

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MINUTES
Monday 22nd April, 2024
Yarnfield Park Conference Centre

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

Councillors:

Dave Beeston

Sally Parkin (Chairperson)

Margaret Broader

Stella Hughes

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

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

Public at the meeting: 0

Viewing live on Facebook: 9

Apologies for Absence

23-692 Apologies were received from Cllr Treen, Cllr Whitfield, Cllr Griffiths, Cllr Pert (Staffordshire County Council) and Cllr Nixon (Stafford Borough Council).

23-693 The chairperson and clerk have received an email from Cllr Jo Griffiths in which she tendered her resignation with immediate effect.

23-694 **Resolution:** It was resolved that:

- i. The Chairperson write to Cllr Griffiths to thank her for her support over the last year.
- ii. The clerk write to Stafford Borough Council confirming Cllr Griffiths resignation and asking that they advertise the vacancy.

Declaration of Interest

23-695 Nil

Public Question Time

23-696 Nil

Reports from Borough and County Councillors

23-697 Cllr James, Stafford Borough Council.

- Stafford Borough Council mayor making will take place on 4th May, 2024.

Minutes of the meeting held on 18 March, 2024

23-698 A change to minute 23-362 and 23-363 was made to confirm that the Craft Group and Coffee Club funding was to be available for the period January - March, 2024 only.

23-699 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 18 March, 2024 were approved as a correct record of the meeting subject to the changes set out above.

Actions Tracker Update

23-700 Minute 21-524 - Village green project - lease

- An email has been sent to the borough council about the condition of the trees on the village green. An assurance has been received that

the question of who will be responsible for the trees will be dealt with when the terms and conditions in the lease are being prepared.

23-701 Minute 23-291 – Highway repairs

- HS2 Ltd contractors have now cleared the road gullies in the vicinity of their site. This however has not resolved the flooding of the lane, presumably because the drainage system after the road gulleys is itself blocked.
- Water continues to run off the site on to Yarnfield Lane.
- A meeting has taken place between Staffordshire County Council officers and HS2's contractors without representatives from the parish council being present.
- A meeting has been held with Cllr Parry, Staffordshire County Council, at the HS2 site on Yarnfield Lane. Cllr Parry has given an undertaking to establish what action is planned to address the flooding problems.
- HS2 Ltd is now preparing a report on a number of highways issues which will include the ongoing problem on Yarnfield Lane.

23-702 Minute 23-296 – Homes Plus

- Homes Plus have started work on the trees and hedges reported as being a problem. Work to repair damaged pavements around the edge of the village green has not started.
- Clerk to contact Homes Plus to request an update and commitment on a start date for the outstanding work.

23-703 Minute 21-499 – Severn Trent work Highlows/Yarnfield Lane

- An email to the new lead officer for this work has not generated a response and as a result the problem will again need to be escalated to senior management at Severn Trent.

23-704 Minute 21-499 – Highlows/Yarnfield Lane – Yellow Lines

- Community Traffic Management Officer at Staffordshire County Council asked to provide a date when this work will be completed.

23-705 Minute 23-547 – PFCC Elections

- Letter sent to 3 candidates in the PFCC election asking for their commitment to support the work to relocate the Cold Meece firing range to a new purpose build range.

23-706 Minute 23-540 – Business Continuity Plan

- Template for documenting information and procedures needed for the preparation of the business continuity plan has been prepared.
- Work to complete the task of preparing the business continuity plan will start.

23-707 Minute 22-97 – New Office System

- The Cabinet Office are encouraging all parish councils to use a website with a GOV.UK domain name. Parish Clerk to contact Staffordshire County Council Digital Team to establish how the council can move from its current domain name to a GOV.UK name.
- The Cabinet Office has made available a small grant of £100 to support this work.
- The hope is this work can be completed in 2024/25.

- 23-708 A copy of the Update of Actions Report set out in Appendix 1, and posted on the parish council website, was noted.

Yarnfield Park Residents' Association – update report.

- 23-709 The core group of the Residents' Association met on 16 April, 2024 following an email exchange with Barratts West Midlands who have confirmed it is their intentions to form a Residents' Management Company.
- 23-710 The Residents' Association is working with Barratts to ensure that an information sheet about the change to the estate management arrangements is prepared and then shared with every household on Yarnfield Park.
- 23-711 Barratts West Midlands has confirmed it will reimburse up to £100 towards the printing costs of the information sheet.
- 23-712 **Resolution:** It was resolved that the parish council arrange for the printing of the residents' information sheet and recover the cost of printing from Barratts West Midlands.

