

YARNFIELD AND COLD MEECE PARISH COUNCIL
PARISH COUNCIL MEETING
MINUTES

Wednesday 2nd September, 2024
Yarnfield Park Conference Centre

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

Councillors:

David Beeston	Una Simpson
Margaret Broader	Ed Whitfield
Stella Hughes	
Sally Parkin (Chairperson)	

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

Also in attendance: PCSO Gareth Higgins

Public at the meeting: 1

Apologies for Absence

- 24-151 Apologies were received from – Cllr Treen, Cllr Pert (SCC), Cllr Nixon (SBC) and Cllr James (SBC).

Declaration of Interest

- 24-152 No declarations of interest have been received.

Public Question Time

Planning application – BIFFA, Cold Meece

- 24-153 A question has been raised about the planning application to construct a leachate treatment plant at the BIFFA Landfill site in Cold Meece.

Response

- 24-154 This question will be addressed as part of the review of the planning application [Agenda item 16 – Planning Applications]

PCSO Report and update

- 24-155 PCSO Gareth Higgins:
- provided an update on the level of activity and complaints being received by the police. Over the last 12 months recorded incidents in the parish are below the average for the whole of the borough.
 - Suggested that a crime prevention event could be held in the parish, possibly bringing the mobile police station to the village green.

Reports from Borough and County Councillors

- 24-156 Cllr Pert sent a written note to report that pothole repair work on Cold Meece Road, Cold Meece had been arranged.

Minutes of the meeting held on Monday 17 July, 2024

- 24-157 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 17 July 2024 were approved as a correct record of the meeting, subject to the correction of typing errors.

Parish Action Tracker – review of actions

- 24-158 Minute Number 21-524 Village Green Project
- Meeting with Borough Council lead officer to agree;
 - o Timetable for completion of the lease.
 - o Request to use SBC tree survey reports for the village green.
 - o Next steps for the s106 project.
- 24-159 Minute Number 23-296 Homes Plus Estate Management
- Work on the pavements around the village green started.
- 24-160 Minute Number 23-550 Village Hall defibrillator
- A replacement defibrillator is now in use at the village hall. The age of the previous defibrillator and the cost of providing new pads and batteries for the unit mean it is not thought to be good use of council funds to continue using the machine.
 - The Community Action Group has approached the Community Heartbeat Trust, which originally supplied the defibrillator, to see if they would benefit from having the unit back.
- 24-161 Minute Number 23-323 Defibrillator Project
- Cold Meece fund raising campaign leaflet distributed to households and businesses. A single donation of £150 received from a resident of Cold Meece.
 - Offer of a £1,000 donation received from the Ecclian Rotary Club
 - Offer to provide a site for the proposed defibrillator received from Euro Lighting, Cold Meece.
 - Delivery plan for a defibrillator to be sited in Cold Meece to be prepared by the Community Action Group with a view to it being approved by the parish council meeting in October 2024.
- 24-162 Minute 22-97 New Office System
- Schedule of improvements and changes to the council web site prepared. Copy sent to Staffordshire County Council.
 - Report setting out the cost and timetable to be presented to the parish council meeting in October 2024.
- 24-163 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.

Yarnfield Lane Flood Report

- 24-164 The HS2 Ltd report on highway issues and flooding of Yarnfield Lane is still outstanding. The failure to produce the report is now delaying work being done to remedy the flooding problem on the lane. Efforts are being made to ensure the report is provided at the earliest opportunity.

HS2 Update

- 24-165 The details of the site visit to the Yarnfield Lane environmental works have not yet been provided by Balfour Beatty.
- 24-166 HS2 Ltd has written to the parish council about plans to resume monitoring of the bore holes and ecological work along the length of Phase 2a.
- 24-167 **Resolution:** It was resolved that an email is sent to HS2 Ltd asking:
- i. For an explanation:
 - As to why HS2 Ltd feels it is necessary to monitor the boreholes given that it has not done so over the last year or so, and especially because Phase 2 of the project was cancelled nearly 11 months ago;
 - What the ecological surveys will cover;
 - Why after 11 months of delay since the cancellation of Phase 2a, plans are not yet in place to dispose of the land along the route.

Summer Picnic – review and accounts for the 2024 event

- 24-168 The Events Working Group were complimented on their work to stage the 2024 summer picnic. The costs of the picnic and the Events Working Group budget is set out in Appendix 2.
- 24-169 The Events Working Group was asked to present plans and projected costs for future events in a more timely manner to ensure the councillors are fully engaged in the planning process.

