



## YARNFIELD AND COLD MEECE PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Wednesday 15 May 2024 at 7.30pm  
Yarnfield Park Conference Centre

The meeting will be streamed live on the Parish Council's Facebook page: @ycmparishcouncil

### AGENDA

1. Election of the Chairperson of the Council
2. Election of the Vice-Chair of the Council.
3. Apologies for absence
4. To consider any declaration of interest relating to items any items on the agenda
5. Community Action Group appointments – Chairperson, councillor representative and non-elected members
6. Planning – Lead councillor
7. Finance – Lead councillor
8. Events Working Group – councillor members
9. External bodies – appointment of representation
  - a. Springfields First School PTFA
  - b. Yarnfield Park Residents' Association
  - c. Yarnfield Park Conference Centre
  - d. BIFFA, Cold Meece
10. HS2 – SRCG representation and support
11. General Powers of Competence - annual review of eligibility
12. Review and re-adoptions of key documents
  - a) Standing Orders
  - b) Financial Regulations
  - c) Councillor Code of Conduct
  - d) Publication Scheme
  - e) Data Protection Act and Freedom of Information Act policies and procedures
  - f) Asset Register
  - g) Risk Register

John Fraser  
Clerk to the Parish Council  
Date: 9 May 2024



Yarnfield and Cold Meece  
Parish Council

Risk Register  
April 2024

**PREFACE**

The Risk Register provides details of the strategic and operational risks faced by the Parish Council and the measures that are in place to limit their impact.

Document title	Risk Register		
Author	Parish Clerk		
Status	Approved		
Effective from	13/05/20		
		Date	Resolution
Approved on	First Approved	13/05/20	20-74
	Review Approved No. 1	14/07/20	20-142
	Review Approved No.2	12/01/21	20-366
	Review Approved No. 3	09/02/21	21-409
	Review Approved No 4	30/05/22	22-323
	Review Approved No 5	17/05/23	23-205
	Review Approved No 6	15/05/24	
Next review date	April 2025		
<p>Review Purpose</p> <p>No. 1 - The July 2020 review identified two changes:</p> <ul style="list-style-type: none"> <li>- to reflect changes needed to address Covid-19 restrictions and the impact on the Parish Council.</li> <li>- to enhance controls in relation to the Ground Maintenance Contract.</li> </ul> <p>No. 2 - Operational Risk 2: Damage to/accident Greenside Play Equipment, amended to take account of recent damage to the village green.</p> <p>No. 3 - The inclusion of a strategic risk:</p> <ul style="list-style-type: none"> <li>- dealing with the Meecebrook Garden Settlement.</li> <li>- Parish Clerk/Responsible Finance Officer absence cover added.</li> </ul> <p>Typographic and formatting improvements made to the document.</p> <p>No 4 - Strategic risk 1 reduced. Individual risks reviewed, amended and new controls added.</p> <p>No 5 - No change to risk rating scores.</p> <p>Strategic risk 1 and 3 revised to incorporate work being done by the parish council.</p> <p>No 6 - Risk register updated to reflect administrative changes and add not for retention of strategic risk No 2 - HS2</p>			

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## **Assessment of risk**

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of the Council's objectives. Risk management is the process by which the Council methodically addresses the risks associated with their work and the services they provide.

The focus of this Risk Register is to identify what can go wrong, put in place controls to minimise the likelihood of a risk event happening or to reduce its consequence.

Each risk has been assigned a score between 1 - 9 (1 = Low - 9 = High)

The risk assessment enables the Council to decide which risks it should pay most attention to when considering what measures to take to manage them.

## **Policy Statement**

Yarnfield and Cold Meece Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employee, assets, liabilities and community against potential losses; to minimise uncertainty in achieving its aims and objectives and to maximise

the opportunities to achieve its vision. The Parish Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

### **Roles and Responsibilities**

**Councillors:** risk management is seen as a key part of councillors' stewardship role and there is an expectation that councillors will lead and monitor the approach adopted through the approval of the Risk Management Strategy and thereafter by being involved in the assessment of risks associated with major projects.

**Parish Clerk/ Responsible Finance Officer (RFO):** responsible for overseeing the implementation of the detail of the Risk Management Strategy:

- provide advice as to the legality of policy and service delivery choices;
- provide advice on the implications for service areas of the Council's aims and objectives;
- update the Council on the implications of new or revised legislation;
- report progress to the Council;
- Assess and implement the Council's insurance requirements;
- Assess the financial implications of strategic policy options;
- Provide assistance and advice on budgetary planning and control;
- Ensure that the financial information system allows effective budgetary control.

