

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

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

Councillors:

David Beeston
Margaret Broader
Brian Eyre
Stella Hughes
Sally Parkin (Chairperson)

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

Also in attendance: Cllr J Pert

Public at the meeting: 1

Viewing on Facebook 12

Apologies for Absence

23-115 Apologies were received from – Cllr Roy James (SBC)

Declaration of Interest

23-116 Nil

Community Development Officer

23-117 Cllr Parkin introduced Khadija Shariff the newly appointed Community Officer who will be working alongside the Parish Council to identify and support community projects in the parish.

Public Question Time

23-118 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 become a place we can be proud of.

Response

23-119 To be considered as part of the discussion about the planning application for the Labour in Vain.

23-120 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.

Response

23-121 The enforcement of road traffic offences is a matter for the police. The complaint will be referred to the Local PCSO. Any resident who has evidence of any road traffic offences can raise a complaint by calling 101 for non-emergency enquiries.

23-122 Yarnfield Parkway and the other estate roads have recently been adopted by the County Council. Any concerns about road markings can be reported using their online reporting system.

23-123 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 is 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?

Response

23-124 An invitation to attend a future meeting of the Parish Council will be sent to Staffordshire Police to explain how policing in the parish is resourced.

23-125 Question 4

When will the work in Yarnfield lane on the opposite side to stone dominoes be 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.

Response

In March 2022 the Parish Council sent a list of defects that needed to be dealt with to Network Plus. These have not been resolved and so a letter has been sent to the CEO of National Grid asking that he uses his "authority to find a resolution to these issues and to give a guaranteed commitment that the work will be completed quickly and to a high standard."

This has prompted a response from both National Grid and Network Plus and work on defects has started.

The Parish Council will continue to monitor progress with these repairs.

23-126 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. It is clear that the green is still holding rain water and attention to the ground drainage is needed.

There are times when the green cannot 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.

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 cannot 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.

Response

The fetes referred to predate this Parish Council and the cutting regime that it now uses for the green which is having a positive effect on reducing water retention.

The proposed scheme for the north green includes draining two known springs, which will help to improve the drainage of the area.

The tree planting on the north green will be limited to individual cherry trees that follow the line of the road. Before any trees are planted a clear understanding of the location of underground services will be established.

Minutes of the meeting held on 15 February 2023

- 23-127 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 15 February 2023 were approved as a correct record of the meeting.

Reports from Borough and County Councillors

- 23-128 Cllr Pert

- The work on the speed limits in Cold Meece and the buffer zone on Yarnfield Lane are now nearing completion and it is hoped that this would be completed next month.
- There have been a number of unauthorised road closures on Yarnfield Lane in recent weeks. County Council officers have met the contractors to remind them of their obligation to secure permission for any road work and to ensure the appropriate signage is in place.

HS2 – update report

- 23-129 The quarterly liaison meeting between the combined Parish Councils and HS2 Ltd will take place on Monday 3rd April.
- 23-130 A copy of the Stone Railhead Crisis Group update on their work is attached at Appendix 1.

Community Action

- 23-131 Cllr Mrs Hughes provided a resume of the Community Action group meetings held on 19 July and 18 October 2023. (Appendix 2 and 3)
- 23-132 **Resolution:** It was resolved that the minutes of the 19 July and 18 October 2023 Community Action Group meetings were accepted.

Defibrillator – update on progress to secure a unit in Cold Meece

- 23-133 BIFFA has made a donation of £500 towards the cost of a defibrillator in Cold Meece.
- 23-134 The application to Rotary Eccleshall Mercia to support the cost of a defibrillator was rejected because the outstanding problems with finding a suitable site and the provision of a power supply meant the scheme was unlikely to be completed in time to receive a grant.
- 23-135 An approach has been made to business premises in Cold Meece to try and find a site for a defibrillator.

Parish Council Action Tracker – to review progress.

- 23-136 Minute 22-58 – Network Plus Repairs to Yarnfield Lane
- Following the letter to the CEO of National Grid a meeting with local representatives of National Grid and Network Plus has resulted in the items on the Parish Council's list of defects being attended to.
- 23-137 Minute 21-400 – Severn Trent Highlows Lane
- Progress has been made with the project and scheme agreed.
- 23-138 A copy of the Update of Actions Report (Appendix 4) was noted, and a copy posted on the Parish Council website.

