

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 13 July 2022
Yarnfield Park Conference Centre

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

Councillors:

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

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

Also in attendance: Cllr R James (Stafford Borough Council)

Public at the meeting: 1

Apologies for Absence

22-305 Apologies were received from – Cllr J Pert (Staffordshire County Council)

Declaration of Interest

22-306 Nil

Public Question Time

22-307 Question

22-308 What is the Parish Council's view on the recent article in the Stone and Eccleshall Gazette, July 2022, about the proposed Meecebrook Garden Village?

22-309 Response

22-310 The Parish Council has been seeking guidance from the Borough Council and requesting a meeting about the proposed garden community at Meecebrook. The Borough Council's view is that such a meeting is premature until a decision has been made about the location of the garden community. The article uses a very old concept plan, and the report sets out the Borough Council's vision for a garden community including some things they do not have the authority to deliver, including things such as a train station and health services.

22-311 The position of this council is that we will be urgently seeking clarification to establish what exactly has been decided and what steps have been taken to secure the site and infrastructure proposals and will again be asking for a meeting with the Meecebrook Project Board.

Minutes of the Parish Council meeting held on 15 June 2022

22-312 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 15 June 2022 were approved as a correct record of the meeting.

HS2 – update report

- 22-313 The latest HS2, July 2022 update which has just started to land in letter boxes is big on things we already know and PR and short on useful information. For instance, there is no information on the key utilities that cross the Stone Railhead (8" gas and 450mm water main), or how the company will be able to keep the existing Yarnfield Lane open and safe to use whilst undertaking the works.
- 22-314 SRCG continues to pursue its alternative proposals for a Phase 2a Railhead and has been presenting to, and meeting with, many important stakeholders and has secured far reaching support, including from influential organisations and politicians.
- 22-315 A scheduled meeting with the HS2 Minister on 14th July in Yarnfield has been postponed because Andrew Stephenson has been promoted to the cabinet as Minister without Portfolio and Conservative Party Chairman and is not now available. However, SRCG is actively seeking to re-arrange the meeting with the new Minister so that it can take place as soon as possible.
- 22-316 SRCG is hopeful that the new Prime Minister when appointed will take a more pragmatic view of the HS2 project and seize the opportunity to massively improve the project, reduce the environmental effects and save over £650 million from the HS2 budget.
- 22-317 SRCG is looking to arrange a public meeting in September to give residents a more detailed update on their work.

Parish Council resolutions – review of outstanding actions

- 22-318 A new approach is being taken to monitor actions and resolutions. The action log, which is published on the parish council website, will be reviewed at parish council meetings. To aide review of resolutions, a simple "RAG" rating has been used.

Red	Unable to complete the action or many months have passed since the action was raised and further work is needed.
Amber	Action taken but further work is required or response from another organisation is needed
Green	Action completed

- 22-319 The Update of Actions Report, posted on the parish council website, was noted and next actions agreed. (Appendix 1)
- 22-320 The number of actions rated as "Red" was of concern and particular emphasis was placed on ensuring action was taken to resolve these issues.
- 22-321 **Resolution:** It was resolved that:
- i. The actions rated as green are moved to the closed section of the Action Log.
 - ii. Network Plus, Yarnfield Lane repairs - the list of repairs required following the work undertaken by Network Plus is escalated and a site visit secured.
 - iii. Village Green Project – that costs of the revised concept plan are secured to allow the funding application to be presented to the Borough Council.

- iv. Parish Council Bank arrangements - Parish Clerk and Chairperson to submit the NatWest Bankline for Communities application form, in line with the Bank's terms and conditions for provision of internet banking services.
- v. Sewer upgrade Highlows Lane - the need to carry out the sewer upgrade is escalated to ensure a start date for the project is confirmed.
- vi. Highways Projects, Yellow lines, buffer zones and Cold Meece 40mph speed limit - Staffordshire County Council to be asked to provide an indication as to when these works will start.

Village Green Project

- 22-322 A revised plan for the green and a schedule of works has been prepared. (Appendix 2)
- 22-323 Work is being done to identify potential contractors who can provide indicative costs for the project. Once these have been received the Stafford Borough Council section 106 application form will be completed. The value of the project will require that, once approved, the project will need to be subject to a full tender process.
- 22-324 The modified concept plan addresses problems the parish council faces with the village green playground:
- Annual inspection of the playground identifies a problem with the safety matting. There are a range of different surfaces, and this causes problems with tripping hazards and has an ongoing maintenance cost for the council.
 - The three litter bins on the playground need to be removed and replace with fewer new bins with secure lids.
- 22-325 **Resolution:** It was resolved that once the Stafford Borough Council section 106 application form has been completed a meeting with the Cabinet Member for Leisure and the two borough councillors is arranged.