<b>Likelihood</b>	Highly likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (1)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
	<b>Impact</b>			

↓ = better than the last assessment

↑ = worst than the last assessment

↔ = No change

Strategic Risk 1: Closure of commercial premises in the parish							
	Responsibility	Councillors/Clerk	Likelihood	2	Impact	2	Total Score = 4 (Medium) ↓
<p><b>Consequence of Risk</b></p> <ul style="list-style-type: none"> <li>• Closure of commercial premises in the parish resulting in the parish becoming less viable.</li> <li>• Loss of Key Service Village status</li> <li>• Significant increase in problems of rural isolation for residents of the parish</li> <li>• Increased reliance on public transport links</li> </ul>							
<p><b>Key Controls in Place</b></p> <ul style="list-style-type: none"> <li>• Open lines of communication with the businesses concerned</li> <li>• Maintain dialogue with business</li> <li>• Work with Staffordshire County Council to identify grant/business opportunities</li> <li>• Asset of Community Value listing for the Labour in Vain.</li> </ul>							

## Strategic Risk 2: HS2 – Railhead and Infrastructure Maintenance Base - Rail

	Responsibility	Councillors/clerk	Likelihood	3	Impact	3	Total Score = 9 (High) ⇄
<p><b>Consequence of Risk</b></p> <ul style="list-style-type: none"> <li>• Extensive disruption to village life</li> <li>• Travel arrangements to and from the parish severely limited resulting in delayed travel time for school, work, emergency services and other users that need to travel on Yarnfield Lane</li> <li>• Risk of environmental disruption; noise, dust, due to construction work</li> </ul>							
<p><b>Key Controls in Place</b></p> <ul style="list-style-type: none"> <li>• Work with Stone Rail Head Campaign Group to challenge the HS2 Ltd proposals</li> <li>• Work with Chebsey Parish Council and Stone Town Council</li> <li>• Work with HS2 contractors - to minimise risk to the parish</li> <li>• Work with Staffordshire County Council to minimise risk to the parish</li> <li>• Work with Stafford Borough Council to minimise risk to the parish</li> </ul>							
<p><i>Note - The Government announced on 4 October 2023 that HS2 Phase 2a and b had been cancelled. HS2 Ltd were instructed to work with the Department for Transport to develop a programme of activity to close down Phase 2a in a safe, respectful, orderly and efficient manner. It was also instructed to dispose of the land acquired by HS2 Ltd. The parish council is concerned that until the disposal of this land has been completed there is a significant risk to the parish and that this Strategic Risk, and its associated controls, should remain in place.</i></p>							



Strategic Risk 3: SBC – Meecebrook - New Garden Settlement							
	Responsibility	Councillors/clerk	Likelihood	3	Impact	3	Total Score = 9 (High) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Extensive disruption to village life</li> <li>• Loss of rural nature of the parish</li> <li>• Increase through traffic in Yarnfield and Cold Meece</li> <li>• Residents, particularly those living on Cold Meece, affected by noise, dust vibration associated with the construction of the development</li> <li>• Disruption to services</li> </ul>							
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>• Borough Council to provide full details of environmental impact assessment and associated development proposals</li> <li>• Proposed parish council Neighbourhood Plan</li> <li>• Working with borough councillors and planning officer</li> <li>• Parish Council submission on Stafford Borough Council preferred options paper</li> <li>• Support from Urban Vision Planning Consultants</li> </ul>							

Financial Risk 1: Parish Clerk/Responsible Finance Officer absence cover							
	Responsibility	Parish clerk/RFO	Likelihood	2	Impact	1	Total Score = 2 (Low) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Inability to comply with statutory requirements</li> <li>• Inability to hold meetings, pay creditors</li> <li>• Inability to undertake day to day functions of the council.</li> </ul>							
<p>Key Controls in Place</p>							

- Membership of the National Association of Parish Councils
- Membership of the Staffordshire Branch of Parish Councils
- BHIB insurance policy - Endorsement 3 - Clerk Absence Cover