Warm Welcome Event – review

- 23-139 The three weekly events in the parish continue to be well supported with average attendances of:
- Monday, Craft Group - 12 people
 - Wednesday, Warm Welcome - 8 people
 - Friday, Coffee Morning – 18 people
- 23-140 **Resolution:** It was resolved that:
- i. Support for the Wednesday Warm Welcome Group would continue until end of May 2023, after which a decision on how to maintain the group would be made.
 - ii. Support for the Monday Craft Group would continue until the end of April 2023, after which the group would become self-funding.

Parish Clerk's report:

Budget and payments

- 23-141 Schedule of invoices awaiting payment since the last meeting = £8,451.91
- 23-142 Current Account bank reconciliation on 15 March 2023 = £7,280.96
- 23-143 Reserve Account bank reconciliation on 15 March 2023 = £31,062.08
- 23-144 **Resolution:** It was resolved that the schedule of payment for the period 16 February 23 – 15 March 23 set out in Appendix 5 is approved.

Update on actions taken.

- 23-145 All actions are dealt with as substantive items on the agenda.

Audit

- 23-146 The internal audit and Annual Governance and Accountability Return will be reported to the May 2023 meeting of the Parish Council.

Banking arrangements

- 23-147 Transitional banking arrangements need to be agreed for the period 4 May 2023 – 31 May 2023 to ensure bank transactions can continue after the election in May.
- 23-148 **Resolution:** It was resolved that the existing bank signatories continue to be authorised to sign bank transactions after the May election until new arrangements are made with the bank.

May 2023 election

- 23-149 The council will run a campaign to raise awareness of the forthcoming election and to encourage residents to put themselves forward for nomination as parish councillors. The campaign will include a specific page on the council's website, Facebook posts and commercially printed posters.
- 23-150 **Resolution:** It was resolved that the council run a promotional campaign.

Correspondence

- Letter received from MOD Swynnerton about increased activity between 8am – 9pm during March and April 2023.
- Invitation received to attend the Stafford Borough Council Annual Council and Mayor Making Ceremony – 13 May 2023

Events Working Group

- 23-151 Stafford Borough Council has invited Parish Councils to apply for a grant of up to £300 to be used to promote the Coronation celebrations. An application for the grant has been submitted.
- 23-152 Arrangements for first aid cover at the Coronation Picnic has still to be confirmed. A request has been sent to St John's Ambulance Service to see if they can provide the cover and at what cost.

Neighbourhood Plan

- 23-153 The draft of the Design Code will be available before the end of March 2023.
- 23-154 The open space consultation has received only a limited response. To improve the level of community engagement work will be undertaken to encourage people to take part.

Councillor Training / meeting reports

- 23-155 No training or reports.

Forward Plan

- 23-156 The date of the next meeting has been rescheduled to take place on Wednesday 5 April 2023.

Planning – to consider any planning applications in the parish

- 23-157 Labour In Vain Inn, Yarnfield Lane, Yarnfield

Reference 23/37093/OUT

Proposal Outline Application - Three dwellings (all matters reserved except for access)

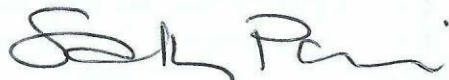
23-158 The Parish Council has been concerned about the future of the Labour in Vain as a valuable asset in the parish. The proposals to build three houses on part of the carpark was viewed as not being in the long term interest of the pub and would affect the viability of the business.

23-159 **Resolution:** It was resolved that:

- i. A consultation response is sent to the planning department asking that the application be refused for the following reasons.
 - That the reduction in the size of the car park would have a detrimental effect on the future viability of the Labour in Vain.
 - That adequate provision for access to the 3 dwellings had not been made as the only access was off the car park of the Labour in Vain.
 - The design fails to take account of noise and light implications, together with the amenity of adjacent residential areas or operations of existing activities.
 - That adequate arrangements for the handling of surface water had not been made.
 - The design fails to clearly distinguish between public and private space, and provide space for storage, including for recycling materials.
- ii. That an application is made to Stafford Borough Council to list the Labour in Vain as an asset of community value.

Date and time of next meeting

23-160 5th April 2023 at 7.30pm



Signed

Chairperson of the Parish Council

Date: 5th April 2023

Meeting closed 9.32pm

HS2 – SRCG Update Report

The SRCG continues to be very active and is working on a number of important initiatives to get significant changes to the HS2 proposals in order to try and protect local people from the worst excesses of the project:

Yarnfield Lane

SRCG is supporting Y&CMPC by providing technical assistance relating to the proposed realignment of Yarnfield Lane, its widening and the proposed signalised junction with the A34.