Annual Parish Assembly – planning and preparation

- 23-713 The Annual Parish Assembly will be held on Tuesday 22 May, 2024 and will be held in the village hall. There will be a presentation about what has been done by the parish council in the last 12 months. The Assembly will then be asked to focus on the priorities for the parish both over the short term and over a longer period.
- 23-714 A Newsletter will be published in advance of the Assembly and delivered to every house in the parish.
- 23-715 **Resolution:** It was resolved that refreshments are provided at the Assembly meeting (cheese and wine, together with soft drinks, tea and coffee)

2023 – 2024 Annual Audit and Governance Return– timetable

- 23-716 The timetable for the internal and external audit will be:

Annual audit papers sent to the internal auditor	21 May, 2024
Report of the internal auditor	12 June, 2024
Parish Council approval of the internal audit and governance review	17 June, 2024
AGAR 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

- 23-717 The 2023/24 internal audit will be undertaken by Blackrose Solutions Ltd.

Bus shelter – report on damage to the Yarnfield bus shelter

- 23-718 An insurance claim has been started with the council's insurers. (Appendix 2)
- 23-719 Three companies have been approached to undertake work to repair the shelter. The general view is that it will not be feasible to repair the shelter.

- 23-720 The insurance company have asked for confirmation that the shelter cannot be repaired at a reasonable cost and also to provide a cost for the replacement of the shelter with a similar structure.

Parish Clerk's reports

End of year balances

- 23-721 Bank Account Reconciliation balance on 31 March 2024.
- | | |
|-------------------|-----------|
| - Current Account | £2,165.46 |
|-------------------|-----------|
- 23-722 The parish council is holding money on behalf of the Stone CSW and Yarnfield and Cold Meece Community Limited both of which are held in the current account.
- | | |
|-------------------------|---------|
| - Stone CSW | £216.44 |
| - YCM Community Limited | £314.00 |
- 23-723 Reserve Account balance £30,041.66
- 23-724 Community Committee Account balance
- | | |
|------------------------------------|-----------|
| - Defibrillation protected reserve | £1,720.16 |
| - Working balance | £482.52 |
| - Combined balance | £2,202.68 |
- 23-725 Events Working Group balance £839.14
- 23-726 The practice of holding the parish council funds in three reserve accounts has generated some interest payments over the last 12 months.
- | | |
|------------------------|---------|
| - General Reserves | £346.71 |
| - Community Account | £25.51 |
| - Events Working Group | £9.25 |
| | £381.47 |
- Budget – update and schedule of payments
- 23-727 Income received since the last meeting.
- | | |
|--|---------|
| - Precept and Concurrent Grant (payment 1) - | £14,831 |
| - Income from the Yarnfield and Cold Meece Ltd - | £314 |
- 23-728 Schedule of invoices awaiting payment for the period
19 March – 22 April, 2024 = £4,554.10
- 23-729 Bank Account Reconciliation balance on 22 April, 2024 - £12,756.3
- 23-730 The approved budget includes funds to support various special projects. These now need to be moved to the relevant reserve accounts.
- | | |
|--------------------------------|--------|
| - SP4 – Community Action Group | £1,200 |
| - SP5 – Cold Meece Gates | £1,000 |
| - SP6 – Events Working Group | £800 |
| - SP7 – Community Speed Watch | £1,000 |
- 23-731 To manage the budget and maximise the interest payments received £5,000 could be moved to the general reserve account.
- 23-732 The revised budget, which takes account of the decision to add an additional line to support the Wednesday Lunch Club, [Minute 23-666], is set out in Appendix 3.
- 23-733 **Resolution:** It was resolved that:

- i. The schedule of payment for the period 19 March – 11 April, 2024, set out in Appendix 4, is approved.
- ii. The funds for SP4, SP5, SP6 and SP7 are moved to the relevant reserve accounts.
- iii. £5,000 is transferred to the general reserve account.

Update on actions not reported elsewhere

- i. A very successful spring clean took place at the beginning of April. The material generated has been removed by Streetscene.
- ii. Streetscene have now planted two bird cherry trees on the village green. There is a commitment to plant a third tree. This will now not happen until next year because of the availability of suitable trees.
- iii. 10 apple trees have been given to the parish council by BIFFA Waste Services Ltd. Six trees have been planted along Meece Road and 4 given to Springfields First School to plant in the school grounds.
- iv. The notice of pole for the Police, Fire and Crime Commission election, which will take place on 2 May, 2024, has been posted on the parish notice boards.