### Financial Risk 2: Misappropriation of Council Funds/Financial loss

	Responsibility	RFO	Likelihood	1	Impact	2	Total Score = 2 (Low) ⇔
<b>Consequence of Risk</b> <ul style="list-style-type: none"> <li>• Inability of council to perform its statutory functions</li> <li>• Reputational risk to the parish council</li> </ul>							
<b>Key Controls in Place</b> <ul style="list-style-type: none"> <li>• Banking Arrangements and changes to banking services approved by the council and recorded in the minutes</li> <li>• Pay invoices BACS using a 2 signature Bankline system</li> <li>• Monthly bank reconciliation - reported to the council</li> <li>• Accounts to be signed by the Chairperson at each meeting</li> <li>• Annual scrutiny of all financial records by a councillor &amp; internal auditor.</li> <li>• Annual auditors (internal and external) reports to council</li> </ul>							

### Financial Risk 3: Lack of Funds

	Responsibility	RFO	Likelihood	1	Impact	2	Total Score = 2 (Low) ⇔
<b>Consequence of Risk</b> <ul style="list-style-type: none"> <li>• Inability to meet financial demands arising from unplanned activity</li> <li>• Loss of reputation</li> </ul>							

<ul style="list-style-type: none"> <li>Inability to respond quickly to demand</li> </ul>
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>Annual transfer of funds to reserve account to increase level of parish council reserves</li> <li>Monthly finance report</li> <li>Commitment accounting system in place to monitor financial expenditure against committed expenditure.</li> <li>Half yearly review of budget</li> <li>Annual budget set by council based on key priorities</li> </ul>

Financial Risk 4: Inadequate Insurance Cover							
	Responsibility	RFO	Likelihood	1	Impact	2	Total Score = 2 (Low) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>Inadequate cover</li> <li>Loss of reputation</li> <li>Financial risk to the council</li> </ul>							
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>Annual review of the insurance policy</li> <li>Cover requirements review in the light of changes to the list register</li> <li>Novel activities drawn to the attention of Clear Insurance Management and their advice taken</li> <li>Risk assessment of activity undertaken and reported to the council.</li> </ul>							

Governance Risk 1: Failure on the part of the council/councillors to maintain standards							
	Responsibility	Council	Likelihood	1	Impact	2	Total Score = 2 (Low) ⇔

<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Reputation</li> <li>• Lack of transparency</li> <li>• Legal Action</li> <li>• Allegations of libel or slander</li> <li>• Internal/External audit compromised</li> <li>• Members Personal risk</li> </ul>
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>• Maintain adequate internal controls/support for councillors</li> <li>• Adoption of the Stafford Borough Council Code of Conduct for Member</li> <li>• Regular reporting to councillors</li> <li>• Councillor training/ Good Councillor Guide</li> <li>• Parish Clerk CILCA qualified</li> <li>• Annual AGAR</li> <li>• Membership of National Association of Local Councils</li> </ul>

<p>Governance Risk 2: Failure to comply with GDPR/Freedom of Information</p>							
	Responsibility	Council	Likelihood	1	Impact	2	Total Score = 2 (Low) ⇄
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Reputation</li> <li>• Lack of transparency</li> <li>• Legal Action</li> </ul>							
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>• Adequate internal controls</li> </ul>							

- Response systems in place to manage requests
- Regular reporting to members
- Clerk and member trailing

Operational Risk 1: Data loss cause due to IT failure							
	Responsibility	Parish clerk	Likelihood	2	Impact	1	Total Score = 2 (Low) ⇔
<b>Consequence of Risk</b> <ul style="list-style-type: none"> <li>• Inability to comply with statutory requirements</li> <li>• Running of council business compromised</li> <li>• Financial systems lost</li> </ul>							
<b>Key Controls in Place</b> <ul style="list-style-type: none"> <li>• All data automatically backed up to Microsoft OneDrive</li> <li>• Manual of key systems and procedures developed</li> </ul>							

Operational Risk 2: Damage to/accident Greenside Play Equipment							
	Responsibility	Parish clerk	Likelihood	2	Impact	2	Total Score = 4 (Low) ⇔
<b>Consequence of Risk</b> <ul style="list-style-type: none"> <li>• Injury to third party</li> <li>• Loss or damage of equipment</li> <li>• Unplanned for cost</li> <li>• Loss of valuable play facility for children in the parish</li> <li>• Spread of infection</li> </ul>							