Parish Clerk's report

Budgets

- 22-326 Schedule of invoices awaiting payment since the last meeting £4,305.25
- 22-327 Current Account bank reconciliation on 13 July 2022 = £17,364.80
- 22-328 Reserve Account bank reconciliation on 13 July 2022 = £6,001.99
- 22-329 **Resolution:** It was resolved that the schedule of payments for the period 16 June – 13 July 2022 set out in Appendix 3 is approved.

Correspondence

- 22-330 An application has been received by the Borough Council asking for the removal of the horse chestnut tree (T30) at 19 Ashdale Park.
- 22-331 The Parish Council does not normally comment on Tree Preservation Order applications as they have in the past only related to maintenance of the trees. However, in this case the application is asking for the removal of the tree.

22-332 **Resolution:** It was resolved that an objection to the application is sent to the Borough Council as this would be a considerable loss of amenity and may set a precedent for the removal of other mature trees on the Ashdale Park estate but would accept there may be a need to maintain the tree by a professional tree surgeon.

Events Working Group – to agree proposed terms of reference

22-333 A meeting has taken place with members of the Yarnfield Fete Committee at which there was unanimous agreement to wind up the committee and for the existing membership to form the basis of a new parish council led working group focusing on events.

22-334 Terms of Reference for the new group will be prepared with a view to them being adopted at the next Parish Council meeting. The merger will result in physical assets of the Fete Committee and money held by the Committee being transferred to the parish council.

22-335 **Resolution:** It was resolved that Terms of Reference for the Events Working Group are prepared and brought to the September meeting for approval.

Personnel Committee – to adopt proposed terms of reference

22-336 As a body corporate it is the council that is responsible for the recruitment, appointment and management of employees of the council. Yarnfield and Cold Meece Parish Council as a newly created council had no structures in place at the time of the Clerk's appointment. The appointment and subsequent management have been undertaken by the 7 councillors with the day to day coordination done by the chairperson reporting to the council.

22-337 To future proof the arrangements for the management of employees a new Personnel Committee is proposed. The draft terms of reference have been circulated to members and it is recommended that these are adopted. (Appendix 4)

22-338 Membership of the committee will consist of the Vice Chair of the Parish Council plus two councillors. Any dispute arising from the Personnel Committee will be dealt with by an appeals panel which will be overseen by the Chairperson plus two councillors, who are not members of the Personnel Committee.

22-339 **Resolution:** It was resolved that the terms of reference for the Personnel Committee and Appeals Panel is approved.

Casual Vacancy

22-340 Stafford Borough Council has now confirmed no requests were received to fill the casual vacancy on the parish council by election and the parish council is therefore free to do so by co-option.

22-341 A draft policy on the process for co-option has been circulated to members and it is recommended that these are now adopted by the Parish Council. (Appendix 5)

22-342 Proposed timetable for the co-option for the Cold Meece vacancy:

- Advert placed – 15th July
- Closing date for receipt of applications – 5th August
- Validation process – 5th August – 10th August

- Notice of meeting - 10th August / 17th August
- Parish Council Meeting - 17th August / 24th August

22-343 **Resolution:** It was resolved that:

- i. The Casual Vacancy Policy 2022 is approved
- ii. The casual vacancy in the Cold Meece ward is advertised with a view to completing the process of co-option in line with the agreed timetable.
- iii. The date of the extra Parish Council meeting to consider co-option applications to be held in August 2022, subject to councillors' availability.

Neighbourhood Plan

22-344 The next stage in the process will be for the preparation of policies and writing the draft Neighbourhood Plan.

22-345 **Resolution:** It was resolved that:

- i. Chairperson and Parish Clerk meet with Urban Vision to agree work on the next phase of the project and to review the timeline for production of the neighbourhood plan.
- ii. An application is sent to LOCALITY for a grant to fund the next phase of the process.
- iii. A small group is formed to work with the Parish Council to prepare and agree the draft Neighbourhood Plan.

Forward Plan – to approve the meeting timetable for 2022/23

22-346 The forward plan set out in Appendix 6 was noted.