23-734 **Resolution:** It was resolved that a letter of thanks is sent to BIFFA.

Labour in Vain Working Group: Update Report

- 23-735 A meeting of the Labour in Vain Core Group took place on 4 April, 2024. The Group hopes to submit an application to the Community Ownership Fund in May 2024.
- 23-736 The pub and part of the car park is being offered for sale at a value of £365,000. The value of pledges received stands at £64,460. These pledges would be sufficient to support a grant application to raise money to buy the pub and reduced area of car park.
- 23-737 The question of the renovation of the pub has still to be resolved.
- 23-738 The group is in preliminary discussions with a potential partner talking about a joint venture to buy and run the pub.
- 23-739 The submission of a Community Ownership Fund application will provide an opportunity to secure further pledges. If the grant application is successful Yarnfield and Cold Meece Community Ltd would then need to launch a full share offer. It is hoped this would then raise more money than that pledged as the award of the grant would give confidence to the community that the project will be successful.

Neighbourhood Plan: Update and Next Actions

- 23-740 A meeting was held on 18 April, 2024 with AECOM to resolve the outstanding problems with the latest draft of the Master Plan. Cllr Parkin and the clerk were supported at the meeting by the parish council's consultant from Urban Vision, Hannah Barter.
- 23-741 A revised draft of the Master Plan, which includes the council's concerns, will be available at the beginning of May 2024.

Updates from Parish Councillors

- 23-742 None to report.

Planning: To consider any planning applications in the parish

23-743 None

Forward Plan and Events Calendar

23-744 The forward plan for meetings and events was noted.

Date and time of next meeting

23-745 Monday 15 May, 2024 at 7.30pm






Signed


Chairperson of the Parish Council

Date: 15 May, 2024


Meeting closed 8:27 pm

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	<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>	



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 of 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 2023.</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>	

Claim Reference Number 4503-027-874

Yarnfield and Cold Meece Parish Council

Bus Shelter, Yarnfield Lane, Yarnfield

Following the initial enquiry about submitting an insurance claim for the damage done to the bus shelter, located next to the village green in Yarnfield I now provide the details asked for at that time to support the claim.

Claim Reference Number 4503-027-874

1. Date of the incident: 15 February 2024
2. Unfortunately, no one saw what happened to the shelter, so I cannot say with any confidence how the damage was caused. That said I suspect it was clipped by a high sided vehicle. The front left upright is now out of alignment and the whole of the top canopy is twisted out of line.
3. Image of the damaged shelter
4. No CCTV footage of the incident is available. – We have asked residents in the vicinity to check any security cameras they may have but nothing has been recorded that shows how the shelter was damaged.
5. The shelter was manufactured by Commutaport a company that is based in Glasgow. The company was approached to provide information about the age of the shelter but were unable to help and would not be able to support any repair to the shelter.
6. Two companies were approached to provide advice on what would be needed to repair the shelter and the likely cost.

- **Autocross Euro Shel Limited**, Radnor Works, Back Lane, Congleton, Cheshire.
Autocross Euro Shel Ltd are of the opinion that: "Unfortunately, there is significant structural damage to this shelter so we would advise this shelter to be removed as we are not able to repair structural damage to shelters and would not be happy to put our name to another shelter provider's structure."

A copy of the Autocross Euro Shel Ltd report and photographs they took is attached.

- **Shelter Solutions**, Unit 12, Custom Complex, Yardley Road, Knowsley Ind Estate. The company was not prepared to undertake work on another manufactured shelter but did say that were they to do so "undoubtedly, the whole main frame of the shelter would need replacing".

A copy of the Shelter Solutions report is attached.

7. Replacement cost

Ace Shelters, Unit 6 Seafire Business Park, Seafire Way, Burscough, Lancashire have been approached to provide a replacement cost on a like for like basis.

A copy of their quotation is attached.

ycmclerk@gmail.com

From: Lewis Goodwin <Lewis@euroshel.com>
Sent: 05 March 2024 15:59
To: ycmclerk@gmail.com
Cc: Phil Smith
Subject: RE: Yarnfield, Staffordshire, Bus shelter repair
Attachments: Yarnfield RTA'd Shelter.pptx

Good afternoon, John,

Please see the attached images of the shelter damage,

Unfortunately, there is significant structural damage to this shelter so we would advise this shelter to be removed as we are not able to repair structural damage to shelters and would not be happy to put our name to another shelter provider's structure,

If you would like us to provide you with a shelter removal or replacement shelter quotation, please let me know,

If you have any further queries, please don't these to contact us,

I look forward to hearing from you,

Kind Regards.

