in the parish and applications can then be considered at the next meeting of the council. Given that this is a year of elections it would mean any councillor co-opted to this vacancy would only be able to attend one parish council meeting before the election on 4 May 2023.
- 23-70 **Resolution:** It was resolved that unless the Borough Council are required to call a by-election the vacancy is not filled by co-option.

Parish Council Action Tracker – to review progress

- 23-71 Minute 22-285 – Helpline charges for defective traffic lights
- Staffordshire County Council are looking to see if they have the power to require freephone numbers.
  - Approach to be made to HS2 Ltd to ask that they instruct their contractors to use freephone numbers to report broken traffic lights.
  - The County Council online reporting system does provide a way of reporting broken or defective temporary traffic lights.
- 23-72 Minute 22-58 – Network Plus remedial work.
- Meeting with Network Plus and National Grid to be arranged to deal with concerns raised by the Parish Council. Cllr. Beeston and the clerk are to attend.
- 23-73 Minute 21-499 – Severn Trent work Highlows/Yarnfield Lane
- 23-74 Declaration **of Interest** – Cllr Eyre made a declaration of interest in relation to this issue and took no part in the discussion.
- Phase 1 of the project has been completed but no progress made to establish the start date for second phase of the work which will see the enlargement and realignment of the foul sewer.
- 23-75 **Resolution:** It was resolved that a letter is sent to the Chief Executive at Severn Trent asking that this work be completed.
- 23-76 Minute 21-488 – Gates at Cold Meece
- A meeting with the Community Traffic Management Officer from the County Council has agreed the location for the three sets of gates and



identified what will need to be done to secure permission to instal the gates. They have also undertaken to confirm ownership of the three sites.

- Prices will now be obtained for the gates, based on both a “DIY” basis and commercially manufactured gates.
- Installation of the gates will need to be undertaken by a contractor approved by the County Council.
- Funding for the project, if approved, will need to be agreed at a future meeting.

23-77 Minute 22-47 – Firing Range

- A meeting with Stafford Borough Council Environmental Health Officer has taken place to receive an update on progress of the work.
- The police service has confirmed they have identified a source for the acoustic cladding to be used and are still contemplating the construction of a canopy over part of the range at the point where the firing starts.
- A meeting is to be held between officers of the firearms unit, Police Property Department and the Borough Council.

23-78 A copy of the Update of Actions Report, set out in Appendix 2, was noted, and a copy of the report is to be posted on the parish council website.

Parish Clerk’s report

23-79 Current Account bank reconciliation on 15 February 2023 = £ 15,702.87

23-80 Reserve Account bank reconciliation on 15 February 2023 = £31,040.65 which includes earmark reserves (Events Working Group, CAG, SCC Project, Neighbourhood Plan and Lottery Grant)

23-81 Schedule of invoices awaiting payment since the last meeting = £1,183.58

23-82 **Resolution:** It was resolved that the schedule of payment for the period 19 January – 15 February 2023, set out in Appendix 3, is approved.

23-83 Update on actions taken:

- i. A complaint has been made to the Environment Agency about the dumping of farmyard manure adjacent to a watercourse. The site has been visited and the manure moved.
- ii. A complaint has been made to Staffordshire County Council about two field stiles on Footpaths 10.
- iii. A request has been made to provide a salt box at the junction of Brookvale Drive and Yarnfield Parkway. A copy of the SCC template for approving new salt box locations has been received to identify other possible locations.
- iv. Repair to the bench on Footpath 11– the company who produce the bench are no longer trading. Approach to be made to A J Philpott and Son Ltd, to have a make a replacement slat made for the bench.
- v. Development on Yarnfield Lane opposite Darlaston Grange. The Planning officer at Stafford Borough Council has confirmed they have been in contact with the site owner and that he is using the access and track for access for agricultural machinery using the land. The owner is aware that planning permission will be required for future development on the site. The land in question is outside the parish so the clerk of Stone Rural Parish Council is being kept informed.

- vi. Wheelie Bin Stickers - offer received from Staffordshire Community Speed watch to supply Wheelie Bin Stickers.

23-84 **Resolution:** It was resolved to support this offer and that Yarnfield and Cold Meece Community Speed Watch is invited to help with this work.

