



## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Wednesday 13 December, 2023 at 7.30pm,  
Yarnfield Park Conference Centre

### Agenda

1. Apologies for Absence
2. Declaration of Interest
3. Public Question Time (30 minutes)  
Anyone who wants to ask a question during the public question time session should contact the Parish Clerk by 12 noon on Tuesday 12 December, 2023.
4. Reports from Borough and County Councillors
5. Minutes of the meeting held on 15 November, 2023.
6. Parish Action Tracker – review of actions
7. Parish Clerk's report:
  - a. Budget – update and schedule of payments
  - b. Update on actions taken
8. Labour in Vain Working Group – update report
9. Neighbourhood Plan – update and next actions
10. Updates from Parish Councillors
11. Planning – to consider any planning applications in the parish
12. Forward Plan and Events Calender

Date	Meeting	Venue
10 January, 2024 - 7.30pm	Informal briefing	TBC
22 January, 2024 - 7.30pm	Parish Council	Yarnfield Park
23 January, 2024 - 7.30pm	Community Action Group	Village Hall
7 February, 2024 - 7.30pm	Informal briefing	TBC
14 February, 2024 - 7.30pm	Parish Council	Yarnfield Park
Events		
13 December, 2023 10am – 4pm	NHS Health Checks	Village Hall
16 December, 2023 2.30pm– 4.30pm	Childrens Christmas Party	Village Hall
16 December, 2023 5pm – 7.30pm	Village Hall, Carols Round the Tree	Village Hall

Parish Clerk -email [ycmclerk@gmail.com](mailto:ycmclerk@gmail.com)

Tel: 07546 456771

Date	Meeting	Venue
3 January, 2024 1pm – 3pm	Wednesday Warm Welcome	Village Hall
20 February, 2024 11am – 7.0pm	NHS Health Checks	Village Hall
22 February, 2024 11am – 7pm	NHS Health Checks	Village Hall

John Fraser  
Clerk to the Parish Council  
Date: 7 December 2023



YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MEETING

Wednesday 13 December, 2023 at 7.30pm,  
Yarnfield Park Conference Centre

Planning applications

Reference	Address	Outline
23/38300/HOU and 23/38301/LBC	The Shippon, Ash Lane, Yarnfield	Rear extension replacing sunroom including remedials and replacement boundary treatment.

YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MINUTES  
Monday 15<sup>th</sup> November, 2023  
Yarnfield Park Conference Centre

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

**Councillors:**

David Beeston	Sally Parkin (Chairperson)
Margaret Broader	Kirsty Treen
Jo Griffiths	Ed Whitfield
Stella Hughes	

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

Also in attendance: Cllr Jeremy Pert (SCC)

Public at the meeting: 2

Viewing on Facebook: 8

Apologies for Absence

23-455 Apologies were received from Cllr Roy James (SBC)

Declaration of Interest

23-456 Nil

Public Question Time

Question 1

23-457 Can you advise when the outstanding Yarnfield Lane/Highlows Lane work is to be completed. These items have now been outstanding for several years.

- Network Plus work
- Severn Trent work to be started.
- Double yellow lines finalized

Response

23-458 The Network Plus remedial work on Yarnfield lane has been completed to the satisfaction of Staffordshire County Council.

23-459 Severn Trent are still exploring how best to resolve this problem including putting possible scheme designs to their hydrologist to establish what is feasible and what represents best value for money.

23-460 The double yellow lines at the junction of Highlows Lane is waiting for the Severn Trent Water Co work to be completed.

Question 2

23-461 I have been walking around the main part of the village and have noticed the appalling condition of the footpaths. Down to subbase layer in most places, a trip hazard etc.

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The new farmer who owns the fields down Yarnfield Lane. I know he has to get his crops in and all the rain we have had but the state the road was in (clay mud) was appalling. It's a busy road, by 9.30am still no signage was put in place and the road had to closed for couple of days. What can be done.

With HS2 being cancelled and the new farmer, who is responsible for cutting all the hedging down Yarnfield Lane. They haven't been cut for 3 years and in some places becoming a hazard for drivers.

### Response

- 23-462 The state of the pavements in the parish is of concern to both residents and the parish council. A full response to this question is set out in Appendix 1.
- 23-463 The mud on Yarnfield Lane was reported to Staffordshire County Council who because of the extent of the problem closed the road because of the risk to road users.
- 23-464 HS2 Ltd has a continuing obligation to maintain their environmental work on Yarnfield Lane, including the cutting of the hedge. Balfour Beatty will be using tractor and hedgerow flail as well as manual working near any sensitive ecological receptors. This will form part of regular hedgerow maintenance within the wider area.