Date and time of next meeting

22-347 14 September 2022 at 7.30pm



Signed

Chairperson of the Parish Council

Date: 28th September 2022

Meeting closed 9:06pm

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions



12 - Warning





8 - Monitor






5 - On target

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
<u>June 2022</u>				
22-299	<u>Community Speed watch</u> i. The high speeds being recorded by the Elan City camera are reported to the Staffordshire Road Policing Unit with a request that they carryout enforcement work on Yarnfield Lane; ii. An approach will be made to the Staffordshire Community Speed Watch Team to establish whether members of the local group will require refresher training.	Referral to Police made (16/06/22) CSW team contacted to resume operation (15/06/22) Coordinator working to agree campaign dates and to source update training if required.	Completed	
22-287	<u>Young Person Litter Poster</u> A letter of thanks is sent and that the notices are displayed on the parish council notice boards.	Thank you letter sent. Poster displayed on the notice boards	Completed	
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.	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	Awaiting response from Network+ and SCC	





Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
		could require the use of a freephone number for reporting faults. (05/07/22) Network+ forwarded email to their contractor		
22-277	<u>Queen's Platinum Jubilee</u> i. Donations are made to; a. The Dougie Mac £375.00 b. Katharine House £375.00 c. Springfields School PTA £85.00 ii. A meeting is arranged with the members of the Fete committee to confirm the arrangements for the transfer of the work of the Fete committee to the parish council. iii. A second History Talk is organised for later in the year.	Donation letter and cheque signed Meeting with Fete Committee Members set for 13/07/22 to agree Terms of Reference History Talk invitations prepared, date for talk to be agreed with VH – possible date Tuesday 25 or Friday 28 October.	Completed	
22-265	<u>Labour in Vain</u> i. The notes of the Annual Parish Assembly were notes; ii. Work is done to establish a group to approach the Stonegate in with a view to agreeing how the pub can be reopened. iii. Work is undertaken to register the Labour in Vain and a community asset with Stafford Borough Council.	Registration as a community asset ledged with Stafford Borough Council September Parish Newsletter to be used to gather views on the future of the pub and to invite formations a group to work with Stonegate to see how the pub can be run as a sustainable viable business. Meeting with new Landlord to be held ASAP.	Further work required	



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
22-258	<u>Annual Governance and Accountability Return</u> i. The Chairperson and Clerk sign the AGAR Section 1; ii. The Chairperson and Responsible Finance Officer sign the AGAR Section 2; iii. The dates for the exercise of Public Rights are noted; iv. The annual return is sent to the external auditor.	Public consultation documents published on website (16/06/22) Public consultation period started (17/06/22) Signed copies of AGAR and supporting documents sent to MAZARS (17/06/22)	Completed	
<u>May 2022</u>				
22-247	<u>Home to School Transport</u> It was resolved that a letter is sent to Staffordshire County Council asking for them to review their position on home to school transport.	Home to School Transport – The Stone Parish Council Liaison Group has invited parish councils to write to Staffordshire County Council. Exemption application needed to be received by the DfT by 31 May 2022. As the parish council meeting was on 30 th May the resolution to write to Staffordshire County Council would have been out of time as soon as it was sent.	Parish Council 13 July to be asked to agree a revised resolution.	
<u>April 2022</u>				
22-204	<u>Archiving of YCM-PC records</u>	Records Officer will receive parish records every four years.	On hold	




Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	Staffordshire Records Office are contacted to establish what records could be transferred and the preferred format for documents.	To be actioned in April 2023 at the end of the council year.		
22-188 22-271	<u>Community Project officer appointment</u> The Clerk work with Support Staffordshire to develop a scheme that is beneficial to the parish council up to a limit of £2,000.	Lottery fund application prepared and sent to Support Staffordshire Agreement from Yarnfield Park to use the centre secured. (14/06/22) Meeting with SS requested to complete work on the lottery bid. (04/07/22)	In progress	
22-170	<u>Clerk - training</u> To pay for the Clerk to attend a webinar about common land run by the Society of Local Council Clerks at a cost of £30 + VAT.	Webinar postponed; awaiting new date for the event. New date set – 26 July 2022.	Completed	
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. - That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support.	Discussion with Cllr Pert – agreed to support the proposal and has given a commitment to refer the proposal to the appropriate officers in Staffordshire County Council. Email sent to Cllr Pert to forward to appropriate officer/cabinet member at Staffordshire County Council (11/07/22)	Waiting for response	
<u>March 2022</u>				
22-97 21-584	<u>New Office Systems</u>	Laptop purchased		





Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	<ul style="list-style-type: none"> - A Microsoft Business 365 Standard licence is purchased. - 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>Zoom Licence cancelled</p> <p>Enquiries made about IT support for councillors, cost prohibitive.</p> <p>Discussions with SCC IT support and use of MS 365</p> <p>Laptop purchased to run new system (31/03/22)</p> <p>Help from Staffordshire County Council IT secured (03/05/22)</p>	Action deferred to summer recess	
22-82	<p><u>Community Speed Watch</u></p> <p>Contact is made with the Staffordshire CSW to arrange for them to visit the parish to undertake risk assessments on new sites.</p> <p>Contact is made with the Deputy Police, Fire and Crime Commissioner, to press for a 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>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>	Waiting for response	
<u>February 2022</u>				
22-58	<p><u>Network +</u></p> <p>The parish council prepare a list of issues and follow up actions required to reinstate Yarnfield Lane which will then be sent to Network Plus.</p>	<p>Site 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>	Awaiting response from Network +	