Parish Council bank account – to approve changes to the bank mandate

- 24-170 The request to add a signatory for the banking arrangements has resulted in the bank asking the council to approve the following mandate.
- 24-171 **Resolution:** It was resolved that:
- i. The authorised signatories in the current mandate, for all the parish council's accounts, be updated to include Cllr Parkin, Cllr Broader and the clerk,
 - ii. That the former councillors, Frank Cromey and Brian Eyre, are removed from the mandate.

Community Action Group 16 July, 2024 – update report

- 24-172 Cllr Hughes provided an update on the Community Action Group meeting held on 16 July, 2024.
- 24-173 The first "Autumn Tidy Up" event is scheduled to take place on 21 September, 2024. A second event will be organised later in the year.
- 24-174 Trent Grounds Maintenance has confirmed they will be able to remove the Himalayan balsam from Yarnfield Brook on Monday 9th September, 2024.
- 24-175 **Resolution:** It was resolved that a budget of £150 is provided to fund the cost of the spring flowering bulbs.

Newsletter – plans to publish an October 2024 edition

- 24-176 The next edition of the parish Newsletter will be prepared in October, 2024.
- 24-177 PCSO Gareth Higgins to be asked to provide an article on cars parking on pavements for inclusion in the Newsletter.

Parish Clerk's report

Budget – update and schedule of payments August, 2024

- 24-178 Schedule of invoices paid in accordance with standing orders for the period 18 July – 18 August, 2024 = £3,655.91.
- 24-179 To maintain the general business account in credit, a transfer of £6,954.23 was required from reserves.

Budget – update and schedule of payments September, 2024

- 24-180 Schedule of invoices for the period 18 August–2 September, 2024 = £6,822.08.
- 24-181 To maintain the general business account in credit, a transfer of £1,253.78 was required from reserves.
- 24-182 Current account bank reconciliation on 2 September, 2024, after taking into account outstanding payments and transfers = £305.25
- 24-183 **Resolution:** It was resolved that:
- The schedule of payments and transfers for the period 18 July – 18 August, 2024 set out in Appendix 3 was noted.
 - The schedule of payments and transfers for the period 18 August – 2 September, 2024 set out in Appendix 4 was approved.

Update on actions taken

- 24-184 The installation of the permanent Community Speed Watch signs in Cold Meece will take place on the 12th September, 2024.
- 24-185 MAZARs have confirmed the 2023 – 24 Audit has been completed with no issues or further work being required. The results of the audit will now be published on the council's website and posted in the parish notice boards before the 30 September, 2024.
- 24-186 Staffordshire County Council is to hold a briefing for parish councils on 20th September, 2024 about the proposed Local Transport Plan.
- 24-187 **Resolution:** It was resolved that:
- The results of the annual audit are published.
 - That Cllr Whitfield and the clerk attend the Staffordshire County Council briefing about the Local Transport Plan proposals.

Labour in Vain Working Group – update report

- 24-188 A meeting of the parish councillors and representatives of Yarnfield and Cold Meece Community Ltd was held with the new MP, Dr Allison Gardner, on the 27 July, 2024. This provided an opportunity to discuss progress with the project and to secure the help of Dr Gardner to support the campaign to see the Labour in Vain brought back as a community asset.
- 24-189 Details of the new round of Community Ownership Fund has yet to be announced.

Neighbourhood Plan – update and next actions

- 24-190 The final draft of the Master Plan has been proofed and resubmitted to the consultants at AECOM. Once the revised document is prepared by AECOM a copy will be shared with councillors.

- 24-191 A meeting with the parish council's Neighbourhood Plan consultant is to be arranged to agree what work needs to be completed and the timetable for the final stages of the Neighbourhood Plan preparation.

Updates from Parish Councillors

- 24-192 Cllr Whitfield attended a webinar about supporting "Age friendly communities".
- 24-193 **Resolution:** It was resolved that further work is undertaken on the value of being registered as an Age Friendly Community and that a report is provided to the next meeting.

Planning – to consider any planning applications in the parish

SCC/24/0083/FULL-MAJ	Meece Landfill, Swynnerton Road, Cold Meece, ST15 0QN
	The construction and operation of a leachate treatment plant including associated plant and equipment, fencing and access.