### Question 3

- 23-465 Other than the press announcements on October 17th, has there been any other confirmed information provided to the Parish Council relating to Swynnerton Training Camp's utilisation for temporary accommodation whilst processing refugees?

### Response

- 23-466 The question of communication from the camp is an issue for the MOD to answer.
- 23-467 The parish council has been able to establish that MOD Swynnerton is supporting the Afghan Resettlement and Assistance Policy, and that:
- i. The Afghan refugees passing through the camp will hold 'entitled persons' status.
  - ii. Afghan citizens who are eligible for relocation to the UK are able to relocate with a partner, dependent children and additional family members who are also deemed eligible for relocation under the ARAP by the Ministry of Defence and suitable for relocation by the Home Office.
  - iii. There will be 80 bedspaces at MOD Swynnerton.
  - iv. The camp will be providing temporary accommodation.
  - v. The intention is to only transfer people to MOD Swynnerton when they know that they have onward accommodation to move to, so their stay is limited to one week.
  - vi. The MOD are looking to resettle people into the MOD estate properties around the country.
  - vii. The MOD have said there will be no calls on any other public services.

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- viii. The MOD will provide a holistic package of care for the families, so the camp will not place any additional strain on local resources, for example health facilities or schools.
- ix. Once all the families have moved out of Swynnerton, the facility will return to regular MOD Service Personnel use.

Reports from Borough and County Councillors

23-468

Cllr Pert (SCC):

- Following the Government's announcement to cancel HS2 Phase 2a it is clear HS2 Ltd does not have an exit plan or time scale. Cllr Pert has written to both the leader and Chief Executive of Staffordshire County Council asking that they ask HS2 Ltd to provide details about how they will deliver the government's decision to cancel Phase 2a.
- It is important that the HS2 line in Staffordshire is put forward for disposal to ensure the plan cannot be resurrected in the future.
- MOD Swynnerton – the standard of accommodation at Swynnerton means Afghani refugees coming to the camp will already have a permanent place to go to and will only remain on site for up to 7 days.
- We have seen over the last 10 years a change in the level of flooding. Looking to the future, with the impact of climate change, it will be necessary to rethink what is considered to be acceptable and how we deal with issues such as building on flood plains or the better management of water courses to hold back flood water to allow for a more managed release.

Minutes of the meeting held on 9 October, 2023

23-469

**Resolution:** It was resolved that the minutes of the Parish Council meeting held on 9 October, 2023 were approved as a correct record of the meeting.

Minutes of the meeting held on 26 October, 2023

23-470

**Resolution:** It was resolved that the minutes of the Parish Council meeting held on 26 October, 2023 were approved as a correct record of the meeting.

Actions Tracker Update

23-471

Minute 21-254 – Village Green Project

- Meeting on 15 November with the lead officer at Stafford Borough Council. Instructions have been given to the Borough Council's solicitors to prepare the lease, which will include the amalgamation of the existing lease and payment of a pepper corn rent.

23-472

Minute 23-296 - Homes Plus Estate Management

- A site meeting has been held with a representative from Homes Plus which focused on the poor state of the pavements on Greenside and The Furlong and the garage site on Greenside.
- The outcome of the meeting and the work to be done by Homes Plus has still to be confirmed.
- It is proposed that more frequent meetings are held with Homes Plus.

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23-473 Minute 23-299 – Road Safety

- The families affected by this issue have been visited by the PCSO and no further action is required by the parish council.

23-474 Minute 22-47 – Firing Range

- Planning permission for the new range at Stafford has been granted.
- Stafford environmental health is still working to ensure proper management and operation the range.

23-475 A copy of the Update of Actions Report set out in Appendix 2 and posted on the parish council website was noted.

Meece Road and Yarnfield Lane – flooding

23-476 Meece Road near to the junction with Yarnfield Lane has recently been closed for several days due to the heavy rainfall. The problem is in part due to the culvert under the drive of Gorse Cottage on Meece Road being blocked resulting in surface water running onto the highway. A meeting with Staffordshire County Council and the owner of Gorse Cottage has resulted in work being done to clear the culvert. Staffordshire County Council have also carried out work on the road gullies where the road floods.

23-477 A fault in the main sewer running from Swynnerton to Eccleshall has been identified and work is to be completed to repair the sewer.

