



YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Monday 22 January, 2024 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 Monday 22, January, 2024.
4. Reports from Borough and County Councillors
5. Minutes of the meeting held on Wednesday 13 December, 2023.
6. Personnel Committee – report of meeting
7. Parish Action Tracker – review of actions
8. Parish Clerk's report:
 - a. Budget – update and schedule of payments
 - b. Update on actions taken
9. Precept and budget setting for 2024
10. Labour in Vain Working Group – update report
11. Neighbourhood Plan – update and next actions
12. Updates from Parish Councillors
13. Planning – to consider any planning applications in the parish
14. Forward Plan and Events Calendar

Date	Meeting	Venue
23 January (7.30pm)	Community Action Group	Village Hall
7 February (7.30pm)	Informal briefing	TBC
14 February (7.30pm)	Parish Council	Yarnfield Park Conference Centre
6 March (7.30pm)	Informal briefing	TBC
18 March (7.30pm)	Parish Council	Yarnfield Park Conference Centre
Events		
24, 31 January (1pm – 3pm)	Wednesday Warm Welcome	Village Hall

Parish Clerk -email ycmclerk@gmail.com

Tel: 07546 456771

Date	Meeting	Venue
7, 14, 21 & 28 February (1pm – 3pm)	Wednesday Warm Welcome	Village Hall
13 & 15 February (11am – 7pm)	NHS Health Checks	Village Hall

John Fraser
Clerk to the Parish Council
Date: 17 January, 2024



YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING

Monday 22 January, 2024 at 7.30pm
Yarnfield Park Conference Centre

Planning applications

Reference	Address	Outline
Nil		

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YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MINUTES Wednesday 13 December, 2023 Yarnfield Park Conference Centre

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

Councillors:

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

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

Also in attendance:

Public at the meeting: 2

Viewing on Facebook: 12

Apologies for Absence

23-400 Apologies were received from – Cllr Jo Griffiths, Cllr Pert (SCC), Cllr James (SBC).

Declaration of Interest

23-401 Cllr Broader declared an interest in planning application 23/38300/HOU & 23/38301/LBC listed on the agenda.

Public Question Time

23-402 Nil

Reports from Borough and County Councillors

23-403 Nil

Minutes of the meeting held on 15 November, 2023

23-404 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 15 November, 2023 were approved as a correct record of the meeting subject to the amendment of minute 23-502 to add a resolution to contact the National Association of Local Councils about the issue of insurance cover for volunteer first aiders.

Actions Tracker Update

23-405 Minute 23-296 - Homes Plus Estate Management

- The Homes Plus Estate Manager and maintenance team have visited Yarnfield. A detailed report on the outcome of the visit is to be provided to the parish council meeting in January 2024.

23-406 Minute 21-499 - Severn Trent work Highlows/Yarnfield Lane

- Severn Trent has identified other potential problems in the sewage system in Yarnfield lane and are undertaking work to establish

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whether the intermittent sewage discharge at the junction of Highlows Lane is the symptom of a more substantial issue. No action will be taken to address this issue until the full extent of the problem is understood.

- Severn Trent need to be confident that any scheme will resolve the problem.

23-407 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.

Parish Clerk's report:

23-408 Budgets

- Schedule of invoices awaiting payment for the period 16 November – 13 December ,2023 = £1,608.95
- Current Account bank reconciliation on 13 December, 2023 after taking into account outstanding payments = £616.92

23-409 **Resolution:** It was resolved that the schedule of payment for the period 16 November 2023 – 13 December 2023 set out in Appendix 2 is approved.

Update on Actions Taken

- A review of the community development officer role has been carried out with Support Staffordshire. It has been agreed that the role has now delivered what it can for the parish and as a result the officer will now focus her work to support the wider borough community and that the parish will receive a rebate on the contract of £2,000.
- The Local Government Association has reached agreement on the 2023/24 pay award.
- Streetscene has now confirmed orders have been placed for the replacement trees for both the village green and Ashdale Park.
- Stafford Borough Council has approved the warm spaces grant application and awarded £900 to support three schemes that run in the parish: Craft Group, Wednesday Warm Welcome and Friday Coffee Club. The warm welcome grant will also cover the provision of hot food at the supported events.

23-410 **Resolution:** It was resolved that:

- The council recognised the work undertaken by the community development officer and agreed to write to her to thank her for her support.
- A meeting of the Personnel Committee is to be convened to consider the 2023 /2024 LGA pay award. The committee to be made up of Cllr Treen (Chairperson). Cllr Broader and Cllr Hughes.
- Confirmation is to be sent to the organisers of the Craft Group and Coffee Club that the warm welcome programme will pay for their January, February and March accommodation costs together with an allowance for the purchase of food items to provide hot refreshments

Labour in Vain Working Group – update report

23-411 The Working Group meeting on 28 November, 2023 was joined by a representative from the Plunkett Foundation. The group agreed:

- The working group should become members of the Plunkett Foundation.

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- ii. The legal form of the company that would take on responsibility for the project will be a community benefit society.
- iii. That an application to register Yarnfield and Cold Meece Community Limited (YCMC Ltd) be made to the Financial Conduct Authority, and that the new company should adopt the Plunkett Foundation model rules for community benefit societies.
- iv. The directors, and company secretary for YCMC Ltd have been agreed.
- v. The offer made to Stonegate to buy the pub should also include the annexed section of the carpark.
- vi. A meeting is to be arranged with Stonegate to discuss the sale of the pub to YCMC Ltd.
- vii. An application to LOCALITY is submitted to secure a grant to pay for the legal costs associated with the purchase of the Labour in Vain.
- viii. Submission of the Community Ownership Fund application by the YCMC Ltd must be completed by noon on 31 January, 2024.

23-412 The working group acknowledged the £1,000 financial support from the council and asked that the council use this to pay for the independent valuation of the Labour in Vain, membership of the Plunkett Foundation and the Financial Conduct Authority application.

23-413 A campaign will start to raise financial and volunteering pledges.

23-414 **Resolution:** it was resolved that the parish council pay for:

- i. The valuation of the Labour in Vain - £350 + VAT
- ii. The YCMC Ltd's membership of the Plunkett Foundation - £240
- iii. The application by YCMC Ltd to the Financial Conduct Authority - £350

Neighbourhood Plan – update and next actions

23-415 The first draft of the Master Plan, prepared by AECOM, has been received. The draft plan is problematic as it does not reflect what the parish council hoped to see in the plan. This will now be reviewed and returned to the consultant with suggestions as to the way forward.

23-416 If necessary, a face-to-face meeting with the consultant will be asked for.

Updates from Parish Councillors

23-417 Cllr Broader and Cllr Whitfield both reported attending a training session for new councillors held by the Staffordshire Parish Council Association .

Planning – to consider any planning applications in the parish

23-418 The Shippon, Ash Lane, Yarnfield - 23/38300/HOU & 23/38301/LBC

- Rear extension replacing sunroom inc. remedials and replacement boundary treatment

23-419 The two applications cover the same work: one dealing with the planning application, and the other with the listed building consent.

23-420 The application replaces an existing sunroom that had been built without the benefit of planning permission.

23-421 The application has asked for the provision of replacement fencing. The Stafford Borough Council conservation officer has confirmed there is no objection to the replacement of the existing fencing but would not accept the provision of additional fencing on the site.

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23-422 **Resolution:** It was resolved to send a “no comment” response to the application.

Forward Plan and Events Calendar

23-423 The forward plan and events calendar was noted.

Date and time of the next meeting

23-424 22 January, 2024 at 7.30pm

Signed

Chairperson of the Parish Council

Date: 22 January, 2024

Meeting closed at 08:25pm

YARNFIELD AND COLD MEECE PARISH COUNCIL
PERSONNEL COMMITTEE MINUTES
Tuesday 8th January, 2024

Present

Councillors:

Margaret Broader
Stella Hughes
Kirsty Treen (Chairperson)

Pay award 2023/24

- 23-1 The parish council has been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April, 2023 to 31 March, 2024.
- 23-2 **Recommendation:** it is recommended that the 2023/24 pay award is adopted by the parish council with effect from the 1 April, 2023.

New Model Contract of Employment




- 23-3 In December 2023 the Society of Local Council Clerks (SLCC) and the National Association of Local Councils' (NALC) completed work on a new Model Contract of Employment for parish clerks.
- 23-4 The revised contract of employment brings it in-line with changes in employment law and other local government officers' terms and conditions.
- 23-5 **Recommendation:** That the clerk's contract of employment is updated to reflect the changes introduced in the new Model Contract of Employment with a view to it being endorsed by the Council meeting in March 2024.


Parish Clerk – risk and succession plan

- 23-6 The position of parish clerk and responsible finance officer is currently the only paid position within the council. The role brings with it certain responsibilities and obligations that are central to the proper management of the council and that can only, by law, be undertaken by the parish clerk.
- 23-7 At present only limited safeguards are in place to guard against the loss of the clerk, for whatever reason.
- 23-8 **Recommendation:** That the clerk undertakes to prepare documentation for all business critical systems and procedures to stand alongside the existing standing orders, financial regulations and other council policies.


Meeting closed at 8.30pm

Monthly Progress Tracker – Update 21/01/2024

	 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
January 2024	1	10	0




Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Meeting with Stafford Borough Council officer [10/01/24]</p> <ul style="list-style-type: none"> - Work on lease still with legal services - New section 106 fund application to be refreshed and resubmitted to Stafford Borough Council <p>Meeting with officer leading this work set for Wednesday 15 November, 2023.</p> <ul style="list-style-type: none"> - Instruction to prepare lease sent to solicitors - Existing lease to be incorporated into the new lease - Pepper corn rent to be charged for the lease <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>	

Monthly Progress Tracker – Update 21/01/2024

		<p>Parish Council meeting to be asked to:</p> <ul style="list-style-type: none"> - To form a working group to prepare the tender for the village green project and to issue tenders documents - Resolve to submit a bid for money to the HS2 Community and Environment Fund - Conclude negotiations with Stafford Borough Council over the lease of the land. <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

Monthly Progress Tracker – Update 21/01/2024




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>Email from Homes Plus – work scheduled to start February 2024</p> <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>	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>Telephone contact with Asset Planning Lean – evaluation and options report being prepared. Further work needed to establish whether the Highlows Lane junction is the symptom of a bigger problem of 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"> - STWCo looking to find solution that is represents value for money and is achievable given the physical constraints and doesn't move the problem to a different location on the location. - Possible schemes referred to STWCo hydrologists to undertaken assessment of the schemes' suitability. <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>	

Parish Ambition – 3 Community

Monthly Progress Tracker – Update 21/01/2024


23-323	Defibrillator project	<p>Meeting with AEDdonate to look at possible site on Ford Drive and in Cold Meece 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>	
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>	

Monthly Progress Tracker – Update 21/01/2024

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>	
22-47	Firing Range	<p>Meeting with Stafford Borough Council and Staffordshire Police [22/01/23]</p> <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>Price for new gates included in 2024 budget. Cost limitations will mean the project will need to be phased over several years.</p> <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

Monthly Progress Tracker – Update 21/01/2024

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

Schedule of Payments - 22 Janaury, 2024

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
18/01/2024	DD	NPower	Defibrillator	3.31	0.17		3.48
22/01/2024	Credit	Reserve Account	Transfer to general account			1,000.00	-
22/01/2024	BACS	Village Hall	Room hire - Parish Council	228.00			228.00
22/01/2024	BACS	Play Inspection Co	Playground annual inspection	96.50	19.30		115.80
22/01/2024	BACS	Clerk	Salary	1,037.89			1,037.89
22/01/2024	BACS	Clerk	Office expenses	69.73	13.95		83.68
22/01/2024	BACS	HMRC	PAYE payment	259.40			259.40
22/01/2024	BACS	Cllr M Broader	Warm Welcome supplied	17.02			17.02
22/01/2024	BACS	Cllr S Parkin	Warm Welcome supplied	19.35			19.35
22/01/2024	BACS	Cllr S Parkin	Warm Welcome supplied	11.75			11.75
				1,742.95	33.42		1,776.37

Account Transfers - 22 Janaury, 2024

Date	From	To	Payment
22-Jan-24	Reserve Account	Current account	1,000.00
22-Jan-24	Currant Account	Ear Marked reserves	788.00
			1,788.00

End of Year Budget Projection - March 2024/Precept

	2023 - 2024 Approved Budget	Projected Spend @ 31/04/24	Projected end of year variance	Proposed Budget 2024 - 2025
	General Administration			
1	Clerk salary	7,386	7,774 -	8,239
2	PAYE	1,846	1,944 -	2,060
3	Membership fees	376	376 -	399
4	Training	504	120	500
5	Office expenses	1,300	1,800 -	1,908
6	Room Hire	450	700 -	700
7	Newsletter	1,000	1,000 -	1,060
8	Microsoft 365	-	-	-
8a	Website - SCC charge	131	131 -	139
	12,993	13,845	- 852	15,006
	Statutory Requirements			
9	Insurance	600	579	695
10	Audit service	400	486 -	500
11	Annual inspection of play equipment	107	107 -	114
	1,107	1,172	- 65	1,309
	Repairs and Maintenance			
12	Grounds Maintenance Contract No 1	7,997	7,224	8,097
13	Play Equipment	1,050	1,155 -	1,113
	9,047	8,379	668	9,210
	Miscellaneous			
14	SBC - civic amenity sites	333	333 -	-
15	SBC - election recharge	928	1,023 -	-
	1,261	1,356	- 95	-
	Grants			
16	Community Projects (Grants)	840	840 -	500
	840	840	840	500
	Council Reserves			
17	Deposit Account	2,000	2,000 -	1,000
	2,000	2,000	-	1,000
	Special Projects			
SP1	Road projects - contribution to SCC	4,000	4,000 -	-
SP2	Neighbourhood Plan	788	788 -	50
SP3	Footpath and pavement improvements	-	-	-
SP4	Community Action Group - projects	1,146	1,146 -	1,200
SP5	Cold Meece Gates	-	-	1,000
SP6	Events Group	631	631 -	800
	CSW project - Yarnfield Park	-	-	1,000
SP7	Community Development Role	12,000	12,000 -	-
	18,565	18,565	-	4,050
	45,813	45,316	497	31,075
	Income			
	Previous Year Balance	13,328	-	59
	Precept	27,243	-	28,332
	Con' Grant	1,330	-	1,330
	General Credits	1,511	-	-
	Reserves - Community Officer role	-	-	-
	VAT refund for 2022/23	1,845	-	2,000
	45,257	-	-	31,603

Combined incomes		45,257		31,603
Projected expenditure	16	45,316		31,075
Projected end of year balance		59		528