- vii. Civic Amenity Collections - Following dates have been agreed with the Borough Council.
  - a. 1 April 2023 – Labour in Vain
  - b. 26 August 2023 – Yarnfield Park Conference Centre
  - c. 2 December 2023 - Cold Meece

#### Correspondence

- i. Letter to CEO Western Power about failure of Network Plus to undertake remedial work. [See also minute 23-60]
- ii. Rotary Eccleshall Mercia – have made an offer to support the cost of a new defibrillator.

#### Warm Welcome Event – to receive an update and request to support a new initiative.

23-85 The two weekly events running in the parish have, since they started in November, continue to see people attending.

- Wednesday afternoon event 5 – 11 people
- Friday Coffee morning 18 – 24 people.

23-86 A request to support a third event that will run on Monday afternoons has been received. The Village Hall Committee has agreed to charge the reduced rate of £6 per hour and the group has asked the parish council to pay the hire cost of the village hall until the end of March 2023 at a cost of £84.

23-87 A request has been made for a local PCSO to attend the Wednesday afternoon event.

23-88 **Resolution:** It was resolved that:

- i. The Community Craft Group is included on the programme of Warm Welcome events and the hire cost of the village hall is paid by the parish council.
- ii. A review of the Warm Welcome Project is prepared for the March 2023 meeting.

#### Village shop car park – complaint about lack of maintenance

23-89 Complaints have been received about the poor state of repair of the village shop carpark.

23-90 The owner of the building has had the tarmac to repair the car park at the side of the shop for the last 3 months but has been unable to get anyone to carry out the work.

23-91 A commitment has been given to get the repairs completed as soon as possible.

#### Unauthorised development complaint – Gorsty Hill Farm

23-92 A complaint has been made to Stafford Borough Council Planning Department about the unauthorised operation of a second-hand car business from the site.

- 23-93 The most recent deadline for the business to cease operating from the site, set by the Borough Council, has passed. This is essentially a Planning enforcement issue, and the Parish Council has no direct involvement. However, it would be appropriate to write to the Planners asking that they ensure compliance with the requirement to cease trading from the site.
- 23-94 **Resolution:** It was resolved that a letter is sent to Stafford Borough Council asking for them to investigate and bring the problem to a speedy conclusion.

Events Working Group – update and request to review the terms of reference.

- 23-95 The events working group met on 3 February.
- 23-96 The working group has proposed changes to the group’s Terms of Reference approved by the Parish Council at their meeting in September 2022.
- i. The Chair of the Working Group will be 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.
  - ii. Meetings will be held in the village hall, or other venue agreed by members of the Working Group.
  - iii. 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:
    - Pay the costs of events arranged by the working group.
    - Put towards building a reserve to be used to underwrite the cost of future events.
    - 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.
- 23-97 The group has started to prepare a calendar of events that will take place during the coming year. This has been prepared to incorporate activities being developed by other groups operating in the parish..

Events Working Group – Draft Calendar of Events

February	Pub night
April	Meet and Greet Event/Tabletop swap (1 or 2 April)
	Easter Egg Hunt
May	Coronation Parish Picnic Annual Parish Assembly
June	Quiz night Summer walk
July	Circus – 9 <sup>th</sup> July

King Charles III - Coronation

- 23-98 The Events Working Group has recommended that they organise a parish picnic on Sunday 7 May 2023 bank holiday and that this should follow the very successful format used last year for the platinum jubilee picnic.
- 23-99 The parish council will underwrite the cost of the event, which will then be recovered from money taken on the day.
- 23-100 **Resolution:** It was resolved that:
- i. The changes to the Terms of Reference are accepted and the next review will be undertaken in 2025.
  - ii. That the diary of events is noted.
  - iii. That the Events Working Group develop the plans for the Coronation Picnic and a budget of £500 is agreed to underwrite the cost of the event with a further report brought to the next meeting.

Community Development Officer – update on appointment

- 23-101 The community development officer, who will be employed by Support Staffordshire, will start work on the 1 March 2023.
- 23-102 Arrangements will be made for an informal meeting for councillors and the successful candidate.