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
22-26	<p><u>Public question - Yarnfield Lane/A34 junction accident</u></p> <p>It was resolved that a letter is sent to Staffordshire County Council Highways.</p>	<p>Request sent to PCSO to establish cause of accident before reporting to Staffordshire County Council (28/03/22)</p> <p>Follow up email sent to PCSO asking for information about whether the road layout was a contributory factor in the accident or not. (04/07/22)</p> <p>Accident investigation by the Police has not been completed.</p> <p>Update on action to date send to resident.</p>	Overdue – continue to liaise with PCSO	
<u>December 2021</u>				
21-746	<p><u>Greenside playground</u></p> <p>A report is prepared for the March 2022 meeting to make proposals to attend to the low risk maintenance issues.</p>	<p>Report to be prepared for June 22 meeting</p> <p>Work on Greenside playground to be incorporated into the Village Green project.</p>	On-going	
<u>October 2021</u>				
21-581	<p><u>Council banking arrangements</u></p> <p>The application be submitted to NatWest bank to open a Bankline for Communities Account</p>	<p>Existing banking arrangement to be transferred to an online banking facilities, that allow for two signatures (as required by Yarnfield and Cold Meece Parish Council-PC Financial Regulations).</p> <p>NatWest Bank approached to set up new account.</p>	Action deferred to summer recess	
<u>September 2021</u>				



Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
21-524 21-746	<u>Village Green Project</u> - The plan, which sets out the vision for the project is approved; - A meeting is arranged with the borough councillors for the parish and the lead officer at Stafford Borough Council; - That a costed delivery plan is prepared.	Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement. Revised plan prepared. Actions to be completed: - Indicative costing to be obtained from at least two contractors by end of July 2022 - Submit revised concept plan and costs to Stafford Borough Council August 2022 - Site meeting with Stafford Borough Council officer, Cabinet Member and Ward members	On going	
21-499	<u>Severn Trent work Highlows/Yarnfield Lane</u> Severn Trent give undertaking to complete work on the Highlows Lane/Yarnfield Lane Sewer	Meeting with Severn Trent Manager to agree work (August 2021) Chase up email sent – 28 June 2022	Awaiting response	
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.	Awaiting decision by Staffordshire County Council over the date for completion of the 40mph limit on Meece Road and Swynnerton Road. Contacted Highways Team with a request to agree site, design and installation (11/07/22)	Awaiting response from SCC	
<u>June 2021</u>				
21-364	<u>Yarnfield Park – Section 106 Agreement</u> - Yarnfield Park residents Group	First meeting of a residents group held (13/07/21).	Ongoing	

