

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 = £1,410.63
- 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 3<sup>rd</sup> 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

A handwritten signature in black ink, appearing to read "Sam Puri". The signature is written in a cursive style with a large initial 'S'.

Signed

Chairperson of the Parish Council

Date: 15 February 2023

Meeting closed 9.26pm

**Yarnfield and Cold Meece Parish Council**  
**Schedule of Payments - January 2023**

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
18/01/2023	BACS	Play Inspection Compant	Playground Annual inspection	85.00	17.00		102.00 ✓
18/01/2023	BACS	Staffordshire County Council	WEB hosting service	125.00			125.00 ✓
18/01/2023	BACS	Trent Grounds Maintenance	Grounds maintenance	40.00	8.00		48.00 ✓
18/01/2023	BACS	Village Hall Committee	Room hire	87.00			87.00 ✓
18/01/2023	BACS	Village Hall Committee	Room hire coffee morning	84.00			84.00 ✓
18/01/2023	BACS	Clerk	Salary	604.63			604.43 ✓
18/01/2023	BACS	Clerk	Expenses	181.44	27.56		209.00 ✓
18/01/2023	BACS	HMRC	PAYE payment	151.20			151.20 ✓
				<b>1,358.27</b>	<b>52.56</b>		<b>1,410.63</b>

Chairperson:



Date:

18-Jan-23



## YCM-PC Budget Review - January 2023




2022 - 2023 Approved Budget			Estimateds End of Year Spend	Estimated End of Year Balance	Budget 2023 - 2024
<b>General Administration</b>					
1	Clerk salary	7,102	7,254	- 152	7,386
2	PAYE	1,775	1,813	- 38	1,846
3	Membership fees	248	251	- 3	376
4	Training	630	72	558	504
5	Office expenses	1,000	1,300	- 300	1,300
6	Room Hire	453	600	- 147	450
7	Newsletter	600	1,048	- 448	1,000
8	Microsoft 365	253	-	253	-
8a	Website - SCC charge	268	125	143	131
		<b>12,329</b>	<b>12,463</b>	<b>- 134</b>	<b>12,993</b>
<b>Statutory Requirements</b>					
9	Insurance	686	600	86	600
10	Audit service	315	396	- 81	400
11	Annual inspection of play equipment	105	102	3	107
		<b>1,106</b>	<b>1,098</b>	<b>8</b>	<b>1,107</b>
<b>Repairs and Maintenance</b>					
12	Grounds Maintenance Contract No 1	7,616	6,851	765	7,997
12a	Grounds Maintenance Contract No 2	2,580	930	1,650	
13	Play Equipment	1,000	383	617	1,050
		<b>11,196</b>	<b>8,164</b>	<b>3,032</b>	<b>9,047</b>
<b>Miscellaneous</b>					
14	SBC - civic amenity sites	300	318	- 18	333
15	SBC - election recharge	884	884	0	928
		<b>1,184</b>	<b>1,202</b>		<b>1,261</b>
<b>Grants</b>					
16	Community Projects (Grants)	840		840	840
		<b>840</b>		<b>840</b>	<b>840</b>
<b>Council Reserves</b>					
17	Deposit Account	1,040	27,000		2,000
		<b>1,040</b>	<b>27,000</b>		<b>2,000</b>
<b>Special Projects/Earmarked reserve</b>					
SP1	Road projects - contribution to SCC	4,000	-		4,000
SP2	Neighbourhood Plan	788	7,933	- 7,145	788
SP3	Footpath and pavement improvements	1,000	-		-
SP4	Community Action Group - projects	1,300	651	649	1,146
SP5	Cold Meece Gates	1,000	-		-
SP6	Events Group	600	1,396	- 796	631
SP7	Community Development Role	2,000	-		12,000
	Notice Board installation		330	- 330	-
		<b>10,688</b>	<b>10,310</b>		<b>18,565</b>
		<b>38,383</b>	<b>60,237</b>		<b>45,813</b>
<b>Income</b>					
	Previous Year Balance		15,983		6,365
	Precept		26,450		27,243
	Con' Grant		1,330		1,330
	General Credits		20,583		-
	Reserves - Community Officer role				10,000
	VAT refund for 2021/22		2,256		1,700
			<b>66,602</b>		<b>46,638</b>


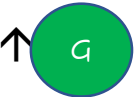
Combined incomes		66,601.82		46,638.00
Projected expenditure		60,237.02		45,813.08
<b>Projected end of year balance</b>		<b>6,364.80</b>		<b>824.92</b>

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Achieved Actions


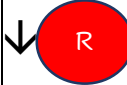
Monthly Progress Tracker – Update 17/01/23