Lewis Goodwin
Business Administrator

Autocross Euroshel Limited
Radnor Works, Back Lane
Congleton, Cheshire CW12 4PP

www.euroshel.com

Head Office Tel: 03333 444 671



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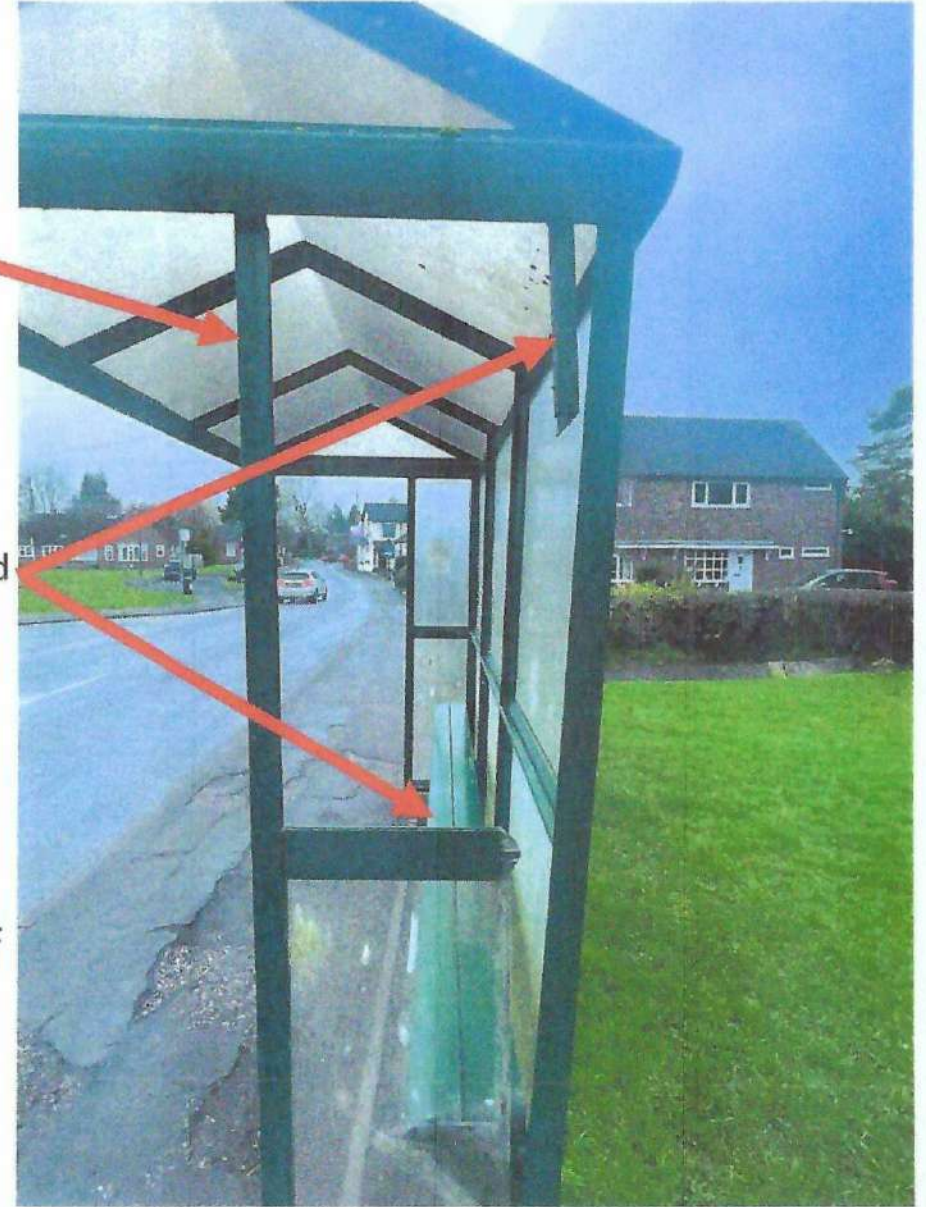