A meeting with representatives of HS2, its contractor Kier and Kier's consultants (RPS) on 7th March. Sadly, the information provided about the design of the realignment and its phasing was still lacking in the necessary details.

- Footpath/cycleway located on the wrong (south) side with no evidence provided to justify the proposals.
- Permanent IMB-R access located far too close to the new M6 overbridge, with only a 110m visibility splay proposed, which is unsafe and far less than the 215m splay required by Govt design standards.
- Despite questions on the subject, and confirmation that Kier had moved to detailed design, there was a lack of clarity over completion of a Road Safety Audit for the preliminary design stage.
- Kier/HS2 did not present any phasing plans and did not have a clear idea of how they will build the realigned lane, whilst keeping the existing lane open.
- We have posed many questions that we expect to be addressed soon with a further meeting to be held soon after with the HS2 team.

Schedule 17 applications

HS2 Ltd has applied for the use of multiple routes along the route of Phase 2a:

- The submission was made on 30th January with an 8-week consultation period to 24th March.
- Despite a request to be consulted formally by SCC, it was only willing to receive an informal response from all parish councils.
- Whilst this is unsatisfactory, SRCG assisted Y&CMPC with preparing a consultation report that focussed on the proposed use of Yarnfield Lane and Pirehill Lane. The latter on the basis that children from our village attend Walton Priory Middle School from 9-13.
- County Councillor, Jeremy Pert, has given support to our report in his formal consultation response.

Delay to Phase 2a of two years

The Secretary of State for Transport (Mark Harper) announced on 9th March that Phase 2a will be delayed for two years. Whilst this is a step in the right direction, it is not the answer to the Government's problem:

- The SRCG has a solution and presented it to the Government in January
 - Phase 1+ will prevent the disastrous negative consequences of Phase 2 in terms of WCML capacity and connectivity to the existing rail network at Crewe.
 - Phase 1+ would also address the negative environmental consequences of Phase 2 and save £30 billion at today's prices.
 - Phase 1+ would replace Phase 2 and we are working hard to get it adopted asap and believe that the two-year delay to Phase 2a could be the first step to achieving this objective.

YARNFIELD AND COLD MEECE PARISH COUNCIL

COMMUNITY ACTION GROUP

MINUTES OF THE MEETING HELD ON 19TH JULY, AT 7.30P.M. IN YARNFIELD VILLAGE HALL.

PRESENT: Mrs Margaret Broader, Ms Karen Chapman, Mr Stan Collins, Mrs Tina Collins, Mrs Linda Eyre, Councillor Stella Hughes.

PRESENTATION: Flowers were presented to Ms Karen Chapman in thanks for her many years as Yarnfield Forum and the Community Action Group's minutes secretary. Increased work commitments prevent Ms Chapman from continuing her role of minutes secretary although she remains a member of the committee.

CAG22-59 APOLOGIES: None

CAG22-60 DECLARATIONS OF INTEREST: None

CAG22-61 MINUTES OF THE PREVIOUS MEETING

Mrs Linda Eyre proposed that the minutes held on 19th April, 2022 were accepted and Mr Stan Collins seconded the proposal. The minutes were duly signed.

CAG22-62 Councillor Hughes raised her concerns regarding the post code on the defibrillator at Yarnfield Park which was not very clear. She enquired about the post codes on any other defibrillator machines. Mr Collins explained that The Circuit apparently only notes the location of the defibrillator rather than its post code. Concern was expressed that the defibrillators are all accessed in slightly different ways. Mr Collins assured the Committee that the 999 operator would direct the caller to the nearest defibrillator and give instructions regarding access.

CAG22-63 Everyone was given a copy of the proposed defibrillator demonstration invitation and instructions regarding what to do in the case of a cardiac arrest and how to carry out CPR. Mr Collins and Mrs Broader proposed that the order of the information was changed so that the first item dealt with indications of Cardiac Arrest. Information on heart attack should follow this with the additional note that heart attack may lead to a cardiac arrest. These changes would be made before the document was sent to the Parish Clerk for inclusion in the Parish Magazine.

CAG22-64 Clarification would be sought from Major Salisbury regarding a proposed informal arrangement for use of the camp defibrillator.

CAG22-65 The cheque from Biffa had been made out to Councillor Hughes. Arrangements were made to transfer the amount of £500 to the Parish Council. The Biffa cheque would be ring-fenced to help pay for a defibrillator for Cold Meece. A further letter of thanks had been sent.