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

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAQ</u>
22-472	Parish Council Elections 2023 - Work to promote the May 2023 elections and opportunity it presents to become a parish councillor is prepared	Promotional material included in the January Newsletter Clerk arranged to attend SLCC training event on briefing on elections [13/02/23] Work to develop a poster and social media campaign to encourage people to get involve with the parish council.	Campaign to be presented to February meeting	
22-470	Stafford Borough Council Options Appraisal - Parish Council to work with neighbouring councils on a response to the Preferred Options Paper - That the Borough Council is approached to ask for a specific event	Discussions with Chebsey and Eccleshall Parish Councils held to agree on joint working. Email sent to Stafford Borough Council asking for briefing for the parish council on Meecebrook.	Further work required once the SBC publish their response	

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions


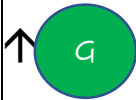
Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	to answer questions about the proposed Garden Community at Meecebrook for parish Councils directly affected by that proposal.	Draft report to be prepared for November Parish Council Meeting. Consultation response sent to Stafford Borough Council	to the consultation.	
<u>October 2022</u>				
22-376	<u>Yarnfield Lane Lay-by</u>  The Borough Council is approached to discuss what enforcement options could be used to tackle the problem of littering.  The Staffordshire County Council Highways are approached to raise the Parish Council's concern about the lay-by.	Email to Stafford Borough Council Environmental Health enforcement team.  Camera monitoring notice in place.	Monitor fly tipping events with a view to further action by Env' Health	
<u>June 2022</u>				
22-285	<u>Network+ contractor – helpline charges</u>  Network Plus and the Staffordshire County Council are contacted to express the parish council's concern about the use of a premium phone number to report defects with the traffic management lights.	Chasing response from Network Plus (06/09/22) Concern about you of 0845 number raised with Major Project Manager  Email sent to Network Plus asking for their views on why an 0845 number is used and whether an 0800 or 0808 number could be used. (05/07/22)  Email sent to Cllr Pert asking if the Staffordshire County Council permit arrangements for traffic management could require the use of a freephone number for reporting faults. (05/07/22)  Network+ forwarded email to their contractor	Still waiting for an answer from SCC about their policy on customer contact number	





Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
22-265	<p><u>Labour in Vain</u></p> <p>i. The notes of the Annual Parish Assembly were notes;</p> <p>ii. Work is done to establish a group to approach the Stonegate in with a view to agreeing how the pub can be reopened.</p> <p>iii. Work is undertaken to register the Labour in Vain and a community asset with Stafford Borough Council.</p>	<p>Stafford Borough Council refuse reject application to list as an Asset of Community Value.</p> <p>FOI request to see details of Owners response to the request</p> <p>Stafford Borough Council confirm application has been received and no additional information is required, and a decision will be made ASAP.</p> <p>Registration as a community asset made to Stafford Borough Council (26/08/22)</p> <p>Autumn 22 Newsletter used to support the pub and promote their Facebook page.</p>	<p>ACV application rejected. Consider submitting a new application.</p>	
<u>April 2022</u>				
22-188 22-271	<p><u>Community Project officer appointment</u></p> <p>The Clerk work with Support Staffordshire to develop a scheme that is beneficial to the parish council up to a limit of £2,000.</p>	<p>Interviews held 26/01/23</p> <p>Application form agreed and interview date for candidates set Monday 16 January 2023.</p> <p>Lottery fund approved.</p> <p>Meeting with Support Staffordshire arranged to project detail and appointment of the project officer - 21/11/22</p> <p>Lottery application prepared with support of Support Staffordshire, and now await result (25/08/22)</p> <p>Lottery fund application prepared and sent to Support Staffordshire</p>	<p>Await confirmation of appointment</p>	


Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions

Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
		Agreement from Yarnfield Park to use the centre secured. (14/06/22)		
22-153	<u>Yarnfield Lane Cycle path</u> <ul style="list-style-type: none"> <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>	Update on progress requested [06/12/22] Project proposal submitted to Staffordshire County Council 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)	Awaiting decision from Staffordshire County Council	
<u>March 2022</u>				
22-97 21-584	<u>New Office Systems</u> <ul style="list-style-type: none"> <li>- A Microsoft Business 365 Standard licence is purchased.</li> <li>- Set up bespoke email systems for councillors.</li> <li>- That a laptop up to a value of £400 including VAT is purchased.</li> </ul>	Proposal to migrate to a new version of the Website template. Costs associated with this work £250 (estimated) 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. Laptop setup complete.	Further work with SCC web team required to agree resourcing for the project	