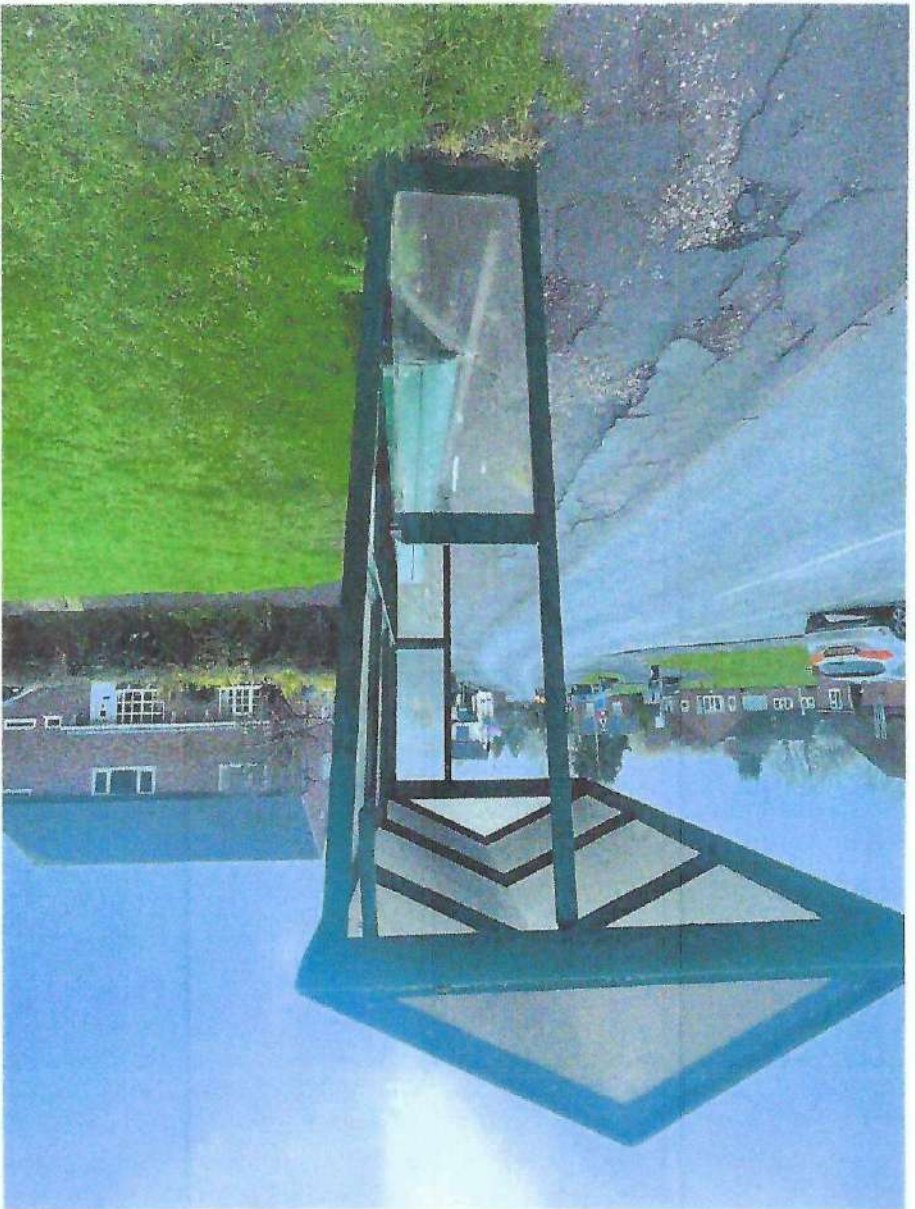


Structural support
stanchion damaged

Mid rail & top rail Damaged

Since impact shelter is out of
square







Structural Defect

From: Robert <robert@shelter-solutions.co.uk>
Sent: 04 March 2024 12:59
To: ycmclerk@gmail.com
Subject: RE: Yarnfield, Staffordshire, Bus shelter repair
Attachments: Image 8.jpg; Image 7.jpg; Image 6.jpg; Q-24064 - Yarnfield and Cold Meece Parish Council - Replacement Bus Shelter Quotation.pdf; RAL Colour Chart.pdf

Good Morning John,

Thank you very much for sending these through with the below description which is always handy to see.