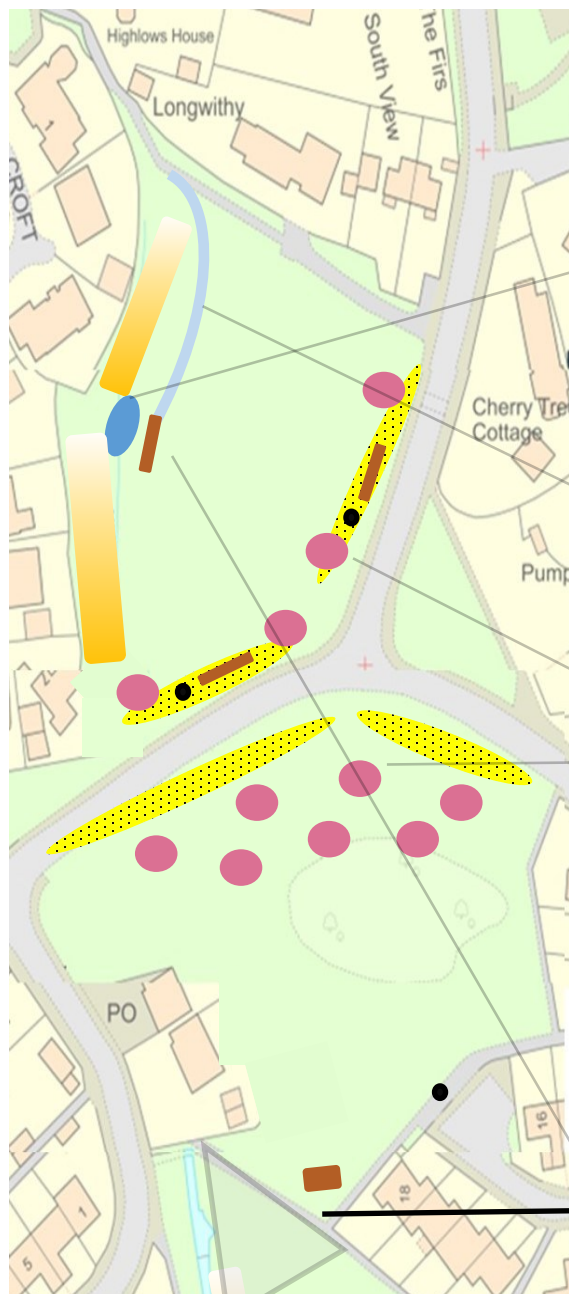
Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	- It was resolved that arrangements are made to hold a public meeting for the residents of Yarnfield Park	Residents' Group to leaflet other residents to raise awareness and secure more support. 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. 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. - Contact original group members to reenergise formation of the residents group - Letter to Stafford Borough Council – Head of Planning /CEO		
<u>May 2021</u>				
21-265	<u>Baden Hall – Motocross events</u> It was resolved that the Borough Council's Planning Service is contacted to establish what conditions apply to the use of the site.	Advice from environmental health and Planning service received about the use of the for moto cross events. Parish council to monitor use of the site. Use of the site in 2022 and the number of days used have been reported to Stafford Borough Council planning/ enforcement. /Enforcement Officer planning to visit site before the July 2022 event.	Awaiting response from Stafford Borough Council.	
22-47	<u>Firing Range</u> It was resolved that the Chairperson write to the PFCC;	Letter sent. Assurance given this was a priority to the PFCC and would be a regular discussion with the chief constable.	Follow up action with PFCC, Env'	

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	<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. 	Consultant report on mitigation work received by the police. Meeting with Environmental Health Service to be held to agree work programme.	Health and Police required	
<u>September 2021</u>				
	<u>Highways Project</u> Yellow Lines	Final stage of the public consultation on yellow lines [February 2022]	Start date to be confirmed by SCC	
	<u>Highways Project</u> Buffer Zone Cold Meece 40 mph limit	Final stage of the public consultation on yellow lines [September 2021]	Start date to be confirmed by SCC	

Yarnfield Village Green Concept Plan



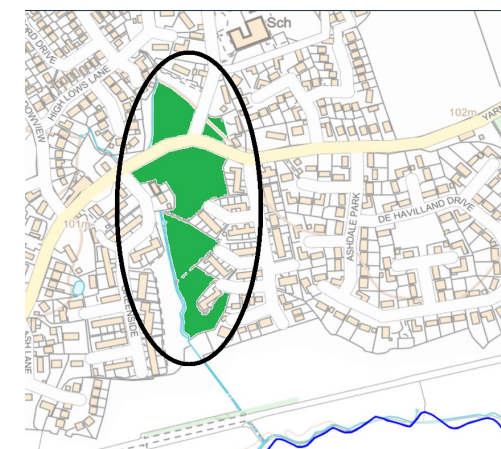
Proposed wet area and pond as part of improved drainage for the green

All weather gravel path



Additional Cherry Trees

Play ground - see larger plan for details



Location plan

Project Aim:

- To provide a multi-functional space for all ages and needs.
- Improve the play facilities on the playground to provide a single all weather play area.
- Increase biodiversity and amenity, relaxing spaces, access to nature, play/fitness, dog walking, food growing, community events.

The ideas are based on community views and reflect the overriding ambition to make the natural environment a place for safe learning and recreation.



2 new benches



6 new litter bins



Native nut and fruit trees such as the Cobnut

Working with the Borough Council to secure a long lease for the entire 2.2 hectare (5.4 acres) site the project will be put out to commercial tender. But the aim will be to ensure there are plenty of opportunities for the community and local groups to be involved in delivery of the project.





 Bench Bench

 Improved bridge

 Spring bulbs

 New covered litter and dog poo bins

 Nature corridor
Wild flower and meadow grass

 Native—nut and fruit tree planning

*Yerrifield & Cold Meace
Planning*

Yarnfield and Cold Meece Parish Council

Schedule of Payments - 13 July 2022

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
28/06/2022	146	Mr T Alcock	Refund of expenses	5.22		5.22
06/07/2022	147	Friends of Springfields	Donation to PTA	85.00		85.00
06/07/2022	148	Katherine House Hospice	Charity donation	375.00		375.00
06/07/2022	149	Douglas Macmillan Hospice	Charity donation	375.00		375.00
13/07/2022	150	Stafford Borough Council	Civic Amenity Collection	265.00	53.00	318.00
13/07/2022	151	AEDdonate	Defibrillator installasion	280.00	56.00	336.00
13/07/2022	152	Trent Grounds Maintenance	Renovation of village green	775.00	155.00	930.00
13/07/2022	153	Trent Grounds Maintenance	Grounds maintenance	890.90	178.18	1,069.08
13/07/2022	154	Clerk	Salary	561.26		561.26
13/07/2022	154	Clerk	Office expenses	51.41	9.08	60.49
13/07/2022	155	HMRC	PAYE payment	140.20		140.20
13/07/2022	156	Cllr Eyre	Purchase of notice boards	50.00		50.00
				3,853.99	451.26	4,305.25