- CAG22-66** It was resolved that other businesses in Cold Meece should be approached to see if they were willing to supply donations towards the cost of purchasing a defibrillator.
- CAG22-67** It was pointed out that many of the businesses are not actually in Yarnfield and Cold Meece Parish although they are sited in Cold Meece. If opportunities for grant aid from the County Council arose then an application would be made.
- CAG22-68** Discussion followed on money-raising events to fund the purchase of additional defibrillators for the parish. Ideas included: a hog roast; dragon racing; 100 club; a Quiz night. Opinion favoured linking the event to a specific occasion such as Hallowe'en for example.
- CAG 22-69** The litter picking arrangements were advertised on Facebook but the June event was poorly attended. It was felt that the monthly litter pick needs to be advertised more widely.
- CAG22-70** Councillor Hughes asked Ms Chapman about her attempts to set up a Facebook group for litter collection. She explained that she had not got further with the idea as the Parish Clerk wished to ensure that this conformed to Parish Council guidelines. It was agreed that the matter would be discussed with the Parish Clerk to progress the idea. Linda Eyre wondered if an open forum would be a good idea for villagers to share their ideas for village improvements. She suggested a Saturday morning meeting might be appropriate.
- CAG22-71** The July litter pick had been cancelled by Councillor Hughes because of the extreme heat warning for the day.
- Post meeting note:** The August litter pick was also cancelled for the same reason.
- CAG22-72** The strawberry tea was considered a very successful event. The group discussed whether we should aim to do this more regularly or do something similar to raise money for the village as some people had expressed an interest in this happening more often. It was suggested that we might provide more strawberries. There would be the additional cost of hire of the hall at £60. The earliest a second tea could be organised would be September which would be late for the strawberry season.
- CAG22-73** The event raised £181.61 for the defibrillator and £136.77 for local charities: the Macmillan Hospice and Katherine House. This would be added to other monies raised during the Jubilee Celebrations for charity.

The raffle proved a successful fund-raiser. Thanks were given to all those who had provided prizes for the raffle. Councillor Hughes had written to thank Mrs Joan Gater for her generous contribution of prizes. Contact would be made with Simon to thank him for providing the music.

CAG22-74 Mrs Linda Eyre was thanked for providing help to clear and seed the raised bed outside High Winds. There was a problem in that the Pixie selection had grown much taller in some places than anticipated. This had created a problem for the occupiers of High Winds when exiting their drive. Councillor Hughes had contacted the supplier whose explanation was that the bed must be too fertile - which proved surprising. It might be possible to sow seed nearer the fence rather than at the front of the border, although this would probably be a drier area and there were a number of tree trying to sprout despite the fact that these had been sprayed with weed - killer.

CAG22-75 When the weather was cooler and when available Mrs Linda Eyre and Councillor Hughes intended to tidy the beds on the Furlong and the Green. Anyone interested was welcome to join us.

CAG22-76 Summer bedding had been planted in the tubs in the village in time for the Jubilee celebrations. A number of people had commented on how attractive the tubs, and the pots outside the village hall, have looked over the summer.

Councillor Hughes visited the shop on 4 occasions to discuss the idea of putting a display outside the shop but there was no room outside and the shop was too busy with customers. When she succeeded in speaking to the shop owner he was very amenable to the idea of having a display of plants outside the shop.

CAG22-77 It was resolved to hold an autumn clean up and daffodil planting session on a date between 24th September and 23rd October. Councillor Hughes would liaise with the Parish Clerk.

CAG22-78 It was resolved to plant daffodils on the village green and on the green on De Havilland Drive. (The Parish Clerk had contacted Barratts with regard to planting daffodils on the roundabout in the estate but had not received a reply. There was no further news about the adoption of the estate roads by Highways.)

CAG22-79 It was resolved to ask the Parish Clerk to see if it was possible to re-establish links with Drake Hall to help with the planting session.

CAG22-80 Councillor Hughes had sought prices for bulbs. As miniature daffodils were so expensive she suggested that we avoid purchasing these this year. She would price large bags of daffodils from Fletchers as these had been good value in the past. Network Plus had disturbed some of the daffodils but the damage would not be visible until spring.

It was resolved to purchase bulbs for the spring display. Prices for 100 tulips cost between £22 and £34; 5x 20kg of daffodils cost between £120-136. A maximum spend of £150 was proposed.

CAG22-81 The coffee club was doing well with between 13 and 16 people attending. A number of original members had returned. It was breaking even.

