

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Wednesday 17 May 2023
Yarnfield Park Conference Centre

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

Councillors:

Margaret Broader	Kirsty Treen
Stella Hughes	Ed Whitfield
Sally Parkin (Chairperson)	

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

Public at the meeting: 2

Viewing on Facebook: 16

Apologies for Absence

23-207 Apologies were received from – Cllr David Beeston, Cllr Jo Griffiths, Cllr Pert (SCC) and Cllr James (SBC)

Declaration of Interest

23-208 Nil

Public Question Time

23-209 **Question 1** – A resident has written asking that the hedge that runs along the edge of the footpath from Greenside to the playground is cut back as it is making it difficult to get through on his mobility scooter.

23-210 **Response** – the hedge is maintained by the owner of the adjoining property. There is however a suggestion that this part of the hedge is not his responsibility and is in fact on Stafford Borough Council land.

A meeting is being arranged with Streetscene to talk about a number of issues relating to the lease of the village green and this complaint will be addressed at that meeting.

23-211 **Question 2** – Wellbeing Park soccer festival held on 13 May 2023. A letter of complaint has been received about the excessive number of cars that parked on Yarnfield Lane which reduced the lane to a single width from Ashdale Park to the M6 overbridge.

23-212 **Response** – The parish council has raised the concerns of residents and those of the parish council to the problems caused and has asked the police to confirm what involvement they had with dealing with the effects of the cars parked on the lane. The parish council will be asking for a meeting with the organisers of the event and police and to seek assurances that any future festivals will be better managed.

Minutes of the meeting held on 5 April 2023

- 23-213 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 5 April 2023 were approved as a correct record of the meeting.

Reports from Borough and County Councillors

- 23-214 Nil

Minutes of the Community Action Group (CAG) held on 21 February 2023

- 23-215 Cllr Hughes provided an update on the work of the CAG. A copy of the minutes of the February meeting are attached at Appendix 1.
- 23-216 **Resolution:** It was resolved to approve the committees request to purchase two replacement half barrels.

Spring Clean and Coronation Picnic

- 23-217 The Spring Clean event in April was supported by 12 residents and two students from Alleyne's Academy who are undertaking their Duke of Edinburgh Award.
- 23-218 The Coronation Picnic which was held on the 7th May was a great success with over 300 people from all parts of the parish attending. The event, which was blessed with fine weather, was made possible because of the support from the volunteers who came forward to help on the day.
- 23-219 The Events Working Group, who organised the picnic, will be meeting to review what went well and what might be changed for any future events. The Group will also undertake a review of finance for the event and report to the next meeting of the Parish Council.

Actions Tracker Update

- 23-220 Minute 21-524 – Village Green Project
- A meeting is being arranged with officers from the Borough Council to resolve outstanding issues associated with the lease of the green and the release of the section 106 money to deliver the village green project.
 - Should it be necessary an invitation will be extended to the new Cabinet Member for Leisure to visit the site.
- 23-221 Minute 22-58 – Network Plus, Yarnfield Lane
- Some repairs have been undertaken, however one outstanding issue relating to the repair of the verge on Yarnfield Lane, remains unresolved.
 - The Highways Department at the County Council have ultimate responsibility to ensure work undertaken by contractors on their estate (roads and verges) is done to a satisfactory standard.
- 23-222 **Resolution:** It was resolved that the correspondence with Network Plus is forwarded to the County Council and ask that they pick up the problem on our behalf as soon as possible.
- 23-223 Minute 23-172 – Openreach damaged manhole cover
- A second report has been made to Openreach to ask them to repair the damaged cover. The work is scheduled to take place in June 2023.

- 23-224 Minute 21-499 – Severn Trent, Highlows Lane Project
- Severn Trent has confirmed a funded scheme has been agreed.
 - A request has been made to confirm when the scheme will be submitted to SCC to approve traffic management arrangements necessary when the work is undertaken.
 - Severn Trent have been asked for confirmation of the plan and key dates. If information is not forthcoming the parish council's concerns will be escalated to the STW Chief Executive.

23-225 A copy of the Update of Actions Report set out in Appendix 2, and posted on the parish council website, was noted.

Labour in Vain – asset of community value application and planning application

23-226 A second Asset of Community Value application has been submitted to Stafford Borough Council.