Chairperson:



Date:

13-Jul-22

Yarnfield and Cold
Meece Parish Council

Personnel Committee
Terms of Reference

PREFACE

Document title	Personnel Committee		
Author	Parish Clerk		
Status	Draft Terms of Reference		
Effective from	July 2022		
		Date	Resolution
Approved on	First Approved		
Next review date	May 2024		
Purpose: To meet legislative requirements and to ensure transparent governance and accountability in relation to the discharge of personnel functions of the council.			

1 Aims and objectives

- 1.1 The Personnel Committee is appointed by Yarnfield and Cold Meece Parish Council to meet legislative requirements and to ensure transparent governance and accountability arrangements in relation to the discharge of personnel functions of the council.
- 1.2 The committee will make recommendations to the Council regarding policy and strategic matters within its delegated area of responsibility.
- 1.3 The Council's Standing Orders, Financial Regulations and Code of Conduct shall apply to the function of the committee.
- 1.4 The Terms of Reference will be reviewed bi-annually by the Full Council.
- 1.5 Nothing in these Terms of Reference prevents the Council from dealing with a matter that might otherwise be dealt with by this committee.

2 Membership

- 2.1 The committee membership will be made up of the Vice-chairperson of the parish council plus two other councillors.
- 2.2 The Vice-Chairperson of the Council will take on the role of chairperson of the Personnel Committee.

3 Areas of Responsibility

3.1 The committee will give advice and make recommendations to the Parish Council on all matters under its area of responsibility:

- a) Be responsible for staff recruitment;
- b) Review the terms, conditions and contracts of employment;
- c) To coordinate the Clerk's annual appraisal, performance and development reviews and to take necessary action;
- d) To review the adoption of national salary awards;
- e) To deal with any employment disputes;
- f) To hear allegations of breaches of discipline by parish council staff;
- g) To put in place succession arrangements that need to be made in relation to the role of the Parish Clerk.

3.2 The committee has no direct budget responsibilities.

4 Meetings

4.1 Meetings are to be held as and when required with a minimum of one meetings per year, on dates to be set by the committee and published in the Parish Council Forward Plan.

4.2 The Chairperson will be responsible for the preparation of agendas.

5 Appeals Panel

5.1 Any dispute arising from a decision of the Personnel Committee will be dealt with by an Appeals Panel which will meet within 21 days of receipt of a written appeal.

5.2 The membership of the Appeal Panel will be made up of the Chairperson of the Parish Council plus two parish councillors who are not members of the Personnel Committee.

5.3 The Chairperson of the Council will take on the role of chairperson of the Appeals Panel.

Yarnfield and Cold Meece
Parish Council

Co-Option To Councillor
Casual Vacancy Policy 2022

PREFACE

Document title	Co-option To Councillor Casual Vacancy Policy	
Author	Parish Clerk	
Status	Draft	
Effective from	13 July 2022	
		Date Resolution
Approved on	First Approved	13/07/2022
Next review date	May 2024	
Purpose: Although the process for co-option to vacancies of local councils is not prescribed in law, NALC's Legal Briefing L15-08 (Original date of issue: 23 July 2008 Re- issued: 7 May 2015) provides guidance. The Local Elections (Parishes and Communities) (England and Wales) Rules 2006		

1 Introduction

- 1.1 The Parish Council recognises that it is of paramount importance that all applicants are treated alike; that arrangements are seen to be open, fair and transparent; and that vacancies are publicised as widely as possible. This policy sets out the process to be followed by Yarnfield and Cold Meece Parish Council when co-option is under consideration.
- 1.2 Whenever the need for co-option arises, the Parish Council will encourage applications from anyone who is eligible to stand as a Parish Councillor (see section 3). Both councillors and parishioners can approach individuals to suggest they might wish to consider putting their names forward for co-option and encourage them to register their expression of interest.
- 1.3 The Parish Council is not obliged to co-opt to fill any vacancy. Even if a councillor invites applications for co-option, it is not obliged to select anyone from the candidates who apply.
- 1.4 The Parish Council recognises that it is not desirable for parts of the parish to be unrepresented for a significant length of time.