Community Action Group – report of the meeting held on 17 October, 2023

23-478 A defibrillator has been offered to the parish council from a local charity. The unit was originally purchased by the MS Society. A proposal was made and accepted that a donation is given to the MS Society.

23-479 A grant application is being pursued to pay for the installation of new defibrillators in the parish.

23-480 A suitable location to site a defibrillator in Cold Meece have yet to be found..

23-481 The Community Action Group is investigating the purchase of “bleed kits” to be placed inside the defibrillator cabinets.

23-482 **Resolution:** It was resolved that a donation of £200 is paid to the MS Society from the Community Action Group reserve budget.

Yarnfield Park Residents’ Group – update report

23-483 Barratts West Midlands has written to residents recommending that the Resident’s Group form an Estate Management Company to take over the maintenance of the estate. This has raised concerns for the residents’ group who have asked for further information about the proposals.

23-484 It would appear that the proposal only affects Barratt homeowners and that the owners of Bovis Home will not be included in the proposals.

23-485 The Residents association will continue to press for further clarification on what is proposed and will report back to a future meeting of the parish council.

Parish Clerk’s report:

23-486 Current Account bank reconciliation on 15 November, 2023 = £11,524.42

23-487 Schedule of payments since the last meeting = £2,606.61.

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**Resolution:** It was resolved that:

- i. The schedule of payment set out in Appendix 3 for the period 10 October – 15 November is approved.
- ii. A transfer of £10,000 from the current account to the general reserve account is approved.
- iii. A transfer of £196.66 from the Community Action Group account to the general account is approved.

### Update on Actions taken

23-488 The PCSO has provided an update report that is set out in Appendix 4.

23-489 A proposal has been made to buy a pull up banner to be displayed at events organised by the parish council.

23-490 **Resolution:** It was resolved to buy a pull up banner at a cost of £80 +VAT.

23-491 Work on the 2024 precept will need to be completed at the parish council meeting on 22 January, 2024.

### Labour in Vain – Working Group update

23-492 An application to the Plunkett Foundation for support has been approved and a meeting arranged for 29 November, 2023.

23-493 The Working Group has agreed that it sets up a Community Benefit Society to submitting the Community Ownership Fund application and subsequently owning the Labour in Vain. The application to form the limited company will be supported by the Plunkett Foundation.

23-494 The Working Group has identified how it will use the £1,000 from the parish council: the Labour in Vain valuation, membership of the Plunkett Foundation, and the set-up costs for the Community Benefit Society.

23-495 The parish council has appointed Hinson Parry Estate Agents to provide an independent valuation of the Labour in Vain and the car park.

### Neighbourhood Plan – update and next actions

23-496 Draft design code has been received from the consultant AECOM.

23-497 The project timetable for the final stages of the plan's preparation is being refreshed following a meeting with the council's consultant.

23-498 The initial consultation on open spaces did not generate the quality of response that had been hoped for. Further work on this will be undertaken in the new year.

23-499 An application to Locality is being prepared to fund the final stages of the neighbourhood plan development.

23-500 A newsletter covering both an update on the plan, consultation on open spaces and some parish news will need to be prepared.

### Updates from Parish Councillors

23-501 Stone Parish Liaison Meeting on 1<sup>st</sup> November, 2023:

- a presentation by officers from the Staffordshire County Council Highways department. Following the meeting a detailed written response setting out the highways department approach to the



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maintenance of roads and pavements was provided which is attached at Appendix 1.

- New broadband infrastructure is to be installed in parts of Staffordshire and as a consequence of this Staffordshire County Council are not planning to undertake any pavement replacements for the next two years.
- The question about insurance cover for first aiders raised by the parish council has confirmed that other councils are also affected by the lack of insurance cover for volunteers who provide first aid cover. It was suggested that the matter is referred to the National Association of Local Councils.

Planning – to consider any planning applications in the parish

23-502 Nil

Forward Plan

23-503 The forward plan for meetings was noted.

