



YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Monday 22 April, 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 Saturday 21 April, 2024.
4. Reports from Borough and County Councillors
5. Minutes of the meeting held on 18 March, 2024
6. Parish Action Tracker – review of actions
7. Yarnfield Park Residents Group – update report.
8. Annual Parish Assembly – planning and preparation
9. Annual Audit and Governance Review - timetable
10. Bus shelter – report on damage to the Yarnfield bus shelter
11. Parish Clerk’s report:
 - a. Budget – update and schedule of payments
 - b. Update on actions taken
12. Labour in Vain Working Group – update report
13. Neighbourhood Plan – update and next actions
14. Updates from Parish Councillors
15. Planning – to consider any planning applications in the parish
16. Forward Plan and Events Calendar

Date	Meeting	Venue
23 April, 2024, 7.30pm	Community Action Group	Village Hall
8 May, 2024, 7.30pm	Informal briefing	TBC
15 May, 2024, 7.30pm	Annual meeting of the Parish Council Parish Council Meeting	Yarnfield Park CC
21 May, 2024, 7.30pm	Annual Parish Assembly	Village Hall
Events		
24 April, 2024, 1pm – 3pm	Lunch Club & Digital Voice presentation	Village Hall

Parish Clerk -email ycmclerk@gmail.com
Tel: 07546 456771

Date	Meeting	Venue
21 May, 2024 – 7.30pm	Annual Parish Assembly	Village Hall
8 June, 2024, 7.00pm	D-Day celebration talk by Mr S Farrelly	Village Hall
23 June, 2024, 3pm – 5pm	Strawberry Tea	Village Hall
14 July, 2024, 1pm – 4pm	Parish Picnic	Village Green

John Fraser
Clerk to the Parish Council
Date: 18 April 2024

Planning applications

Reference	Address	Outline
Nil		

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YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MINUTES Monday 18th 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 29th 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 1st 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 1st 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 28th 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

Monthly Progress Tracker – Update 22/04/2024


	 Warning	 Action – in progress	 Achieved
March 2024	1	13	0
April 2024	1	12	1

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Referred YCM-PC concerns about the condition of tree on the village green to SBC</p> <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> <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>	




Monthly Progress Tracker – Update 22/04/2024

		<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>Site meeting with Cllr Parry 20 April, 2024.</p> <p>HS2 Ltd authorise work to clear the road gullies in the vicinity of the HS2 compound – no noticeable improvement</p> <p>Email sent to Cllr Ian Parry [4/03/2024]. Meeting being arranged.</p> <p>Email exchange with HS2 Ltd about the council’s dissatisfaction with their refusal to accept responsibility for the state of the lane and flooding. [13/03/24]</p> <p>Site visit and video evidence collected and sent to HS2 Ltd [15/03/24]</p> <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>	
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Monthly Progress Tracker – Update 22/04/2024

23-296	Homes Plus Estate Management	<p>Homes Plus onsite – work on hedges and pavements underway. [14/02/23]</p> <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>New contact identified. No response received from meeting request. Escalating the call to receive an update on progress to the Asset Planning Lead (Waste Networks)</p> <p>New STWCo lead officer for this work has been appointed. Request to meet sent. [18/03/24]</p> <p>Telephone contact with Waste Network Team Manager– 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 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 undertake 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>	
21-499	Highlows Lane – Yellow Lines	<p>Community Traffic Management Officer – asked for date work will be resumed</p> <p>Email sent to Community Highway Engagement Officer [18/03/24]</p> <p>Outstanding work to finish the painting of the Yellow Lines at the junction reported to Staffordshire County Council with a request to complete the work asap</p>	



Monthly Progress Tracker – Update 22/04/2024

Parish Ambition – 3 Community			
23-550	Village Hall defibrillator	Community Action Group to identify the costs of replacing the battery and pads on the village hall G3 defibrillator and whether a more cost-effective option would be to replace the unit with a fully automatic G5 unit.	
23-323	Defibrillator project	Meeting with AEDdonate to look at possible site on Ford Drive and in Cold Meece For possible sites. Application to National Grid to provide cost for unmetered cable supply started Application for grant funding being explored.	

Monthly Progress Tracker – Update 22/04/2024


23-267	Labour in Vain - Community Ownership Fund Round 3	<p>Update and action planning meeting with Plunkett Foundation [7/03/24]</p> <p>Bid to buy the Labour in Vain rejected by Stonegate.</p> <p>Application to Community Ownership Fund put on hold – further work to secure pledges needed and for Stonegate to their view that the Labour in Vain and associated car park has a value of at least £500k</p> <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>	
23-547	PFCC elections 2024	<p>Letter set to 3 PFCC candidates</p> <p>Stafford Borough Council Elections office request to post detail of the PFCC election received [15/02/24]</p> <p>Nominations close – 4pm – 5th April, 2024</p> <p>It was resolved that the Chairperson write to the candidates in the forthcoming PFCC election seeking assurances that they support the plans to construct a new firing range at Stafford.</p>	