2 Co-option Process

- 2.1 In the event of a vacancy occurring due to the resignation, death or ineligibility of a Councillor, the Clerk will immediately inform the Monitoring Officer at

Stafford Borough Council and supply them with a copy of the requisite Notice of Vacancy for posting.

- 2.2 The right to fill a vacancy by co-option will arise only if the requisite 10 electors of the Parish have not called for a poll (by-election) within 14 days following the publication of the Notice of Vacancy. In such circumstances the Parish Clerk will be notified by Stafford Borough Council that the vacancy may be filled by co-option.
- 2.3 Where a casual vacancy is not required to be filled by election, the parish council must, as soon as practicable after the expiry of the period of 14 days referred to in paragraph 2.2, co-opt a person to fill the vacancy.
- 2.4 In the case of a casual vacancy occurring within six months before the day on which that councillor would regularly have retired, paragraph 2.3 shall have effect with the substitution of the word "may" for "must"; and any vacancy not so filled must be filled at the next ordinary election.

3 Qualifications / Disqualifications

3.1 Qualification Criteria:

- i. Be an elector for the parish; or
- ii. has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- iii. had their principal place of work in the parish; or
- iv. lives within three miles of the parish.

3.2 There are certain disqualifications for election, of which the main are:

- i. holding a paid office with the parish council;
- ii. bankruptcy;
- iii. having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months without the option of a fine during the five years preceding the election; and being disqualified under any enactment relating to corrupt or illegal practices.

4 Application Process

- 4.1 Notice of the intention to consider co-option will be included on the agenda as a separate item at the Parish Council meeting following the notice from Stafford Borough Council that the vacancy may be filled by co-option.
- 4.2 The Clerk will publish a notice announcing that the vacancy can be filled by co-option and invite expressions of interest. The notice will be placed on the Noticeboards, and on the Parish Councils website and Facebook page, and will include:

- i. A contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor.
 - ii. Contact details to where expressions of interest should be made
 - iii. The closing date for co-option applications.
 - iv. The date and place of the parish council meeting at which applications will be considered.
- 4.3 When expressions of interest are received, the Clerk will provide all applicants with the Parish Council's Application & Eligibility Form (Appendix A). The form is also available to download from the Parish Councils website.
- 4.4 All candidates will be required to complete the Councillor Application & Eligibility Form.
- 4.5 The Clerk will then consider completed forms to check that the individual(s) meets with the qualification and disqualification criteria requirements.
- 4.6 Candidates will be informed by the Clerk that they meet the eligibility criteria and that their application will be put forward for consideration.
- 4.7 Redacted copies of candidate applications, printed on pink, will be circulated to all Parish Councillors with the agenda pack prior to a full meeting of the Council where the co-option is to be considered. All such documents will be treated by the Clerk and Councillors as strictly private and confidential and be returned to the Clerk after the meeting.
- 4.8 The person co-opted must receive an absolute majority vote of the councillors present and voting. For example, where there is a council of six members and all are present and voting, the absolute majority is four. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority. The usual rules on voting apply.
- 4.9 Provided that the meeting has a quorum, the decision must be made by a majority of members who are present and voting. Members must vote by show of hands. A tie in votes may be settled by the casting vote exercisable by the chairperson of the meeting
- 4.10 The Parish Council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings. Co-option should be within a period of 60 days beginning with the day of which the Notice of Vacancy was dated.
- 4.11 Candidates will be invited to the meeting to introduce themselves and speak in support of their application. It will also provide Councillors with the opportunity to seek, through the Chair, clarification on submissions within the application form.

- 4.12 If a candidate is a relative of a Councillor or has connections with any candidate which may be perceived as prejudicial, that Councillor should declare an interest and withdraw from the meeting. Under any of these circumstances a vote by the Councillor concerned is not allowed.
- 4.13 If there are exactly as many as, or fewer candidates than vacancies, the Parish Council may vote on a composite motion, duly proposed and seconded, that all candidates be co-opted. If there are more candidates than vacancies, it will be necessary for existing Councillors present at the meeting to vote.
- 4.14 Where the council is considering the co-option of a councillor to fill a vacancy under s.89 of the Local Government Act 1972, it shall be under no obligation to accept any candidate.
- 4.15 After the vote any candidates that are not present at the meeting, will be notified of the results by the Clerk, as soon as is reasonably possible (usually within 24 hours).