CAG22-82 It was proposed that CAG should attempt one extra activity during the next 12 months. It was pointed out that Councillor Hughes may not be available at Christmas. She asked the committee to give this issue further thought. Meanwhile she would discuss the idea with Mrs Rachel Cooper to see if she had any ideas about a themed food night.

The meeting closed at 9.10 p.m.

CAG22-83 The date of the next CAG meeting is Tuesday, 18th October, 2022.

Proposed by: *Councillor M. Brooker*

Seconded by: *Ms. Karen Chapman*

Signed: *D Hughes. 21/02/23*

Remaining Dates for meetings:

17th January, 2023.

18th April, 2023.

YARNFIELD AND COLD MEECE PARISH COUNCIL

COMMUNITY ACTION COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY, 18TH OCTOBER, AT 7.30 P.M. IN YARNFIELD VILLAGE HALL.

PRESENT: Councillor Margaret Broader, Mr. John Smee, Councillor Stella Hughes.

CAG-22-59 APOLOGIES: Councillor Frank Cromey, Mr. Stan Collins, Mrs. Tina Collins, Mrs. Linda Eyre, Ms. Karen Chapman.

CAG-22-60 DECLARATIONS OF INTEREST: None.

CAG-22-61 SIGNING OF THE MINUTES: Proposed by Councillor M. Broader. As Mr. Smee had not attended the previous meeting it was not possible to second the proposed adoption of the minutes. Hence, they were held over until the next meeting for signing.

Defibrillators

CAG-22-62 Monitoring of the new defibrillator at Ashdale is taking place on a weekly basis.

CAG-22-63 Defibrillator training took place on Saturday 17th September at 2.00p.m. Two first responders from Eccleshall Community First Responders led the training. Twelve people attended, including two people from Swynnerton. All had an opportunity to learn how to administer C.P.R. Councillor Hughes had written a letter of thanks to the ECFR website.

CAG-22-64 The leaflet produced by CAG was not included in the Parish Council Newsletter; an illustrated guide was used instead. Copies of the guide were available on request from the Parish Clerk.

CAG-22-65 A letter had been written to be sent to Major Salisbury. Mr. Smee pointed out that the defibrillator would not be part of the Circuit. It was also felt that a circular informing residents would be problematic as there would be no control over who had access to the information. It was agreed that Councillor Hughes should discuss the situation with the Parish Clerk.

Note: A discussion took place and the Parish Clerk suggested we approach Major Salisbury for a donation towards the purchase of a defibrillator.

CAG-22-66 A letter had been prepared to send to local businesses in Cold Meece appealing for donations towards the purchase of a defibrillator for Cold Meece.

Litter picking

CAG-22-67 On the advice of the Parish Clerk the planned September litter pick was postponed owing to the death of Her Majesty Queen Elizabeth the Second.

CAG-22-68 An enquiry will be made regarding the litter-picking app.

Autumn Clean Up

CAG-22-69 The autumn Clean Up and bulb planting took place on 15th and 16th October. Nineteen people took part including three children. Some who could not contribute on the appropriate days, helped before or after the event. Fewer people took part in the event. Advertisements had been placed on Facebook and on the notice boards. It was noted that further advertising of the event might encourage more people to take part. The bulbs purchased cost £176.50 (less V.A.T. the cost was £146.08 which was within our budget of £150). One child helped at three sessions. It had been agreed that a letter of thanks will be sent, and a certificate awarded to the child.

CAG-22-70 Work undertaken included bulb planting outside High Winds; on Ashdale Park play area; Yarnfield Park play area and the village green. Bulb planting in the pots will take place in November which is a more suitable time for tulip bulb planting. Help would be appreciated to complete this. Two of the wooden barrels were falling apart and have been replaced at a cost of £38 each.

CAG-22-71 Other work carried out included: washing the benches on the green; cleaning the bus shelter and telephone booth; litter picking, clearing the beds on the Furlong and the green; removing dead branches from The Furlong and weeding the garden; weeding and cleaning the pavement in front of the village hall.

CAG-22-72 A letter of thanks had been placed on the noticeboards. A letter had been sent to Drake Hall to thank the ladies who had helped.

CAG-22-73 Councillor Hughes had contacted Mrs. Rachel Cooper regarding catering for other future events. Unfortunately, she has been ill and has only recently returned to work although she is not fully recovered. She has agreed to contact me when she is recovered.

CAG-22-74 The coffee club is continuing to do well. Although a few people may have been put off by the two recent Covid cases. Mrs. Collins is considering arrangements for Christmas.

Post meeting note: A group were going for a meal at Yarnfield Park after the coffee morning on Friday, 18th November.