- 24-194 An invitation has been received from Staffordshire County Council to comment on an application for the construction and operation of a leachate treatment plant at the Meece Landfill site in Cold Meece.
- 24-195 Whilst councillors recognised that the development falls in the Eccleshall Parish Council's area of responsibility they felt, as a Parish Council whose community is the closest to the site, that the following comments are sent to Staffordshire County Council:
- Having considered the documents supporting this application, the parish council has no material reasons to object to the application, as there would be benefit from a reduction in daily HGV movements and the improved management of the leachate on the site.
 - We note, however, that the proposals could lead to an increased risk to the local water environment, and we therefore seek further information and reassurance about the operation of the proposed Reverse Osmosis plant. The additional information should include a replacement to the map enclosed as Appendix 5 of the Sirius report and should show the network of leachate wells and transfer pipework to the proposed plant, together with the full surface water drainage system that is planned to receive the treated water from the plant, including the location of the point of discharge to that system that will be used as the formal point of discharge to controlled waters. This plan should also include details of the onward surface drainage connections to the downstream Meece Brook and the location of the connection to the foul sewer system to be used in the event that the RO plant does not meet the required treatment standards of the formal discharge consent.
 - We also consider that the application does not provide sufficient information regarding the expected quality of the raw leachate to be treated on site or the determinands that would be specified in the discharge consent. There are also no details of how the quality of the

treated water would be measured prior to discharge to ensure that it meets the requirements of the formal discharge consent, i.e. will continuous real-time monitoring systems be put in place, and how will the discharge to the Meece Brook be diverted to the Severn Trent sewer if the quality of the discharged water fails to meet the discharge parameters set by the Environment Agency?

- iv. Residents' have also raised concerns about possible odours from the treatment plant, and confirmation is sought from the applicant that the leachate treatment system is fully contained and that emissions of nuisance odours to air will be negligible.
- v. Section 5.2 of the application's supporting statement also makes reference to an extant permission to import hazardous waste to fill the remaining void space in the future. However, there are no details regarding how such a permission could impact the leachate treatment system. We therefore consider it appropriate for the application to include a statement about the long-term strategy for leachate management system through to 2035 and post-cessation of waste operations on the entire Meece site.

Forward Plan and Events Calendar

24-196 The forward plan and events calendar was noted.

Date and time of next meeting

- Wednesday 9th October, 2023



Signed

Chairperson of the Parish Council



Date: 13 November, 2024

Meeting closed 9:58pm


Monthly Progress Tracker – Update 02/09/24

	<div> <div>R</div> Warning <div>A</div> Action – in progress <div>G</div> Achieved </div>		
March 2024	1	13	0
April 2024	1	12	1
May 2024	0	13	0
June 2024	0	13	1
July 2024	0	13	0
September 2024	0	12	1
Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Meeting with Borough Council lead officer to agree;</p> <ul style="list-style-type: none"> • Arrangements for the tree survey • Timetable for completion of the lease • Next steps for the s106 project • Request to use SBC tree survey reports for the village green <p>Enquiry sent to the SBC arboriculturist for details of all TPOs in the parish.</p> <p>Proposed lease advertised by Stafford Borough Council.[06/06/24]. Heads of Terms now to be prepared.</p> <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>	<div>A</div>

Monthly Progress Tracker – Update 02/09/24

		<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> <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>Bus shelter order placed with Ace Shelters – new shelter installed [14/08/24] Arrangements made to form a hard standing for the shelter. Asset register updated</p> <p>Four companies approach to provide a quotation to provide a replacement shelter [09/07/24]</p> <p>Insurance claim settled [18/06/24]</p>	




Monthly Progress Tracker – Update 02/09/24

		<p>Insurance Claim agreed by Avia Insurance [31/05/24]</p> <p>Insurance claim for replacement of the shelter send 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>Email set to HS2 Ltd chasing report [26/08/23]</p> <p>Email sent to HS2 Ltd and Balfour Beatty chasing conformation of the date for the Yarnfield Lane Site visit [21/08/24]</p> <p>Email exchange with HS2 Ltd over delays in completion of the repairs to Yarnfield Lane. [17/06/24 - 10/07/24]</p> <p>Waiting for the completion of the HS2 Ltd / Staffordshire County Council Highways report. Continue to liaise with Cllr Parry over repairs and receiving a copy of the report. Productive meeting with Stone Rural Parish Council.</p> <p>HS2 Ltd report on repairs has still to be completed.</p> <p>Letter sent to HS2 by Cllr Parkin requesting a meeting with HS2 Ltd on the Yarnfield Lane site. [16/06/24]</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 & 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> <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>	