Greenside Playground – annual inspection report

- 23-103 The annual inspection of Greenside playground was carried out by the Play Inspection Company in December 2022 at a cost of £85 plus VAT.
- 23-104 The report identifies 42 defects requiring attention or further monitoring: 22 very low risk and 20 low risk defects.
- 23-105 There are 3 recurring themes in the report:
- Potential trip hazard between the soft play area and the surrounding village green.
  - The link dimensions on the chains are showing signs of wear but are not yet bad enough to record a risk greater than “low risk”.
  - Routine replacement of plastic caps and covers that go missing.
- 23-106 The report identifies low risk defects on three pieces of equipment:

i. The Stand-up Seesaw	Replace dampers. Replace missing covers. Missing footrest fixings
ii. Activity Trail Rocker	Replace bearing on the rocking log
iii. Swing Basket	Replace worn shackles Deep clean to remove algae from the surface of the basket.

- 23-107 The seats, benches and litter bins are now looking tired and in need of a deep clean. Previously this has been carried out as part of the parish spring clean with some success. However, these pieces of equipment would now benefit from pressure washing to remove the build-up of dirt and algae.

- 23-108 **Resolution:** It was resolved that:
- i. Secure prices for the repairs needed to the seesaw and swing basket.
  - ii. Secure prices for a commercial jet wash of the swing basket, benches tables and litter bins.

Neighbourhood Plan – update and next actions

- 23-109 An application to prepare a more detailed Master Plan for the Yarnfield Conference Centre site and surrounding land, the former BT gym and the VOSA site at Cold Meece has been submitted to LOCALLY.

Councillor training / meeting reports

- 23-110 The Chairperson and Clerk have met the two borough council ward members about the village green project. They have now arranged for a meeting on Saturday 18 February 2023 at 2.30pm with the Cabinet Lead for Leisure (Cllr Mrs Trowbridge).

Forward Plan – to approve the meeting timetable for 2023.

- 23-111 Date of the Annual Parish Assembly will be Tuesday 23 May, starting at 7.30pm in the village hall.

Planning – to consider any planning applications in the parish.

- 23-112 Nil

Date and time of next meeting

- 23-113 15 March 2023 at 7.30pm

Signed

Chairperson of the Parish Council




Date: 15 March 2023



Meeting closed 9.44pm

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log




Monthly Progress Tracker – Update 14/3/23

	 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
February 2023	1	12	0
March 2023	0	11	4

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
<u>February 2023</u>				
23-111	Greenside Playground repairs	Arrange for prices to undertake repair of the equipment as part of the village green project. Arrange for price to jet wash the play equipment. Seats and benches.		
23-103	Coronation Events Working Group to prepare plans to hold a Parish Picnic to celebrate the Coronation of King Charles 111	Scope of the event and plans agreed.	Date set for 4 <sup>th</sup> May 2023	




Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
23-86	Civic Amenity Collection 2023	<p>Publication material to be posted on notice boards and social media. Collections dates confirmed with Stafford Borough Council.</p> <p><b>Locations</b></p> <p>Labour in Vain Car park (1 April) Rose Garden, Cold Meece (26 August) Conference Centre Carpark (2 December)</p>	Arrangements made	
23-85	Wheelie Bin Stickers	Contact CSW Group and Yarnfield Park Residents' Association to establish number of stickers required		
<u>January 2023</u>				
22-472	<p>Parish Council Elections 2023</p> <ul style="list-style-type: none"> <li>- Work to promote the May 2023 elections and opportunity it presents to become a parish councillor is prepared</li> </ul>	<p>Promotional material for prospective councillors and new rules for voters prepared.</p> <p>Clerk training event 13/02/23</p> <p>Promotion work to include:</p> <ul style="list-style-type: none"> <li>- Call be all residents to register</li> <li>- Advice on new photo ID requirement</li> <li>- Call to stand as a prospective councillor</li> <li>- Leaflet promoting nominations</li> </ul> <p>Promotional material included in the January Newsletter</p> <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>	Campaign to be presented to February meeting	

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions



Resolution Action Log

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>Approach Staffordshire County Council Highways</p>	<p>Email to Stafford Borough Council Environmental Health enforcement team.</p> <p>Camera monitoring notice in place.</p>	<p>Monitor fly tipping events with a view to further action by Env' Health</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 phone number to report defects with the traffic management lights.</p>	<p>To be raised with HS2 Ltd are requirement for their contractors.</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> <p>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)</p> <p>Network+ forwarded email to their contractor.</p>	<p>SCC considering request.</p>	
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</p>	<p>New ACV Application to be prepared</p> <p>Request for information from residents about how they have used the pub and why it should be listed</p> <p>FOI response received 20/02/23</p> <p>FOI submitted 27 January.2023</p>	<p>Prepare new ACV application</p>	




Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	<p>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>		
<u>April 2022</u>				
22-153	<p><u>Yarnfield Lane Cycle path</u></p> <ul style="list-style-type: none"> <li>- That the council endorses the proposal to provide a safe cycle and footpath connection between Yarnfield and Stone.</li> <li>- That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support.</li> </ul>	<p>SCC Decision not due until March 2024</p> <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>	<p>Awaiting decision from Staffordshire County Council</p> <p>Projected date March 2024</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>Meeting postponed until March 20 March 2023</p> <p>Proposed County CSW Meeting in January 2023 postponed now scheduled for 22/02/23.</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>Awaiting review by the County Community Speed watch about enforcement in 20mph zones</p>	


Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	CSW activity is reported to the Parish Council on a quarterly basis.	<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>		
<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>On site repairs in progress</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 work.</p>	Waiting for conformation of the date for complete the work	




Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
		<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>		
<u>September 2021</u>				
21-524 21-746	<p><u>Village Green Project</u></p> <ul style="list-style-type: none"> <li>- The plan, which sets out the vision for the project is approved;</li> <li>- A meeting is arranged with the borough councillors for the parish and the lead officer at Stafford Borough Council;</li> <li>- That a costed delivery plan is prepared.</li> </ul>	<p>letter sent to Cllrs James&amp; Nixon seeking support approve the project, release the funds and secure the lease of the village green</p> <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> <p>Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement.</p>	<p>Pressing SBC to confirm agreement to the scheme</p>	



Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
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>Stage 2 work agreed. Confirmation of date to be confirmed.</p> <p>Letter to go to CEO if no sight of progress made.</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>		
21-488	<p><u>Gates at Cold Meece</u></p> <ul style="list-style-type: none"> <li>- The proposal to build wooden gates was approved.</li> <li>- That the County Council Highways Department are contacted to secure approval for the siting of the gates.</li> </ul>	<p>Site visit with SCC officers. Potential sites for gates identified; details on procedure to be followed established; costs for gates to be sourced.</p> <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>	<p>Project details agreed with SCC Scheme costs and plans to be prepared.</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"> <li>- To press the case to secure mitigation being put into the existing range;</li> </ul>	<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>On track, continue to monitor.</p>	

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	<ul style="list-style-type: none"> <li>- To seek assurances about the timescale for completing the business case to move the range.</li> <li>- To secure an undertaking about the police authority's commitment to relocate the range.</li> </ul>	<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>		
<u>September 2021</u>				
	<p>Highways Projects</p> <ul style="list-style-type: none"> <li>- Buffer Zone</li> <li>- Cold Meece 40 mph limit</li> </ul>	<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	<p><u>New Office Systems</u></p> <ul style="list-style-type: none"> <li>- A Microsoft Business 365 Standard licence is purchased.</li> </ul>	<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</p>	<p>To be delivered by the new council.</p> <p>Further work with SCC web team</p>	

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Resolution Action Log

Minute	Resolution	Action	Status	RAG
	<ul style="list-style-type: none"> <li>- Set up bespoke email systems for councillors.</li> <li>- That a laptop up to a value of £400 including VAT is purchased.</li> <li>- That the existing Zoom licence is terminated before the renewal date in May 2022.</li> <li>- That support is provided to the councillors in the use of Microsoft 365 and Teams.</li> </ul>	<p>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>required to agree resourcing for the project</p>	

# CALLING ALL COMMUNITY HEROES



Parish Council  
Election  
Thursday 4 May 2023

The elections in May will provide an opportunity for residents to elect new councillors for the Parish Council. To do this Yarnfield and Cold Meece Parish Council is calling on residents to stand as prospective councillors.

If you are passionate about where you live and could help make a difference, we want to hear from you.

- ◆ Do you have views about the parish?
- ◆ Can you bring fresh ideas and be part of a team that makes a real difference?

The role of a parish councillor is to engage with people living in the parish, to hear their views and help make decisions about the services and projects the council takes forward.

Nomination forms must be submitted to the Returning Officer at Stafford Borough Council by 4pm on Tuesday 4 April 2023.

For advice on what is involved or just an informal chat, contact Sally Parkin or John Fraser.

Sally Parkin, Chairperson

John Fraser, Parish Clerk

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**MAKE A CHANGE**  
BECOME A COUNCILLOR