Key Controls in Place

- Monthly safety inspection of play equipment
- Annual safety audit undertaken by independent inspector
- Insurance policy maintained
- All Parish Council contractors are banned from taking road vehicles onto any part of the village green

Operational Risk 3: Loss of Grounds Maintenance contractor

	Responsibility	Parish clerk	Likelihood	1	Impact	2	Total Score = 2 (Low) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Maintenance of the village green put at risk</li> <li>• Loss of reputation</li> <li>• Budget risk due to increased cost</li> </ul>							
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>• Robust tendering process</li> <li>• Regular liaison with grounds maintenance contractor</li> <li>• Liaison with neighbouring parish councils</li> </ul>							

Operational Risk 4: Loss of council website

	Responsibility	Parish clerk	Likelihood	2	Impact	1	Total Score = 2 (Low) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Inability to comply with statutory requirements</li> <li>• Communication compromised</li> </ul>							

<ul style="list-style-type: none"> <li>• Loss of ability to publish minutes and agenda</li> <li>• Loss of reputation</li> </ul>
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>• Service level agreement with Staffordshire County Council Digital team</li> <li>• Website hosted by Staffordshire County Council</li> <li>• Training in maintenance and use of the website</li> </ul>

Operational Risk 5: Parish Clerk/Responsible Finance Officer absence cover							
	Responsibility	Parish clerk	Likelihood	2	Impact	1	Total Score = 2 (Low) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Inability to comply with statutory requirements</li> <li>• Inability to hold meetings, pay creditors</li> <li>• Inability to undertake day to day functions of the council.</li> </ul>							
<p>Key Controls in Place</p> <ul style="list-style-type: none"> <li>• Membership of the National Association of Parish Councils</li> <li>• Membership of the Staffordshire Branch of Parish Councils</li> <li>• BHIB insurance policy - Endorsement 3 - Clerk Absence Cover</li> </ul>							

Operational Risk 5: Protection of physical assets/vandalism							
	Responsibility	Parish clerk	Likelihood	1	Impact	1	Total Score = 1 (Low) ⇔
<p>Consequence of Risk</p> <ul style="list-style-type: none"> <li>• Disruption to services</li> </ul>							

- Risk, damage to third party
- Closure of playground

*Key Controls in Place*

- Weekly inspection of outdoor assets
- Property insured to reflect procurement of new assets.
- Annual review of Asset Register
- Clear Insurance Management public liability insurance policy





## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Wednesday 15 May, 2024 at 7.50pm,  
Yarnfield Park Conference Centre

### Agenda

1. Apologies for Absence
2. Declaration of Interest
3. Public Question Time (30 minutes)  
Anyone who wants to ask a question during the public question time session should contact the Parish Clerk by 12 noon on Tuesday 14 May, 2024.
4. Reports from Borough and County Councillors
5. Minutes of the meeting held on Monday 22 April, 2024
6. Parish Action Tracker – review of actions
7. Yarnfield Park Residents’ Group – update report
8. Community Action Group – update report
9. Parish Clerk’s report:
  - a. Budget – update and schedule of payments
  - b. Update on actions taken
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
21 May, 7.30pm	Parish Assembly	Village Hall
10 June, 7.30pm	Informal Briefing	TBC
17 June, 7.30pm	Parish Council	Yarnfield Park
1 July, 7.30pm	Informal Briefing	TBC
10 July, 7.30pm	Parish Council	Yarnfield Park
16 July, 7.30pm	Community Action Group	Village Hall

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

Tel: 07546 456771

Events		
24 April, 2024, 1pm – 3pm	Lunch Club & Digital Voice presentation	Village Hall
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: 9th May, 2024

## Planning applications

### **9 Ashdale Park Yarnfield Stone Staffordshire ST15 OSZ**

Reference	24/39029/LDCPP
Proposal	Lawful Development Certificate - Proposed single storey rear extension

### **64 Ford Drive Yarnfield Stone Staffordshire ST15 ORP**

Reference	24/38978/LDCPP
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### **19 Ladybower Way Yarnfield Stone Staffordshire ST15 OWL**

Reference	24/38996/HOU
Proposal	Proposed single storey rear extension. first floor front extension

### **Yarnfield Village Hall Yarnfield Lane Yarnfield Stone Staffordshire**

Reference	24/38681/FUL
Proposal	Extend and remodel the existing entrance to create a new entrance to the Village Hall.

# DRAFT MINUTES

## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MINUTES

Monday 22<sup>nd</sup> 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 4<sup>th</sup> 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

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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.