Monthly Progress Tracker – Update 02/09/24

23-296	Homes Plus Estate Management	<p>Work on repairs to the pavements around the village green completed during August 2024.</p> <p>Work started in early June 2024 but has since stopped. Home Plus asked to confirm when the work will resume and to give an assurance as to when all the repairs will be completed.[10/07/24]</p> <p>Repair work to the walls and pavements on Greenside started [04/06/24]</p> <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>	A
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 is represents value for money and is achievable given the physical constraints and doesn't move the problem to a different location on the location. - Possible schemes referred to STWCo hydrologists to undertaken assessment of the schemes' suitability. <p>Email to CEO of Severn Trent. Problem delegated to senior officer at Severn Trent to resolve the problem. Contact made with the Asset Planning Lead (Waste Networks): meeting being arranged.</p> <p>Meeting arranged with STWCo Catchment Lead – Sewerage North Staffordshire and his colleagues</p> <p>Pressing STWCo engineering team for date phase 2 project will be started. Site visited by STWCo progress made on the scheme, date for start still to be confirmed. Request made for a site meeting with engineers responsible for the project.</p> <p>STWCo visit in April 2023 identified further complications with delivery of the project. Work with engineers to establish what needs to be done to see the work completed</p>	A
Parish Ambition – 3 Community			



Monthly Progress Tracker – Update 02/09/24

23-550	Village Hall defibrillator	<p>Replacement defibrillator now in use at the village hall. The age of the previous defibrillator at the village hall and the cost of providing new pads and batteries for the unit mean it is not thought to be good use of council funds to continue using the machine.</p> <p>The CAG has approached the Community Heartbeat Trust, which originally supplied the defibrillator, to see if they benefit from having the unit back.</p> <p>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. [23/05/24]</p>	
23-323	Defibrillator project	<p>Cold Meece fund raising campaign leaflet distributed to households and businesses. A single donation of £125 received from a resident of Cold Meece.</p> <p>Offer of a £1,000 donation received from the Ecclesian Rotary Club</p> <p>Offer to provide a site for the proposed defibrillator in Cold Meece received from Euro Lighting, Cold Meece.</p> <p>Delivery plan for a defibrillator to be prepared by the Community Action Group with a view to it being approved by the parish council meeting in October.</p> <p>Meeting of Defibrillator project group – plan of action agreed [23/05/24]</p> <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>	
23-267	Labour in Vain – Community Ownership Fund Round 3	<p>Meeting with the new MP, Allison Gardner Commitment given to support the campaign to see the Labour in Vain brought back as a community asset. [27/07/24]</p> <p>Details of the new round of Community Ownership Fund still to be announced.</p> <p>Update on the project sent to all supporters and posted on Facebook. [21/06/24]</p> <p>Yarnfield and Cold Meece community Ltd has reached a point in their work to buy the Labour in Vain where the owners are not prepared to move to a sale price that reflects the true value of the pub. The government's decision, prompted by the general election, to suspend the COF programme and the challenge of not having a clear line of sight to acquisition with an agreed price has become an unsurmountable problem. The working group has agreed:</p> <ul style="list-style-type: none"> - to not submit a Community Ownership Fund application at the end of June 2024. - to written everyone who pledged financial support and the wider group setting out why this decision has been made. 	

Monthly Progress Tracker – Update 02/09/24

		<p>- To continue to maintain contact with the agent owner.</p> <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>	
22-47	Firing Range	<p>Continue to receive update of range training schedules [10/07/24]</p> <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>	

Monthly Progress Tracker – Update 02/09/24

		<p>Site visit with Police, Property Services and Stafford Borough Council – 24 August 2023.</p> <p>No perceivable improvement in the noise from the site. Meeting with Police Estate Office, Firing Range Team, Stafford Borough Council and representative of the PFCC office.</p> <p>Stafford Borough Council Environmental Health to visit noise sensitive properties to carry out noise monitoring.</p> <p>SBC Environmental Health to SBC pressing Staffordshire Police for date to complete acoustic insulation work at the range.</p>	
21-488	Gates at Cold Meece	<p>Price for new gates included in 2024 budget. Cost limitations will mean the project will need to be phased over several years.</p> <p>Prices for gates being arranged – to be reported to the September</p> <p>Gate design, cost of procurement and installation to be present to September 2023 meeting</p>	
Parish Ambition – 4 Good Governance			
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>Schedule of improvements and changes to the council web site prepared. Copy sent to Staffordshire County Council [02/09/24]</p> <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>	