Yarnfield and Cold Meece Parish Council  
Council Resolutions and Actions



Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
	<ul style="list-style-type: none"> <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>Laptop purchased</p> <p>Zoom Licence cancelled</p> <p>Enquiries made about IT support for councillors, cost prohibitive.</p> <p>Discussions with SCC IT support and use of MS 365</p> <p>Laptop purchased to run new system (31/03/22)</p> <p>Help from Staffordshire County Council IT secured (03/05/22)</p>		
22-82	<p><u>Community Speed Watch</u></p> <p>Contact is made with the Staffordshire CSW to arrange for them to visit the parish to undertake risk assessments on new sites.</p> <p>Contact is made with the Deputy Police, Fire and Crime Commissioner, to press for a change in the approach to enforcement on 20mph roads.</p> <p>CSW activity is reported to the Parish Council on a quarterly basis.</p>	<p>Site visit for potential site with SCC Speed watch coordinator [7/12/22].</p> <p>Risk assessment of new sites undertaken in Yarnfield and Cold Meece completed [7/12/22]</p> <p>Staffordshire Community Speed Watch asked to undertake risk assess on new locations on Yarnfield Lane Buffer Zone, Meece Road and Swynnerton Road, Cold Meece.</p> <p>Staffordshire Community Speed Watch propose using Yarnfield as a pilot project to test feasibility of CSW operating in 20mph areas.</p> <p>Email to Staffordshire CSW to establish pilot project</p> <p>Activity is linked to the adoption of the Yarnfield Park Roads by Staffordshire County Council. which was first scheduled to happen in December 2020.</p> <p>Contact with Staffordshire CSW to be actioned once local group established and new coordinator operating.</p>	Awaiting review by the County Community Speed watch about enforcement in 20mph zones	




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		<p>Letter sent to deputy PFCC</p> <p>Response received from Deputy PFCC</p> <p>Not content with response, further research required to reply to DPFCC</p> <p>Review report to be prepared for September 2022 meeting.</p>		
<u>February 2022</u>				
22-58	<p><u>Network +</u></p> <p>The parish council prepare a list of issues and follow up actions required to reinstate Yarnfield Lane which will then be sent to Network Plus.</p>	<p>Chasing email send to Network Plus Project Manager – Major Projects (12/11/22)</p> <p>Site meeting with Major Projects Manager who has agreed to action the parish council’s snagging list</p> <p>Assurances given that the snagging work would be undertaken now they were nearing the end of the contract wok</p> <p>Concern about delay in dealing with the outstanding actions raised with Network + Project Manager – Major Projects. 05/09/22</p> <p>Site survey undertaken and list of outstanding action sent to Network + (25/03/22)</p> <p>Still waiting for confirmation that the work will be carried out.</p>	<p>Waiting for conformation of the date for complete the work</p>	
<u>September 2021</u>				
21-524	<u>Village Green Project</u>			


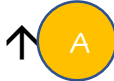
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Achieved Actions

<u>Minute</u>	<u>Resolution</u>	<u>Action</u>	<u>Status</u>	<u>RAG</u>
21-746	<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>Section 106 application submitted to SBC. Invitation to Cabinet lead to visit Yarnfield.</p> <p>Section 106 funding application prepared</p> <p>HS2 Phase 2a CEF funding application being prepared.</p> <p>Stafford Borough Council approve lease of land to Parish Council</p> <p>Stafford Borough Council approve additional £10k from the Westbridge Park Project</p> <p>Meeting held with four contractors. Awaiting indicative costs that will enable completion of the SBC s106 application form and the submission of the revised concept plan to Stafford Borough Council</p> <p>To be arranged - site meeting with Stafford Borough Council officer, Cabinet Member and Ward members</p> <p>Revised plan prepared. Actions to be completed:</p> <p>Indicative costing to be obtained from at least two contractors by end of July 2022</p> <p>Concept plan prepared and present to Stafford Borough Council. Further work required to ensure plan meets requirements of the s106 agreement.</p>	Parish Council approve s106 application to Stafford Borough Council.	
21-499	<p><u>Severn Trent work Highlows/Yarnfield Lane</u></p> <p>Severn Trent give undertaking to complete work on the Highlows Lane/Yarnfield Lane Sewer</p>	<p>Work on the method statement for delivery of the second part of the project still to be completed and agreed with Staffordshire County Council Highways Team. Continue to liaise with STWCo.</p>	Continue to monitor progress.	