Date and time of next meeting

23-504 14 December, 2023 at 7.30pm




Signed


Chairperson of the Parish Council

Date: 14 December, 2023


Meeting closed 9.00pm

## Monthly Progress Tracker – Update 13/12/23



	 Warning	 Action – in progress	 Achieved
April 2023	1	8	5
May 2023	2	10	0
June 2023	1	10	2
July 2023	1	10	1
September 2023	1	13	3
October 2023	1	11	2
November 2023	1	10	1
December 2023	1	10	0

Minute	Resolution	Action	RAG
<b>Ambition 1 - Environment</b>			
21-524	Village Green Project	<p>Meeting with officer leading this work set for Wednesday 15 November, 2023.</p> <ul style="list-style-type: none"> <li>- Instruction to prepare lease sent to solicitors</li> <li>- Existing lease to be incorporated into the new lease</li> <li>- Pepper corn rent to be charged for the lease</li> </ul> <p>Stafford Borough Council confirm funding for the village green lease advert has been found.</p> <p>Meeting with officer leading this work set for Wednesday 18 October, 2023.</p> <p>Stafford Borough Council working to resolve issues with the lease of village green</p> <p>Parish Council meeting to be asked to:</p> <ul style="list-style-type: none"> <li>- To form a working group to prepare the tender for the village green project and to issue tenders documents</li> <li>- Resolve to submit a bid for money to the HS2 Community and Environment Fund</li> <li>- Conclude negotiations with Stafford Borough Council over the lease of the land.</li> </ul>	


## Monthly Progress Tracker – Update 13/12/23

		<p>Meeting with Planning and Streetscene held on 5 June.</p> <p>The cost of advertising the lease (£500) has yet to be resolved with Stafford Borough Council looking to see if they can identify a budget to pay for this.</p> <p>Planning to look at the boundary lines of the proposed lease to establish ownership details of the pavements surrounding the south green.</p> <p>Streetscene to review work needed to “red flagged” trees on the village green.</p> <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>	


### Ambition – 2 Safety

23-291	Highway Repairs	<p>Potholes marked up to be repaired by Staffordshire County Council [10/11/23].</p> <p>A complaint about the state of the junction of The Paddocks and Yarnfield Lane has been logged with Staffordshire County Council.</p> <p>A Freedom of Information Act request has been made to Staffordshire County Council for detail so their programme of highway repairs specifically relating to the parish and the criteria that they use for prioritising work.</p> <p>That residents are encouraged to log problems on the Staffordshire County Council report its website.</p>	
23-296	Homes Plus Estate Management	<p>Site meeting with Homes Plus [18 October 23] Agreed to deal with maintenance and repair issues Greenside and The Furlong. Awaiting response from Homes Plus officer.</p> <p>Contact made with Homes Plus Estate Management Team Lead. Meeting with estate walk to be confirmed.</p>	



## Monthly Progress Tracker – Update 13/12/23

21-499	Severn Trent work Highlows/Yarnfield Lane	<p>Telephone contact with Asset Planning Lead – evaluation and options report being prepared. Further work needed to establish whether the Highlows Lane junction is the symptom of a bigger problem or the cause of the problem. Meeting to be arranged for the new year.</p> <p>Meeting with Asset Planning Lead (Waste Networks)</p> <ul style="list-style-type: none"> <li>- STWCo looking to find solution that represents value for money and is achievable given the physical constraints and doesn't move the problem to a different location on the location.</li> <li>- Possible schemes referred to STWCo hydrologists to undertake assessment of the schemes' suitability.</li> </ul> <p>Email to CEO of Severn Trent. Problem delegated to senior officer at Severn Trent to resolve the problem. Contact made with the Asset Planning Lead (Waste Networks); meeting being arranged.</p> <p>Meeting arranged with STWCo Catchment Lead – Sewerage North Staffordshire and his colleagues</p> <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>	
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### Parish Ambition – 3 Community

23-323	Defibrillator project	<p>Meeting with AEDdonate to look at possible site on Ford Drive and in Cold Meece</p> <p>For possible sites.</p> <p>Application to National Grid to provide cost for unmetered cable supply started</p> <p>Application for grant funding being explored.</p>	
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## Monthly Progress Tracker – Update 13/12/23

23-267	Labour in Vain - Community Ownership Fund Round 3	<p>Application for the membership of the Plunkett Foundation secured</p> <p>Application for the registration of the Community Benefit Society prepared based on the Plunkett Foundation model standards</p> <p>Closing date for Community Ownership Fund application – 31 January 2024</p> <p>Plunkett Foundation support for the project secured. Dates of meeting with PF advisor circulated to members of the working group.</p> <p>Valuation of the Labour in Vain commissioned by the parish council.</p> <p>Working group meeting agreed that the formation of a Community Business Society will be the best approach to secure a Community Ownership grant.</p> <p>The review of the asset of community value found in favour of its retention but with the car park being removed</p> <p>Expression on interest has been approved – with one caveat – application and delivery must be by the same company</p> <p>Formation of a Community Interest Company proposed by the Working Group</p> <p>Asset Lock – can the parish council be named as the recipient of the asset lock</p> <p>LiV Action Group meeting 14/09/23 – agreed outline of the expression of interest application to the Community Ownership Fund.</p> <p>Closing Date for full application 11 October 2013.</p> <p>Meeting of the Parish Council - Community Meeting 7 September 2023 confirmed notice is given to Stafford Borough Council that the parish wish to be considered as a potential bidder</p>	
22-153	Yarnfield Lane Cycle path	<p>HS2 and the DfT are yet to make a decision on the future of the Road Safety Fund and so we are still waiting for further instruction on this.</p> <p>HSW Phase 2 cancellation may affect delivery of this project</p> <p>Application submitted to SCC decision not due until Spring 2024.</p>	

## Monthly Progress Tracker – Update 13/12/23

22-47	Firing Range	<p>Planning permission for the new range in Stafford approved.</p> <p>Police confirm reporting arrangements with parish council to supply dates and time for the operation of the range.</p> <p>Awaiting results – see email from SB</p> <p>Monitoring of the site undertaken by Stafford Borough Council – 25 August 2023</p> <p>Site visit with Police, Property Services and Stafford Borough Council – 24 August 2023.</p> <p>No perceivable improvement in the noise from the site. Meeting with Police Estate Office, Firing Range Team, Stafford Borough Council and representative of the PFCC office.</p> <p>Stafford Borough Council Environmental Health to visit noise sensitive properties to carry out noise monitoring.</p> <p>SBC Environmental Health to SBC pressing Staffordshire Police for date to complete acoustic insulation work at the range.</p>	
21-488	Gates at Cold Meece	<p>Prices for gates being arranged – to be reported to the September</p> <p>Gate design, cost of procurement and installation to be present to September 2023 meeting</p>	

### Parish Ambition – 4 Good Governance

22-97	New Office Systems	<p>Community Development Officer – review of website to identify improvements.</p> <p>Councillors to be invited to share their thoughts on the website and what changes they would like to see.</p> <p>Meeting requested with SCC Digital Team before end of July 2023</p> <p>Contact SCC digital team to agree project to update the parish council website</p> <p>Project to be added to new council work programme.</p>	
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## Yarnfield and Cold Meece Parish Council Parish Council Report Book

December 2023

### 1 Parish Clerk's report:

#### 1.1 Budgets

- Schedule of invoices awaiting payment for the period 15 November – 13 December ,2023 = £1,608.95

Yarnfield and Cold Meece Parish Council									
Schedule of Payments -13 December, 2023									
Date	Ref/Chq r	Payee	Description	NET	VAT	RECEIPTS	Payment		
13/12/2023	BACS	Cllr Griffiths	Childrens christmas party	25.93			25.93		
17/11/2023	BACS	Cllr Griffiths	Childrens christmas party	45.00			45.00		
13/12/2023	BACS	Clerk	Salary	604.63			604.63		
13/12/2023	BACS	Clerk	Office expenses	12.00			12.00		
13-Dec-23	BACS	HMRC	PAYE payment	151.00			151.00		
13-Dec-23	BACS	SPCA	Cllr Training	60.00	12.00		72.00		
13-Dec-23	BACS	Creative Bee Ltd	Pull up banner	87.00	17.40		104.40		
13-Dec-23	BACS	Trent Grounds Maintenance	Grounds Maintenance Contract	40.00	8.00		48.00		
				<b>1,025.56</b>	<b>37.40</b>		<b>1,062.96</b>		
Account Transfers - 13 December, 2023									
		From	To						
								-	

- Current Account bank reconciliation on 13 December, 2023 after taking into account outstanding payments and transfers = £616.92

## 2 Police / PCSO Activity - 12/10/2023 – 12/12/2023

- 17 reports in total
  - o Crime - 5
  - o Misc – 8
  - o 1 - Suspicious – This was on the Facebook post I put out in October about the male
  - o 3 - Transport -tree down , flood and a deer hit by a motorist on Yarnfield Lane - I will speak to you over 'Deer signs ' next week

## 3 Dates for your diary

Date	Meeting	Venue
10 January, 2024 - 7.30pm	Informal briefing	TBC
22 January, 2024 - 7.30pm	Parish Council	Yarnfield Park
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