23-227 Cllr Parkin, Cllr Beeston and the clerk have met two consultants working for Enterprise Inns about the planning application to build three houses on part of the pub carpark. It is clear from the conversation that, while the planning application is not seen as a precursor to the loss of the pub, it is unlikely that any money coming from the sale of the building plots will be used to fund the much needed renovation of the pub.

Parish Clerk's report: Budgets

23-228 Schedule of invoices awaiting payment since the last meeting = £8,287.46

23-229 Current Account bank reconciliation on 17 May 2023 = £6,9

23-230 **Resolution:** It was resolved that:

- i. the schedule of payment for the period 5 April – 17 May 2023 set out in Appendix 3 is approved.
- ii. A transfer of £1,166.71 is made to the CAG Reserve Account
- iii. A transfer of £931.47 is made to the Events Working Reserve Account
- iv. A transfer of £2,000 in made to the General Reserve Account

Update on Actions Taken

23-231 Greenside playground

- The second part of the power washing of the playground will be completed on 18 April at a cost of £350.
- Work to restore the cradle swing basket swing chains and shackles will cost £537 +VAT

23-232 **Resolution:** It was resolved that work on the swing basket is undertaken.

23-233 Community worker

- Informal meeting to be arranged for KS to join a parish council briefing.

Correspondence

23-234 No correspondence to report.

Annual audit and governance submission

- 23-235 The internal audit, which was undertaken by Black Rose Solutions Ltd, was completed on 14 April 2023. The internal auditor has not identified any significant concerns.
- 23-236 Copies of the internal audit report and AGAR documents circulated at the meeting are attached at Appendix 4.
- 23-237 The 30-day period during which the public may examine the accounts and raise issues of concern with the external auditor will run from 5 June – 14 July 2023.
- 23-238 **Resolution:** It was resolved that:
- i. The Chairperson and Clerk sign the AGAR Section 1;
 - ii. The Responsible Finance Officer and Chairperson 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.

Banking arrangements – to approve a new signatory for bank transactions

- 23-239 The change in councillors following the May 2023 election has resulted in the need to appoint a new signatory for the banking arrangements.
- 23-240 **Resolution:** It was resolved that Cllr Mrs Broader is added to the list of bank signatories.

Neighbourhood Plan – update and next actions

- 23-241 Cllr Parkin and the clerk have met with the Borough Council forward planning officer and the parish council's consultant Urban Vision to discuss the draft policies to go into the neighbourhood plan.
- 23-242 The first draft of the Design Code that will support the neighbourhood plan has been received. This now needs to be reviewed to identify any amendments to the text and then to be shared with the reference group.
- 23-243 A review of the project plan can now be undertaken, and Urban Vision has agreed to revise the policy documents that can then be shared with the reference group.
- 23-244 The borough council is in the process of preparing a new Local Plan for the Borough. It is not clear what effect this may have on the preparation of the Parish neighbourhood plan.
- 23-245 The work on the neighbourhood plan has been paid for entirely from grants from Locality. The Government has advised Locality that it is highly likely that funding will be made available in 2023/24 to support neighbourhood plan preparation.
- 23-246 **Resolution:** It was resolved that:
- i. Preparation of the neighbourhood plan continues
 - ii. Arrangements are made to convene a meeting of the reference group.
 - iii. The Clerk to apply to Locality for a third grant to pay for the final stages of the preparation of the neighbourhood plan, when this becomes available.

Planning – to consider any planning applications in the parish

23/37379/HOU, 5 The Paddocks Yarnfield - Proposed Extension to side, to enlarge existing Garage

23-247 **Resolution:** It was resolved to make no comment on the application

23/37310/FUL, Darlaston Grange Farm Yarnfield Lane Yarnfield - Farm access track to provide vehicle access to new agricultural building.

23-248 This application is outside of the parish, however in view of the impact the proposal will have on users of Yarnfield Lane it was agreed that the parish councils concern about the application are sent to the borough council.

23-249 **Resolution:** It was resolved to object to the application on the basis that:

- i. The formation of a farm access on Yarnfield Lane at the proposed location would be a hazard to road users
- ii. The details provided in the application did not relate to the site at which the development would take place and are therefore misleading

Date and time of next meeting

14 June 2023 at 7.30pm



Signed

Chairperson of the Parish Council

Date: 14 June 2023

Meeting closed 9.15pm

YARNFIELD AND COLD MEECE PARISH COUNCIL

COMMUNITY ACTION GROUP

MINUTES OF THE MEETING HELD ON 21ST FEBRUARY, 2023.