5 Obligations on co-opted councillors

- 5.1 Successfully co-opted candidates become Councillors in their own right, with immediate effect, and are no different to any other member. As such, they must sign the Declaration of Acceptance of Office and Registration of Interests Form at their first meeting, or within 28 calendar days of co-option whichever is the sooner.
- 5.2 The successful candidate(s) will also confirm that they will comply with and abide by the Parish Council's Code of Conduct, as they had previously indicated on their Application and Eligibility Form.
- 5.3 The successful candidate's term of office runs until the next quadrennial elections for the Parish Council.

Yarnfield and Cold Meece Parish Council Parish Councillor Application & Eligibility Form

Name:		
Address:		
		Post Code:
Phone (Daytime):		
Phone (Evening):		
Mobile Phone:		
Email Address:		
Current Occupation:		
<p>Qualification / Eligibility: To be eligible and qualify as a Parish Councillor for Yarnfield and Cold Meece you must meet at least one of the criteria below, please complete as appropriate:</p>		
Questions	Answers	Office Use Only Qualifies – Y/N
How long have you resided in the parish of Yarnfield and Cold Meece? (must be over 12 months)		
Is your principal place of work in the parish of Yarnfield and Cold Meece?		
If neither of the above apply can you evidence that you reside within three direct miles of the parish of Yarnfield and Cold Meece?		

Statement: Using the Person Specification on page 3 as a guide, please explain in up to 100 words why you consider yourself to be a suitable candidate:

Yarnfield and Cold Meece Parish Council Role Of Parish Councillor - Person Specification

	ESSENTIAL	DESIRABLE
Relevant Knowledge Education Professional Qualifications & Training	A willingness to understand local issues and the needs of the residents of the parish.	Specific Vocational training or professional qualification.
Relevant Experience, Skills, Knowledge and Ability	<p>Interest in local matters.</p> <p>Ability and willingness to represent the Council and residents.</p> <p>Good interpersonal skills.</p> <p>Ability to communicate clearly both orally and in writing.</p> <p>Ability and willingness to work closely with other members and to maintain good working relationships with all members of staff.</p> <p>Ability and willingness to undertake relevant training.</p>	<p>Experience of working in another public body or not for profit organisation</p> <p>Experience of working with voluntary and or local community/interest groups</p> <p>Experience in financial control/budgeting</p> <p>Confidence in using Information and Communication Technology</p>
Personal qualities and other requirements	<p>Committed to attend formal and informal meetings of the council,</p> <p>Committed to abide by the Nolan Principle of Public Life¹.</p> <p>Flexible</p> <p>Enthusiastic</p>	Willingness to support parish council events at weekends and in the evening

¹ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

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

Date	Start	Meeting	Venue	Key issues and decisions
2022				
19 July	7.30pm	Community Action Group	Village Hall	
August				No meeting scheduled
7 September	10.30am	Informal briefing	Village Hall	
14 September	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - External Audit Report - AGAR completed - Community Speed Watch - Quarterly report - Update from Deputy PFCC - Minutes of Community Action Group - Safeguarding Policy review
5 October	10.30am	Informal briefing	Village Hall	
12 October	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Half year budget review - Parish Plan – update
18 October	7.30pm	Community Action Group	Village Hall	
9 November	10.30am	Informal briefing	Village Hall	
16 November	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Draft budget proposals 2023 – 2024 - Minutes of Community Action Group

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

Date	Start	Meeting	Venue	Key issues and decisions
7 December	10.30am	Informal briefing	Village Hall	
14 December	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Community Speed Watch Report - Playground annual inspection report
2023				
4 January	10.30am	Informal briefing	Village Hall	
17 January	7.30pm	Community Action Group	Village Hall	
18 January	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Budget and Precept approval - Approval of regular payments list
8 February	10.30am	Informal briefing	Village Hall	
15 February	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Minutes of Community Action Group
8 March	10.30am	Informal briefing	Village Hall	
15 March	7.30pm	Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Community Speed Watch Report - Annual renewal of council insurance policies
5 April	10.30am	Informal briefing	Village Hall	
12 April	7.30pm	Parish Council	Yarnfield Park	

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

Date	Start	Meeting	Venue	Key issues and decisions
18 April	7.30pm	Community Action Group	Village Hall	
4 May (Provisional date)	<ul style="list-style-type: none"> - Local government elections - Neighbourhood Plan referendum 			
10 May (Provisional date)	10.30am	Informal briefing	Village Hall	- New Councillor briefing
17 May (Provisional date)	7.30pm	Annual meeting of the Parish Council	Yarnfield Park	<ul style="list-style-type: none"> - Inaugural meeting of the new council - Appointment of chairperson/vicechair
10 May (Provisional date)	7.45pm	Parish Council Meeting		- Minutes of Community Action Group

John Fraser
Parish Clerk Yarnfield and Cold Meece