Summer Picnic - outturn report

Expenditure				
Date	Purpose	Net	VAT	Total
14/07/2024	St John Ambulance - first aid cover	114.40	22.88	137.28
14/07/2024	Lymestone Brewery	372.75	74.55	447.30
14/07/2024	Whitebridge Wines	143.40	28.68	172.08
14/07/2024	Summer Picnic - portable toilet hire	235.00	47.00	282.00
14/07/2024	Inflatable hire	450.00	-	450.00
		1,315.55	173.11	1,488.66

Credits				
Date	Purpose	Net	VAT	Total
14/07/2024	Income			886.25
22/07/2024	Kirsty			57.38
29/08/2024	JF			42.96
				986.59

Balance to transfer to the General account = 302.24

Cover costs of the event (minus VAT)	1,315.55
Credits	986.59
Transfer to general account	328.96

Events Working Group – Reserve account transaction							
Income			Expenditure				
Date	Purpose	£	Date	Purpose	Net	VAT	Total
01/04/2024	Balance carried forward	839.14	14/07/2024	Picnic - transfer to general account	302.24		302.24
26/04/2024	General Fund Transfer	800.00					
30/04/2024	Interest	1.23					
31/05/2024	Interest	2.02					
28/06/2024	Interest	1.83					
31/07/2024	Interest	2.16					
		1,646.38			302.24		302.24

Events Working Group – balance @ 17/08/24 = £1,344.14

Yarnfield and Cold Meece Parish Council

Schedule of Payments - 18 August 2024

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
10/07/24	DD	Talk Mobile	Mobile phone charge	5.83	1.17	7.00
12/07/24		Clerk	Picnic - summer cash float	200.00		200.00
17/08/24	DD	Npower	Defibrillator electric supply charge	3.16	0.16	3.32
23/07/24	BACS	Whitebridge Wines	Summer picnic	143.40	28.68	172.08
23/07/24	BACS	Limestone Brewery	Summer picnic	372.75	74.55	447.30
09/08/24	DD	Talk Mobile	Mobile phone charge	4.17	0.83	5.00
17/08/24	BACS	Trent Grounds Maintenance	Grounds maintenance contract	1,103.00	220.60	1,323.60
17/08/24	BACS	Village Hall Committee	Parish Council hire	252.00		252.00
17/08/24	BACS	St John Ambulance	Summer picnic - first aid cover	114.40	22.88	137.28
17/08/24	BACS	Creative Bee	Defib fund raising leaflet	49.00		49.00
17/08/24	BACS	Parish Online	Parish Online - annual fee	96.00	19.20	115.20
17/08/24	BACS	Cllr Parkin	Lunch Club expenses	49.89	1.96	51.85
17/08/24	BACS	Clerk	Salary	647.79		647.79
17/08/24	BACS	HMRC	PAYE payment	162.00		162.00
17/08/24	BACS	Clerk	Office expenses	68.74	13.75	82.49
				3,272.13	383.78	3,655.91

[Minute 23-27 - Finance Regulations para 5.6 annually approved payments - to be reported to September 2024 meeting]

Account Transfers - 18 August 2023

From			To		
17/08/24	Transfer	Events Working Group Account	Transfer to General Account		302.24
17/08/2024	Transfer	Reserve Account	Transfer to General Account		6,500.00
17/08/02	Transfer	From Community Action Group	Transfer to General Account		151.99
					6,954.23

Chairperson:

Date:



02-Sep-24

Yarnfield and Cold Meece Parish Council
Schedule of Payments - 2 September 2024

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
02/09/24	BACS	Ace Shelters	Replacement Bus shelter	4,995.00	999.00	5,994.00
02/09/24	BACS	Clerk	Salary	647.79		647.79
02/09/24	BACS	HMRC	PAYE payment	162.00		161.80
02/09/24	BACS	Clerk	Office expenses	15.41	3.08	18.49
				5,820.20	1,002.08	6,822.08

Account Transfers - 2 September 2023

From			To	
02/09/24	Transfer	Events Working Group	General Account	26.72
02/09/24	Transfer	General Account	Community Account	477.06
02/09/24	Transfer	General Reserve Account	General Account	750.00
				1,253.78

Chairperson:



Date:

02-Sep-24