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

CAG-23-01 APOLOGIES: Mrs. Linda Eyre.

CAG-23-02 DECLARATIONS OF INTEREST: None.

CAG-23-03 SIGNING OF THE MINUTES: To approve the minutes as previously circulated.

Proposed: Councillor Margaret Broader. Seconded: Mr. John Smee*. The minutes were signed after the meeting.

CAG-23-04 Councillor Hughes had written to approximately 40 businesses in Cold Meece seeking financial assistance towards the purchase of a defibrillator for the ward. Disappointingly, no responses were received.

Mr. Brian Eyre had made her aware that the Rotary Club of Eccleshall and East Mercia were seeking to support local organisations hoping to install defibrillators in their areas. She had written to the Rotary Club outlining the need for a defibrillator in Cold Meece and applying for a grant. She also explained the problem of siting the defibrillator and the lack of an electricity supply. Costs of a middle of the range defibrillator, cabinet and fixing charge had been provided.

Post meeting note: Mr. Golbourne, Secretary of the Rotary Club contacted Councillor Hughes by phone and they discussed the application further. He suggested that the problems regarding the electricity supply and siting could prove problematic.

CAG-23-05 Weather permitting Councillor Hughes hoped to begin the monthly litter picks on 12th March. A litter pick had been carried out by villagers in two areas of the village but once again Yarnfield Lane was in need of a litter pick.

CAG-23-06 Mr. John Fraser had set a date for the Village Spring Clean. This was to be held on **22nd April from 10-12noon and from 2pm-4pm**. Mr. Fraser would be asked to provide advertising and to contact Drake Hall Prison to see if they would like to join us again. Councillor Hughes had begun a list of jobs/priorities for the day and asked other members to contribute their thoughts about other jobs. Councillor Hughes would speak to Mr. Cresswell to see if a team from the Village Hall Management Committee, or others, could tidy the outside of the village hall and the garden area.

CAG-23-06 It was agreed that the two planters outside Gorsty Hill Farm were in need of replacement. The two half barrels replaced earlier in the year cost in the region of £80. Councillor Hughes would raise this issue at the next parish council meeting.

CAG-23-07 The expected higher costs of summer bedding was discussed. It would be desirable to have plants in the containers for the King's Coronation. However, May is too early for summer bedding. To put in additional planting before the summer would substantially increase costs. It would also mean that spring bulbs would have to be removed much earlier, which might be to their detriment.

CAG-23-08 Fund Raising. The committee decided to have two tables at the April 1st Fund Raising Event organised by the Events Working Group. Councillor Hughes had family staying with her at this time and may not be able to organize the event. Other members of the group were willing to help with this if she could not attend herself.

CAG-23-09 Fund Raising. The committee agreed to hold a strawberry tea in June or July. Details will be discussed at the April meeting. Councillor Hughes will contact Mrs. Cooper again.

CAG-23-10 The Friday Coffee morning group visited Yarnfield Park for lunch in November and held a very successful Christmas party. The group was going from strength to strength with between 20 and 24 members attending.

CAG-23-11 Councillor Hughes informed the group of the resignation of Councillor Cromey from the Parish Council and hence his resignation from the C.A.G. Regret was expressed at his resignation and appreciation for his support when the Forum was operating and since the formation of the C.A.G. It was agreed that Councillor Hughes should write on behalf of the CAG to thank him for his support.

The meeting ended at 8.30pm.

CAG-23-12 **The date of the next meeting is Tuesday, 18th April, 2023.**

Proposed by: Councillor M. Broader

Seconded by: Mr. John Smee * (post meeting)

Signed by:

Yarnfield and Cold Meece Parish Council
Schedule of Payments - May 2023

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
04/05/23	BACS	Village Hall	Room hire - Parish Council	81.00		81.00
04/05/23	BACS	Village Hall	Room hire - Craft Group	48.00		48.00
04/05/23	BACS	Village Hall	Room Hire - coffee morning	60.00		60.00
04/05/23	BACS	Village Hall	Room Hire - CAG	9.00		9.00
04/05/23	BACS	Bouncy Bouncy Boo	Part 1 of 2 payment for hire	250.00		250.00
04/05/23	BACS	Stafford Borough Council	2019 - Election recharge	883.76		883.76
05/05/23	POC	Post Office	Coronation picnic float	350.00		350.00
05/05/23	DD	Npower	Defibrillator	1.48		1.48
07/05/23	POS	SB Ices	Coronation Picnic - marching band	45.90		45.90
17/05/23	BACS	Black Rose Solutions Ltd	22/23 Internal Audit	90.00	18.00	108.00
17/05/23	BACS	Trent Grounds Maintenance	Grounds Maintenance Contract	924.50	184.90	1,109.40
17/05/23	BACS	Bouncy Bouncy Boo	Part 2 of 2 payment for hire	250.00		250.00
17/05/23	BACS	SCL Ltd	Hire of pedestrian barriers	52.50	10.50	63.00
17/05/23	BACS	Clerk	Salary	604.43		604.43
17/05/23	BACS	Clerk	Office expenses	154.30	19.81	174.11
17/05/23	BACS	HMRC	PAYE payment	151.20		151.20
17/05/23	Transfer	Events Working Group	Transfer to reserve account	931.47		931.47
17/05/23	Transfer	Community Action Group	Transfer to reserve account	1,166.71		1,166.71
17/05/23	Transfer	Reserve Account	Transfer to reserve account	2,000.00		2,000.00
						8,287.46




Chairperson:






Date:






17-May-23

Monthly Progress Tracker – Update 14/05/23




	 Warning	 Action – in progress	 Achieved
April 2023	1	8	5
May 2023	2	10	0

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Progress update report to be brought to next Parish Council Meeting (June 23)</p> <p>Site meeting with Stafford Borough Council officers from planning and Streetscene arranged.</p> <p>Progress on the project and lease of the village green has again stalled.</p> <p>Escalate action to the Borough Council's Planning Officer</p> <p>Cabinet lead and ward councillors pressing Stafford Borough Council officers to release funds and agree the lease.</p> <p>Project to be added to new council work programme</p>	
22-376	Yarnfield Lane Lay-by – litter and fly tipping.	<p>Working with SBC and SCC to find a permanent solution.</p> <p>Project to be added to new council work programme</p>	
22-58	Network + repairs	<p>Refer concern that the failure to repair of the verges on Yarnfield Lane to Staffordshire County Council.</p> <p>Network Plus now being carrying out repairs. Work is still needed to ensure the verge on Yarnfield Lane is repaired. To do this support will be required from SCC and Network Plus to prevent vehicles parking on the verge</p>	

Monthly Progress Tracker – Update 14/05/23

Ambition – 2 Safety			
23-172	Damaged Openreach cover plate	<p>Report concern about the need to complete work on the damaged cover again to Openreach.</p> <p>Repair will require reconstruction of manhole chamber which will require traffic management being put in place.</p> <p>Complaint about the failure to repair the damaged pedestrian cover plate in the pavement outside the Labour in Vain to be reported to Openreach for a second time</p>	
22-285	<p>Traffic management contractors use of premium phone numbers to report defects</p> <p>[Network+ contractor – helpline charge]</p>	Email sent to Senior Community Engagement Manager – Phase 2a HS2 Ltd	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>Pressing STWCo engineering team for date phase 2 project will be started. Site visited by STWCo progress made on the scheme, date for start still to be confirmed. Request made for a site meeting with engineers responsible for the project.</p> <p>STWCo visit in April 2023 identified further complications with delivery of the project. Work with engineers to establish what needs to be done to see the work completed</p>	
23-231	Greenside Playground	<p>Complete work on pressure wash of the site</p> <p>Order parts required to renovate the basket swing.</p>	
Parish Ambition – 3 Community			
22-265	Labour in Vain	<p>Meeting arranged with consultants working for Enterprise Inns on the preparation of the planning application.</p> <p>New ACV application prepared and approved for submission to Stafford Borough Council</p>	

Monthly Progress Tracker – Update 14/05/23

22-153	Yarnfield Lane Cycle path	Application submitted to SCC decision not due until Spring 2024	
22-47	Firing Range	Stafford Borough Council Environmental Health to visit noise sensitive properties to carry out noise monitoring. SBC Environmental Health to SBC pressing Staffordshire Police for date to complete acoustic insulation work at the range.	
21-488	Gates at Cold Meece	Gate design, cost of procurement and installation to be present to September 2023 meeting	
Parish Ambition – 4 Good Governance			
22-97	New Office Systems	Contact SCC digital team to agree project to update the parish council website Project to be added to new council work programme.	