Monthly Progress Tracker – Update 22/04/2024

22-47	Firing Range	<p>Meeting with Stafford Borough Council and Staffordshire Police [22/01/24]</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>	

Monthly Progress Tracker – Update 22/04/2024

Parish Ambition – 4 Good Governance

23-540	Business Continuity Plan	<p>Continuity Plan Template prepared with examples. – Cllrs invited to comment on the template before it is populated [18/03/24]</p> <p>A detailed plan of action covering all aspect of parish council business is to be prepared</p> <p>A contact list for individuals and organisation is to be prepared.</p>	
22-97	New Office Systems	<p>The Cabinet Office are encouraging all local councils to move over the .go.uk domain for their website and Cllr/staff email addresses. Clerk attended a free training session sponsored by the Cabinet Office. A small grant of up to £100 is available to help with the cost of the transition.</p> <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>	

Annual Audit and Governance Review – timetable

The internal audit will be undertaken by Blackrose Solutions Ltd.

Annual audit papers sent to the internal	21 May, 2024
Report of the internal Auditor	12 June, 2024
Parish Council Approval of the internal audit and governance review	17 June, 2024
Approved papers sent to external auditor	21 June, 2024
Publish annual audit on the website	21 June, 2024
Audit results returned	30 September, 2024
Publish results of the audit on the website	30 September, 2024

Parish Clerk’s report: end of year balances

Bank Account Reconciliation balances on 31 March 2024

○ Current Account =	£2,165.46
▪ Stone CSW	£216.44
▪ YCM Community Limited	£314
▪ True balance	<u>£1,590.02</u>
- Reserve Account	£30,041.66
- Community Committee Account	
▪ Defibrillation protected reserve	£1,720.16
▪ Working balance	<u>£482.52</u>
▪ Combined balance	<u>£2,202.68</u>
- Events Working Group	£839.14

Interest payments

- General Reserves	£346.71
- Community Account	£25.51
- Events Working	<u>£9.25</u>
	<u>£381.47</u>

Accounts

- Precent and Concurrent Grant (payment 1) received: £14,831
- Income from the Yarnfield and Cold Meece Ltd received: £314

- Schedule of invoices awaiting payment for the period
19 March – 22 April, 2024 = £4,554.10

Yarnfield and Cold Meece Parish Council						
Schedule of Payments - 22 April 2024						
Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
18/04/24	DD	Npower	Defibrillator electric supply charge	3.36	0.17	3.53
22/04/24	BACS	Clr Parkin	Wednesday Warm Welcome	80.29		80.29
22/04/24	BACS	Urban Vision	Neighbourhood Plan Support	2,625.00	525.00	3,150.00
22/04/24	BACS	Clerk	Salary	647.99		647.99
22/04/24	BACS	HMRC	PAYE payment	161.80		161.80
22/04/24	BACS	Clerk	Office expenses	15.41	3.08	18.49
22/04/24	BACS	Village Hall Committee	Coffee Club - Warm Welcome	108.00		108.00
22/04/24	BACS	Village Hall Committee	Craft Club - Warm Welcome	96.00		96.00
22/04/24	BACS	Village Hall Committee	Parish Council hire	288.00		288.00
						4,554.10

- Bank Account Reconciliation balances on 22 April, 2024 - £12,756.36

Transfer request to cover special projects for 2024

- o Community Action Group (SP4) - £1,200
 - o Cold Meece Gates (SP5) - £1,000
 - o Events Working Group (SP6) - £800
 - o Community Speed Watch (SP7) - £1,000
 - o General Reserve Account - £5,000
- These transfers will leave an operating balance of £4,756.36 in the general account.

Budget 2024 - 2025

	2023 - 2024 Approved Budget	Budget 2024 - 2025
	General Administration	
1	Clerk salary	7,774
2	PAYE	1,944
3	Membership fees	376
4	Training	500
5	Office expenses	1,908
6	Room Hire	700
7	Newsletter	1,060
8	Microsoft 365	-
8a	Website - SCC charge	131
		14,393
	Statutory Requirements	
9	Insurance	695
10	Audit service	500
11	Annual inspection of play equipment	107
		1,302
	Repairs and Maintenance	
12	Grounds Maintenance Contract	8,097
13	Play Equipment	1,113
		9,210
	Miscellaneous	
14	SBC - civic amenity sites	-
15	SBC - election recharge	-
		-
	Grants	
16	Community Projects (Grants)	500
		500
	Council Reserves	
17	Deposit Account	1,000
		1,000
	Special Projects	
SP1	Road projects - contribution to Staffordshire County Council	
SP2	Neighbourhood Plan	50
SP3	Footpath and pavement improvements	
SP4	Community Action Group - projects	1,200
SP5	Cold Meece Gates	1,000
SP6	Events Group	800
SP7	CSW project - Yarnfield Park	1,000
SP8	Wednesday Lunch Club	900
		4,950
		31,354
	Income	
	Previous Year Balance	2,165
	Precept	28,332
	Con' Grant	1,330
	General Credits	
	VAT refund for 2022/23	2,000
		33,827
	Combined incomes	33,827
	Projected expenditure	31,354
	Projected end of year balance	2,473