A couple of notes after reading the below and seeing the photos then:-

- Firstly, unfortunately we wouldn't look to undertake repair works on another companies Bus Shelter. The issue with doing this is that we hold passed structural calculations for our system of manufacture and installation and should we undertake a repair on another company's shelter, we wouldn't be sure where that would leave us in terms of insurance, warranty and liability should something happen after our repair.
- Although regarding a possible repair, undoubtably, the whole main frame of the shelter would need replacing. See 'Image 8' attached.
Image 8 shows the columns of the shelter bent which is strong concern when it comes to the sustainability of the shelter.
I would highly recommend fencing off the shelter at this point from use if it hasn't already.
- Image 6 attached shows the corner of the roof where the shelter has potentially been hit and I would agree that this is most probably the case.
This would also correlate with how the shelter looks like it has twisted and bent the columns, more prominently on the adjacent side of the shelter which has made the mid-rails rip from the corner column as seen in image 7.
- The previous point brings me onto my next important point which is through my experience of undertaking repairs on Bus Shelters which have similarly been knocked into. When shelters twist through impact, this bends or snaps the fixings which connect the roof to the columns.
Although the roof may be in working order and possibly be re-usable, new fixings may not take into the old fixing positions.
I understand this would be a case of taking the roof off and seeing the damage first hand, but if we were repairing a shelter, we would have to take into account pricing for the possibility of requiring a new roof and possibly an additional trip to do this should we find that the roof was not re-usable.
- I understand the roof may require re-painted also due to impact scratches and damage.

I hope the points above help in some way shape or form, but please do not hesitate to get in contact to go through or ask any question you need as I will always be happy to help where possible.

I've attached a quotation for the cost of a new shelter with an optional extra price of removing and disposing of the current shelter.

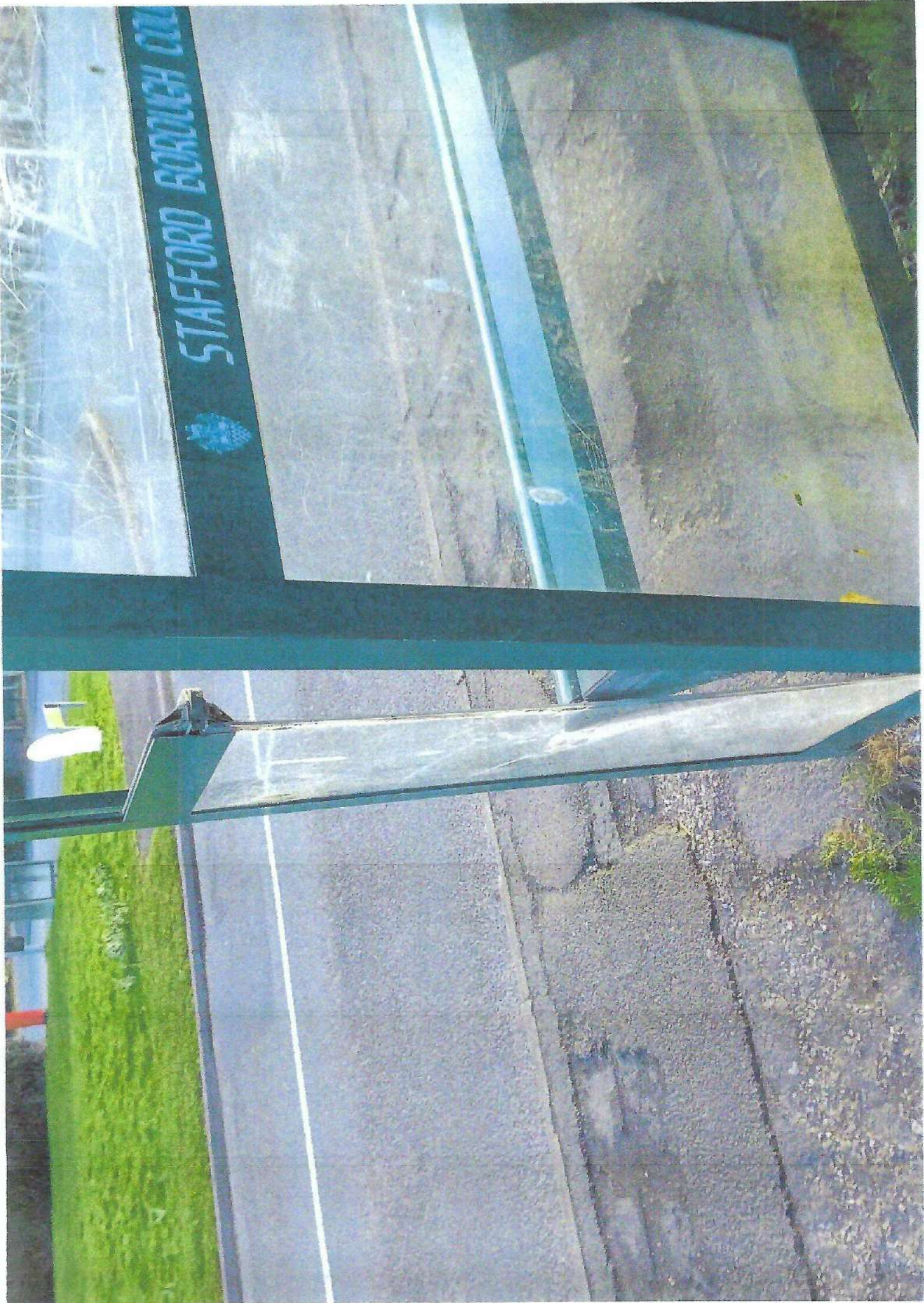
Thanks again.