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- 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 Resident’s Management Company.
- 23-710 The Resident’s 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 resident’s 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
- 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.

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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 project. 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:

# DRAFT MINUTES

- 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.

# DRAFT MINUTES

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 15/05/2024



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

Minute	Resolution	Action	RAG
<b>Ambition 1 - Environment</b>			
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"> <li>- Work on lease still with legal services</li> <li>- New section 106 fund application to be refreshed and resubmitted to Stafford Borough Council</li> </ul> <p>Meeting with officer leading this work set for Wednesday 15 November, 2023.</p> <ul style="list-style-type: none"> <li>- Instruction to prepare lease sent to solicitors</li> <li>- Existing lease to be incorporated into the new lease</li> <li>- Pepper corn rent to be charged for the lease</li> </ul> <p>Stafford Borough Council confirm funding for the village green lease advert has been found.</p> <p>Meeting with officer leading this work set for Wednesday 18 October, 2023.</p> <p>Stafford Borough Council working to resolve issues with the lease of village green</p> <p>Parish Council meeting to be asked to:</p> <ul style="list-style-type: none"> <li>- To form a working group to prepare the tender for the village green project and to issue tenders documents</li> <li>- Resolve to submit a bid for money to the HS2 Community and Environment Fund</li> <li>- Conclude negotiations with Stafford Borough Council over the lease of the land.</li> </ul> <p>Meeting with Planning and Streetscene held on 5 June.</p>	



## Monthly Progress Tracker – Update 15/05/2024

		<p>The cost of advertising the lease (£500) has yet to be resolved with Stafford Borough Council looking to see if they can identify a budget to pay for this.</p> <p>Planning to look at the boundary lines of the proposed lease to establish ownership details of the pavements surrounding the south green.</p> <p>Streetscene to review work needed to “red flagged” trees on the village green.</p> <p>Progress update report to be brought to next Parish Council Meeting (June 23)</p> <p>Site meeting with Stafford Borough Council officers from planning and Streetscene arranged.</p> <p>Progress on the project and lease of the village green has again stalled.</p> <p>Escalate action to the Borough Council’s Planning Officer</p> <p>Cabinet lead and ward councillors pressing Stafford Borough Council officers to release funds and agree the lease.</p> <p>Project to be added to new council work programme.</p>	
22-376	Yarnfield Lane Lay-by – litter and fly tipping.	<p>Working with SBC and SCC to find a permanent solution.</p> <p>Project to be added to new council work programme</p>	


### Ambition – 2 Safety

23-718	Bus Shelter	<p>Insurance claim for replacement of the shelter sent to AVIVA. Replacement cost likely to be in excess of £4,000 to remove and replace with a similar shelter [14/05/24]</p> <p>Damage to the bus shelter reported to the council’s insurance company. [16/02/24]</p>	
23-291	Highway Repairs	<p>Waiting for the completion of the HS2 Ltd / Staffordshire County Council Highways report.</p> <p>Continue to liaise with Cllr Parry over repairs and receiving a copy of the report.</p> <p>Request for a meeting with Stone Rural PC sent to their clerk – to be considered at their next meeting on the 16/05/24.</p> <p>Chase Cllr Parry and HS2 Ltd Community &amp; Stakeholder Engagement Officer for a copy of the report.</p> <p>HS2 Ltd and Staffordshire County Council Highways compiling a report on several problem sites. It is hoped the report will identify work needed to resolve problems on Yarnfield Lane. [22-04/24]</p>	



## Monthly Progress Tracker – Update 15/05/2024

		<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>	
23-296	Homes Plus Estate Management	<p>Work on the pavements, root damage and perished brickwork scheduled to start 4 June, 2024.</p> <p>Email sent to Homes Plus asking for a meeting to review progress with the footpath repairs.[8/05/24]</p> <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"> <li>- 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.</li> </ul>	


## Monthly Progress Tracker – Update 15/05/2024

		<p>- Possible schemes referred to STWCo hydrologists to undertaken assessment of the schemes' suitability.</p> <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>Work scheduled to resume on 22 May, 2024.</p> <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>	



### 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 15/05/2024

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 cap 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>	
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## Monthly Progress Tracker – Update 15/05/2024

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 15/05/2024

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>Staffordshire County Council have confirmed they charge £100 for the work</p> <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>	