CAG-22-75 The Parish Council is responding to the Local Authority's Warm Spaces Initiative. It is hoped that the village hall will be used for a similar session to the coffee club on one afternoon a week during the winter. The use of a pub as a venue was discussed.

CAG-22-76 The date of the next meeting will be postponed. The new date is Tuesday 21st February 2023.




Proposed Mrs M. Brooker
Seconded Mr. John Smeeth
Signed Mrs Stella Hughes .



20.03.23

Yarnfield and Cold Meece Parish Council
Council Resolutions and Actions

Resolution Action Log




Monthly Progress Tracker – Update 15/3/23

	 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	14	3

<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 III	Scope of the event and plans agreed.	Date set for 7 th 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>Locations</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"> - Work to promote the May 2023 elections and opportunity it presents to become a parish councillor is prepared 	<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"> - Call be all residents to register - Advice on new photo ID requirement - Call to stand as a prospective councillor - Leaflet promoting nominations <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
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	<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"> - That the council endorses the proposal to provide a safe cycle and footpath connection between Yarnfield and Stone. - That the Staffordshire County Council and neighbouring parish councils are contacted to secure their support. 	<p>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>	


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	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	




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		<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"> - The plan, which sets out the vision for the project is approved; - A meeting is arranged with the borough councillors for the parish and the lead officer at Stafford Borough Council; - That a costed delivery plan is prepared. 	<p>letter sent to Cllrs James& 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>	



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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"> - The proposal to build wooden gates was approved. - That the County Council Highways Department are contacted to secure approval for the siting of the gates. 	<p>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>	Project details agreed with SCC Scheme costs and plans to be prepared.	
<u>May 2021</u>				
22-47	<p><u>Firing Range</u></p> <p>It was resolved that the Chairperson write to the PFCC;</p> <ul style="list-style-type: none"> - To press the case to secure mitigation being put into the existing range; 	<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>	On track, continue to monitor.	

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	<ul style="list-style-type: none"> - To seek assurances about the timescale for completing the business case to move the range. - To secure an undertaking about the police authority's commitment to relocate the range. 	<p>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"> - Buffer Zone - Cold Meece 40 mph limit 	<p>Traffic orders confirmed. Awaiting date for installation of signs.</p> <p>Speed limit along the Swynnerton Road in Cold Meece and the Yarnfield Lane buffer zones will become legal soon (hopefully before the September) although the physical implementation on the ground is extremely slow at the moment, due to material supply issues.</p> <p>Final stage of the public consultation on buffer zones and Cold Meece 40 mph limit completed [September 2021]</p>	Start date to be confirmed by SCC	
<u>March 2022</u>				
22-97 21-584	<p><u>New Office Systems</u></p> <ul style="list-style-type: none"> - A Microsoft Business 365 Standard licence is purchased. 	<p>Proposal to migrate to a new version of the Website template.</p> <p>Costs associated with this work £250 (estimated)</p> <p>Brief for this project has been extended to look at migrating the parish council website to a later version that would provide enhanced</p>	<p>To be delivered by the new council.</p> <p>Further work with SCC web team</p>	

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

Yarnfield and Cold Meece Parish Council
Schedule of Payments - 15 March 2023

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
10/03/2023	BACS	Support Staffordshire	Annual subscription	25.00			25.00 ✓
10/03/2023	BACS	Stafford Borough Council	Civic Amenity Collection	277.50	55.50		333.00 ✓
15/03/2023	BACS	SPCA	Training Course	30.00	6.00		36.00 ✓
15/03/2023	BACS	BHIB	Insurance premium	579.74			579.74 ✓
15/03/2023	BACS	Village Hall Committee	Room hire - coffee morning	96.00			96.00 ✓
15/03/2023	BACS	Village Hall Committee	Room hire - craft group	36.00			36.00 ✓
15/03/2023	BACS	Village Hall Committee	Room hire - parish council	138.00			138.00 ✓
15/03/2023	BACS	SPCA	Annual subscription	382.82			382.82 ✓
15/03/2023	BACS	Support Staffordshire	Community Dev' Officer	6,000.00			6,000.00 ✓
15/03/2023	BACS	Clerk	Salary	604.43			604.43 ✓
15/03/2023	BACS	Clerk	Expenses	63.30	6.42		69.72 ✓
15/03/2023	BACS	HMRC	PAYE	151.20			151.20 ✓
				8,383.99	67.92		8,451.91

Chairperson:



Date:

15-Mar-23