Kind Regards,

Robert Leghorn



STAFFORD BOROUGH COUNCIL









Attn: John Fraser
Yardfield and Cold Meece Parish Council

Quote Ref No: Q-24064

REF: 1nr. 3-Bay Pitched Roof Bus Shelter Option

Contact No: 07546 456 711
Emailed to: ycmclerk@gmail.com

4th March 2024

Dear John,

Firstly, thank you for your valued enquiry. Please find throughout this document my suggestions and specifications the Bus Shelter options as requested.

Here at Shelter Solutions, we have the distinct advantage over all the other companies as we manufacture all our shelters to our client's bespoke designs. Head of our Design and Development Department will liaise with our surveyors' and yourselves to help you find the right product for you.

All Covered Walkways, Canopies, Bus Shelters, Buggy Parks and Pram Shelters are constructed from high-grade sections (BS EN 10219) that once Durateal® coated (BS EN ISO 9002) to your chosen RAL or British Standard colour will give a long lasting, low maintenance corrosion free finish for up to fifteen years.

All structures are to be sub-fixed into concrete pad foundations.

As Shelter Solutions have been installing Covered Areas and Cycle Shelters for schools and building contractors for over thirty years all engineers have passed both SSSTS and CSCS courses (Health and Safety) and Street Works City and Guilds.

The current lead-times from date of official purchase order are currently **to be agreed** and time on site is currently listed at **1-2 working days** during normal working hours.

Proposal – 1nr. 3.00Mtr x 1.30Mtr Pitched Roof Bus Shelter

Please note that this is a proposal for the supply of a bus shelter. It is not a contract. Please note that this can be a fixed, double or flat as requested.

Full Specification:

- To manufacture, deliver and install a 3.00Mtr x 1.30Mtr Bus Shelter. The bus shelter will utilise a 4.0mm THK bronze tinted UV stable polycarbonate glazed roof and fully glazed side and rear panels using our own unique aluminium beading section.
- The main frame of the bus shelter will be constructed from high grade 80.0mm x 50.0mm extruded aluminium, whilst the roof purlins will be manufactured from 80.0mm x 40.0mm extruded aluminium section. All aluminium extrusions are to be Durateal® coated to a RAL or British Standard colour of your choice at no extra cost.
- The bus shelter will be supplied in kit form, whilst the roof will be supplied pre-assembled. The lowest point of the bus shelter will stand at the legally required standard of 2.10Mtrs to comply with regulations.
- The rear and side glazing panels of the bus shelter will utilise 6.0mm THK toughened safety glass or 5mm THK Clear Polycarbonate. This style of glazing system is extremely hard wearing and vandal resistant, whilst also maintaining its appearance after many years of service.
- The glazing material for the roof will consist of 4.0mm THK Tinted UV stable polycarbonate, which is easy to maintain.
- As an optional extra you have the option to specify a timetable case and a flagpole bracket. All components will be powder coated to the same RAL or British Standard colour as the bus shelter. The prices for each individual item can be seen below.
- The Bus Shelters will be sub-fixed below the surface into concrete pad foundations. Once the Bus Shelter has been installed, the localised area will be cleaned, and any foreign materials removed.



