



## YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Wednesday 13 November, 2024 at 7.30pm  
Yarnfield Park Conference Centre

### AGENDA

1. Apologies for Absence
2. Declaration of Interest
3. Public Question Time (30 minutes) - Anyone who wants to ask a question during the public question time should contact the Parish Clerk by 12 noon on Tuesday 12 November, 2024.
4. Reports from Borough and County Councillors
5. Minutes of the meeting held on Monday 2 September, 2024
6. Parish Action Tracker – review of actions
7. Personnel Committee –annual review of pay
8. Cold Meece Defibrillator Project – update and next action
9. Village green lease - update and next actions
10. Warm Spaces – grant application
11. Yarnfield Park Football Pitch – future use and management of the site
12. Neighbourhood Plan – update and next actions
13. Community Cohesion - update
14. Government Consultation – Enabling remote attendance and proxy voting at local authority meeting
15. Age Friendly Community – role of the parish council
16. Review of Parish Council Website
17. Parish Clerk's report
  - a. Quarter 2 budget update report
  - b. Budget – schedule of payments
  - c. Precept and budget review for 2025
  - d. Update on actions taken
18. Eccleshall and district car share scheme – potential extension for residents in the parish
19. Updates from Parish Councillors
20. Planning – to consider any planning applications in the parish
21. Forward Plan and Events Calendar

John Fraser  
Clerk to the Parish Council  
Date: 07/11/24

Planning applications

Reference	Nil
Address	

# DRAFT MINUTES

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

Wednesday 2<sup>nd</sup> 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.

# DRAFT MINUTES

## 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.

# DRAFT MINUTES

## 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 9<sup>th</sup> 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.

# DRAFT MINUTES

## 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:
- i. The schedule of payments and transfers for the period 18 July – 18 August, 2024 set out in Appendix 3 was noted.
  - ii. 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 12<sup>th</sup> 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:
- i. The results of the annual audit are published.
  - ii. 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.

# DRAFT MINUTES

- 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

# DRAFT MINUTES

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 9<sup>th</sup> October, 2023




Signed



Chairperson of the Parish Council

Date: 9 October, 2024





Meeting closed 9:58pm

## Monthly Progress Tracker – Update 12/11/24




	 Warning	 Action – in progress	 Achieved
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	0
October 2024	0	11	1
November 2024	0	11	0

Minute	Resolution	Action	RAG
<b>Ambition 1 - Environment</b>			
21-524	Village Green Project	<p><b>Actions prior to 02/09/24 moved to archive file.</b></p> <ul style="list-style-type: none"> <li>• <b>Trees</b> <ul style="list-style-type: none"> <li>○ <b>Stafford Borough Council to undertake a new tree survey on the village green which they will share with the parish council.</b></li> <li>○ <b>Streetscene to start work on the trees near to the bus shelter</b></li> <li>○ <b>Streetscene agreed to the lease not including any responsibility for trees</b></li> </ul> </li> <li>• <b>Lease</b> <ul style="list-style-type: none"> <li>○ <b>Draft lease prepared by Stafford Borough Council for comment</b></li> </ul> </li> </ul>	
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>	



## Monthly Progress Tracker – Update 12/11/24

<b>Ambition – 2 Safety</b>			
23-291	Highway Repairs	<p><b>Actions prior to 02/09/24 moved to archive file.</b></p> <p><b>HS2 Ltd report on highway issues and flooding on Yarnfield Lane received. Copy sent to SCC Cllr Parry</b></p> <p><b>HS2 Ltd providing advice as to the reasons behind the delay</b></p> <p><b>Details for the visit to the HS2 compound on Yarnfield Lane have yet to be agreed. Balfour Beatty conditions for the visit, that councillors will need to be driven around the site and not allowed to leave the vehicle they are in, will significantly reduce the value of the visit.</b></p>	
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>	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>Continue to monitor progress review January 2025</p> <p>Actions prior to 02/09/24 moved to archive file.</p>	
<b>Parish Ambition – 3 Community</b>			
23-323	Defibrillator project	<p><b>Community Action Group agree programme of work to install a defibrillator in Cold Meece.</b></p> <p><b>Eurolighting agree to provide a site for a defibrillator and to pay for the running costs of the unit.</b></p> <p><b>Order submitted to AEDdonate.</b></p>	

## Monthly Progress Tracker – