

# DRAFT MINUTES

## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MINUTES Monday 18<sup>th</sup> March, 2024 Yarnfield Park Conference Centre

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

**Councillors:**

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

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

Also in attendance: Cllr. Roy James - Stafford Borough Council,  
Trevor Parkin - SRCG

Public at the meeting: 0

Viewing live on Facebook: 7

Apologies for Absence

23-626 Apologies were received from – Cllr D Beeston

Declaration of Interest

23-627 Nil

Public Question Time

Question

23-628 "Could the area around the Labour in Vain be included in this year's 'Yarnfield Spring Clean? There are a number of weeds and tufts of grass growing around the property that could be cleaned up and by doing this it would not only show a demonstration of how the village community values the property but also tidy up the village."

Response

23-629 The Spring Clean will provide an ideal opportunity to do work on the area in front of the Labour in Vain, and anything that demonstrates that the community values the property is to be welcomed.

HS2 Update report from the SRCG

23-630 The Stone Railway Campaign Group update report is attached in Appendix 1.

Reports from Borough and County Councillors

23-631 Cllr James, Stafford Borough Council.

- The borough council approved the council budget at their meeting on 30 January, 2024, which was prepared on the basis that there would be a 2.99% increase in the council tax.
- The new mayor of Stafford will be Cllr. Frank James and the deputy mayor will be Cllr. Peter Jones.
- The Westbridge Park official opening will take place on 23 April, 2024

Minutes of the meeting held on 14 February, 2024

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23-632 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 14 February, 2024 were approved as a correct record of the meeting.

## Minutes of the meeting held on 26 February, 2024

23-633 **Resolution:** It was resolved that the minutes of the Extraordinary Parish Council meeting held on 26 February, 2024 were approved as a correct record of the meeting.

## Actions Tracker Update

23-634 Minute 21-524 - Village green project

- An email has been sent to the borough council's Planning and Streetscene services asking for a meeting to resolve the issue of the trees on the village green and that this is addressed before the proposed lease of the green to the parish council is completed.

23-635 Minute 23-291 - Highway repairs

- An email has been sent to Cllr Ian Parry, Staffordshire County Council, asking for a meeting to address the parish council's concerns about the problem with potholes and flooding on Yarnfield Lane.
- See also actions recorded in the SRCG update (Appendix 1)

23-636 Minute 21-499 – Severn Trent work Highlows/Yarnfield Lane

- A new lead officer has been appointed by Severn Trent Water for this work. An email is to be sent stressing the importance of this work and requesting a meeting at the earliest opportunity.

23-637 Minute 21-499 - Highlows/Yarnfield Lane – Yellow Lines

- The outstanding work to finish the painting of the Yellow Lines at the junction has been reported to the Community Highway Engagement Officer.

23-638 Minute 23-540 - Business Continuity Plans

- A detailed plan covering business critical aspects of parish council business is being prepared. A template has been produced and Cllr Parkin and Cllr Treen have undertaken to review the template before work is done to populate it.
- A contact list containing details of key individuals and organisations has been included in the plan.

23-639 A copy of the Update of Actions Report set out in Appendix 2, and posted on the parish council website, was noted.

## MS Society donation: review of the proposed donation to the MS Society

23-640 The council resolved at the meeting on the 15 November to make a donation of £200 to the MS Society following a report about the Community Action Group Meeting held in October, 2024. This, however, was wrongly reported to the November meeting, as the CAG agreed to make a donation of £250.

23-641 The payment has been withheld pending a decision on the correct value of the donation.

23-642 **Resolution:** It was resolved that a payment of £250 be made to the MS Society.

## Yarnfield Park Residents Group Update Report

23-643 A meeting of the residents' group was held with Barratts West Midlands (BWM) on 29<sup>th</sup> February, 2024 at which Barratts set out their ambition to transfer the

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maintenance responsibility for the Yarnfield Park estate to a residents' management company that they intend to set up.

- 23-644 A letter from BWM to residents setting out their proposals and asking for comments has resulted in 16 replies from residents.
- 23-645 The Residents Group agreed to support BWM with the communication of this proposal to residents of Yarnfield Park.
- 23-646 The proposed change to the management arrangements currently excludes residents on the Bovis site who currently benefit from the existing arrangements. BWM hopes to reach an agreement with Bovis Homes to resolve this anomaly.
- 23-647 Cllr. Treen undertook to bring an update to the April 2024 meeting of the parish council.

## Grant application: to consider an application for funding

- 23-648 An application for a grant of £54 has been received from the Messy Church/St Marys Toddler Group.
- 23-649 The Events Working Group has already considered the application, as it would be used towards the cost of the Easter Egg Hunt on the village green that was open to all residents. The Events Working Group recognises that the event has already taken place but has asked that the parish council approve this application as they feel it is appropriate to support the request in full.
- 23-650 **Resolution:** It was resolved to approve the application.

## Insurance renewal: annual review of the council's insurance

- 23-651 The annual renewal of the council's insurance is due on the 1<sup>st</sup> April , 2024.
- 23-652 The cost of renewal with the existing provider, Clear Council, formerly known as BHIB, will be either:
- One year – 730.70
  - Three years – 706.01 per year, fixed for three years.
- 23-653 As a comparison, Zurich Insurance has been approached. The comparable cover would cost £603.
- 23-654 Clear Council (BHIB) offers a 50% discounted membership of the Parish Online mapping system that the council uses, principally for the neighbourhood plan it is preparing. This equates to a saving of £48 per annum.
- 23-655 **Resolution:** It was resolved that the three-year renewal with Clear Council is accepted.

## Bus shelter: Report on damage to the Yarnfield bus shelter

- 23-656 The bus shelter on the village green was damaged on Friday 1<sup>st</sup> March, 2024. The cause of the damage is not known, but it is significant and probably caused by it being struck by a high-sided vehicle.
- 23-657 A claim has been lodged with the council's insurance company, which has asked that quotations for the repair be provided.
- 23-658 The manufacturer of the shelter, Commutaports Ltd., who is based in Glasgow, has been asked to consider whether, given the extent of the damage, the shelter can be repaired.
- 23-659 Three other manufacturers have also been approached.
- 23-660 A detailed report on the cost of repair and the insurance claim will be presented at the April 2024 meeting.

## Warm Welcome Events: Update and Next Actions

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- 23-661 The parish council has received a grant of £900 from Stafford Borough Council to contribute to the cost of running warm welcome events in the parish. This year, the three groups that are hosting warm welcome events are being encouraged to provide some light refreshments every week.
- 23-662 The cost of the hire of the village hall for the three events is being paid for by the parish council.
- 23-663 An agreement has been reached with the organisers of the Craft Group and Friday Coffee Club to provide light refreshments at their events. In recognition of this, it is proposed that a small monthly contribution towards the cost of food and drinks be made to each group: £15 to the Craft Group and £25 to the coffee club.
- 23-664 The Wednesday Warm Welcome event is proving to be very popular and providing real benefits for those attending. A proposal was made to support the cost of the event until December 2024, subject to an update on the value of the event being considered by the July 2024 council meeting.
- 23-665 The £900 rebate on the Support Staffordshire contract is to be used to fund this work.
- 23-666 **Resolution:** It was resolved that:
- i. A budget of £900 is approved to support the Wednesday Warm Welcome event.
  - ii. A voluntary donation of £1 is asked for each week from those attending the Wednesday Warm Welcome event.
  - iii. A report is brought to the July 2024 meeting of the parish council with a review of the project and its ongoing support.
  - iv. The parish council budget page for 2024/25 is amended to include the Wednesday Warm Welcome event.
  - v. A donation of £45 is made to the Craft Group.
  - vi. A donation of £75 is made to the Friday Coffee Club.

## Events Working Group: Update

- 23-667 The Events Working Group met on 28<sup>th</sup> February, 2024 to agree the details of the calendar of events that the parish council will be either delivering or supporting the work of other groups to deliver.
- 23-668 A copy of the calendar of events is attached at Appendix 3.
- 23-669 The events working group will report further details about the various events and any funding implications as they are developed.

## Review of the parish clerk's contract of employment

- 23-670 The model contract of employment that was drafted for the National Association of Local Councils was reported to the Personnel Committee in January 2024, who asked that a report be brought to the March 2024 Parish Council meeting.
- 23-671 Upon further examination, it is evident that the document provides a template that councils can issue to new employees but is not intended to replace the contracts of any existing employees.
- 23-672 The new model contract will not become relevant until the parish council appoints any new employees. At which point, the model contract will be used as the basis for any recruitment.

## Parish Clerk's report

### Budget – update and schedule of payments

- 23-673 Income received since the last meeting:
- |                                |          |
|--------------------------------|----------|
| - Support Staffordshire refund | £900.00  |
| - VAT return for 2022 – 23     | 1,834.86 |

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- 23-674 Schedule of invoices awaiting payment since the last meeting = £2,759.62
- 23-675 Current Account bank reconciliation on 18/03/24, after taking into account outstanding payments = £2,415.46.

## Update on actions not reported elsewhere

- 23-676 Police, Fire and Crime Commissioner Elections. The returning officer at Stafford Borough Council has written to all parish councils, asking that they display a copy of the Notice of Election in the parish and on their website.
- 23-677 Nomination papers must be delivered to the Police Area Returning Officer at Town Hall, King Edward Place, Burton upon Trent, no later than 4 p.m. on Friday 5 April 2024.
- 23-678 If the election is contested, the poll will take place on Thursday 2 May, 2024.
- 23-679 **Resolution:** that a copy of the notice of election be posted on the notice boards, website, and social media pages.

## Labour in Vain Working Group: Update Report

- 23-680 An update meeting with the Plunkett Foundation was held on 7 March, 2024 to prepare an action plan for the next stage of the project. This has been shared with the Labour in Vain Core Group.
- 23-681 A new online Community Ownership Fund expression of interest process has been introduced that will need to be completed by the Core Group.
- 23-682 The Plunkett Foundation has been advised that the next round of the Community Ownership Fund will open shortly for groups that are ready to submit their applications in Round 4, with a second and final opportunity to apply later in the year for those not quite yet ready.

## Neighbourhood Plan: Update and Next Actions

- 23-683 The February 2024 meeting of the council approved a draft document to send to Stafford Borough Council for regulation 14 screening. Subsequently, a proposal to change the Yarnfield Settlement boundary was identified that had a significant impact on the drafted neighbourhood plan.
- 23-684 The chairperson and clerk, together with the Urban Vision consultants, have met the Stafford Borough Council Strategic Planning Manager. Following the meeting, the Urban Vision consultants have prepared a letter to go to Stafford Borough Council, setting out the parish council's concerns about the proposals being made by the Borough Council and putting forward an alternative view about the settlement boundary and how this might be drawn.
- 23-685 The parish council continues to be concerned with the Master Plan document being prepared by AECOM. The document has been returned, and a meeting is being arranged with AECOM to find a way to resolve the problems.
- 23-686 **Resolution:** It was resolved that the letter prepared by Urban Vision, set out in Appendix 4, be sent to Stafford Borough Council Strategic Planning Manager.

## Updates from Parish Councillors

- 23-687 None to report.

## Planning: To consider any planning applications in the parish

- 23-688 None

## Forward Plan and Events Calendar

- 23-689 The forward plan for meetings and events was noted.

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23-690 Add item added to the events calendar Wednesday 24 April – BT presential about the digital switch over.

Date and time of next meeting

Monday 22 April, 2024 at 7.30pm

Signed

Chairperson of the Parish Council

Date: 22 April, 2024

Meeting closed 8:45pm