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>Stage 1 works completed. Now waiting for details of the second stage works and start date.</p> <p>Meeting on site with Severn Trent engineers. Work to be completed in two stages. Part 1 work scheduled to start on 3 October – 7 October 2022</p> <p>Meeting with Severn Trent Manager to agree work (August 2021)</p> <p>Chase up email sent – 28 June 2022</p>		
21-488	<p><u>Gates at Cold Meece</u></p> <ul style="list-style-type: none"> <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>Location of Gates identified and shared with Amey and ward Councillors. (21/09/22)</p> <p>Follow up meeting with Amey to agree arrangements</p> <p>Awaiting decision by Staffordshire County Council over the date for completion of the 40mph limit on Meece Road and Swynnerton Road.</p> <p>Contacted Highways Team with a request to agree site, design and installation (11/07/22)</p>	Meeting with Community Traffic Management Officer agreed	
<u>June 2021</u>				
21-364 22-368	<p><u>Yarnfield Park – Section 106 Agreement</u></p> <ul style="list-style-type: none"> <li>- Yarnfield Park residents Group</li> <li>- It was resolved that arrangements are made to hold a public meeting for the residents of Yarnfield Park</li> </ul>	<p>Residents' Group arranged to meet with Pinnacle Contracts Manager for Yarnfield Park.</p> <p>Article promoting work of the group in the Residents' Group now taking over responsibility for this work with support from the Parish Council.</p>	Awaiting response from Interim Head of Planning	




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>Meeting with residents agree to request meeting with SBC Head of Planning in January.</p> <p>Second meeting scheduled for 30 November</p> <p>Request to Stafford Borough Council to ask that representatives of the Resident's Group meet with planning and lead team.</p> <p>Options report being prepared for Stafford Borough Council Leadership Team</p> <p>Inaugural meeting of the Yarnfield Park Residents Group held.</p> <p>Response from Interim Head of planning who has referred concerns to the legal team for guidance.</p> <p>Letter to Stafford Borough Council – Interim Head of Planning asking for his intervention to resolve (26/08/22)</p> <p>Stafford Borough Council have still to answer basic questions about their handling of the section 106 agreement with the developers and what enforcement action they will take to secure compliance with the agreement.</p> <ul style="list-style-type: none"> <li>- Contact original group members to reenergise formation of the residents group</li> </ul> <p>First meeting of a residents group held (13/07/21).</p> <p>Ambition to establish a resident's group still exists on the estate. The arrival of the annual Pinnacle bills for the maintenance contract (2022-23) will be issued in July.</p>		


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>
<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> <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>Meeting with SBC requested.</p> <p>Material proposed for the second sate of acoustic work failed fire safety checks. Further work being undertaken to find a suitable acoustic cladding material.</p> <p>Police asked to say when they hope this work to be complete.</p> <p>PFCC signs off business case for the range – 01/09/22</p> <p>The first stage of the acoustic works which is the mitigation wall along the left flank of the Range was installed at the end of August 2022.</p> <p>An assessment of a number of acoustic products for the right flank wall is being undertaken by the Police who should be making a decision quite quickly and then will get it installed.</p> <p>Mitigation work at the range to be installed in September.</p> <p>Letter sent. Assurance given this was a priority to the PFCC and would be a regular discussion with the chief constable.</p> <p>Consultant report on mitigation work received by the police. Meeting with Environmental Health Service to be held to agree work programme.</p> <p>Mitigation work agreed between police and Stafford Borough Council.</p>	On track, continue to monitor.	

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>
		PFCC confirms by email progress being made with the business case to find a new location for the range.		
<u>September 2021</u>				
	Highways Projects - Buffer Zone - Cold Meece 40 mph limit	Traffic orders confirmed. Awaiting date for installation of signs.  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.  Final stage of the public consultation on buffer zones and Cold Meece 40 mph limit completed [September 2021]	Start date to be confirmed by SCC	



Yarnfield and Cold Meece Parish

Council

Events Working Group

11 January 2023

1. **Present:** Linda Eyre, Tim Alcock, Sally Parkin, John Fraser
2. **Apologies:** David Clifford
3. **Terms of reference:** A review of the terms of reference was needed to reflect:
  1. the opportunity to hold meetings of the group at different venues;
  2. How money raised by events would be ringfenced to provide for future activities and distributed to good causes.
4. **Annual Events Schedule:** the group recognised the value of putting together a calendar of events. Suggestions included:
  - Pub nights in the village hall
  - Easter egg hunt
  - Annual Parish Assembly 17th May.
  - Quiz nights
  - Summer walks
  - Parish Picnic. Target date in August. Ice cream van, garden games - very informal.
5. **Coronation of King Charles III** – the group agreed to work with others in the parish to ensure the coronation was celebrated in the parish and to develop ideas at their next meeting.

Next meeting to be organised when all members of the group are available.