Pricing Structure:

1nr. 3.00Mtr x 1.30Mtr Bus Shelter with Half End Panels:

£ 4,050.00 + VAT

Including Manufacture, Delivery & Installation

Including 3.00Mtr Perch Seat

Optional Extras:

Removal and Disposal of Current Shelter:

£ 950.00 + VAT

1 Nr. Timetable Case:

£ 140.00 + VAT

1 Nr. Flagpole Bracket:

£ 70.00 + VAT

Please Note – Quotations are valid for 30 days

Please Note – VAT will be charged at a standard rate of 20%

Please Note – Price does not include allowance for traffic management if required

Thank you for taking the time to read through the quotation that I have provided for you.

I hope all the information supplied here is sufficient, but if you need to discuss this quotation in further detail or would like any further assistance, please do not hesitate to contact me.

Kind Regards,

Robert Leghorn

 **Shelter Solutions**
Unit 12, Custom Complex
Yardley Road
Knowsley Industrial Estate
L33 7SS

Tel: 01942 625 577
Fax: 01514 470 251
Email: Robert@shelter-solutions.co.uk
Web: www.shelter-solutions.co.uk



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Accredited Contractor
www.chas.gov.uk



Constructionline
Gold Member





Unit 6 Seafire Business Park, Seafire Way
Burscough, Lancashire, L40 8AH
Tel: 01704 829 404
Email: info@aceshelters.co.uk
Web: www.aceshelters.co.uk

FAO: **John Fraser**
Yarnfield And Cold Meece Parish Council

Quote ref **8340**

Tel: **07546 456 771**

Email: ycmclerk@gmail.com

7th May 2024

Dear John,

Many thanks for your enquiry, please find below specifications, images and costings for our 3 Bay Bus Shelters.

All shelters fabricated by Ace Shelters are constructed from high-grade aluminium extrusion BS EN 755 (1-9) that once powder coated BS EN ISO 9002 to your chosen RAL or BS colour will give a long lasting, low maintenance corrosion free finish.

Ace Shelters are accredited with Safe Contractor, Chas. All engineers have been accredited with CSCS courses (health and safety) and Street works city and guilds.

Lead times from date of official purchase order are currently 4 - 6 weeks and time on site will be a single day to install each shelter.

Continued,



Unit 6 Seafire Business Park, Seafire Way
Burscough, Lancashire, L40 8AH

Tel: 01704 829 404

Email: info@aceshelters.co.uk

Web: www.aceshelters.co.uk

Quarter End Panel Bus Shelter



Specifications

- 3 Bay 3.06Mtr x 1.3Mtr Bus Shelter with a flat or pitched roof glazed in 4mm THK bronze tinted UV stable polycarbonate. The roof will be constructed from high grade 100.0mm x 50.0mm extruded aluminium D-section, glazing affixed with rubber gasket sealed aluminium capping.
- The main frame of the structure will be constructed from high grade 80.0mm x 80.0mm extruded aluminium section with glazing rebate beaded internally.
- All glazing panels of the Bus Shelter will be of 6mm TSG or 5mm clear unbreakable polycarbonate
- The Shelter will come with a full length perch seat
- All metal work will be powder coated to your chosen Ral colour.
- The uprights of the shelter will be submerged into sleeves and filled with concrete ready to be top finished



Unit 6 Seafire Business Park, Seafire Way
Burscough, Lancashire, L40 8AH
Tel: 01704 829 404
Email: info@aceshelters.co.uk
Web: www.aceshelters.co.uk

Costings

3 Bay Quarter end panel Bus Shelter with pitched or flat roof & Perch Seat	<u>£3,845.00 + VAT</u>
Removal & Disposal Of Existing Shelter	<u>£350.00 + VAT</u>

Optional Extras

Standard Time Table Case	<u>£170.00 + VAT</u>
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- Please note - Prices are subject to VAT.
- Please note - Price includes Manufacture, Delivery & Installion.
- Payment Terms -30 Days From Completion

We hope that the above information meets your requirements. Should you require any further information, please do not hesitate to contact me on the details below.

Kind Regards,

Matt Euers
General Manager
Ace Shelters
Tel: 01704 829404
Mob: 07534 425 372
Email: matt@aceshelters.co.uk

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
	Reserve Account	
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

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	Cllr 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

Account Transfers - 22 April, 2024

From			To	
22/04/24	Transfer	General Account	Community Account	1,200.00
22/04/24	Transfer	General Account	Reserve Account	7,000.00
22/04/24	Transfer	General Account	Events Group Account	800.00
				9,000.00

Chairperson:



Date:

22-Apr-24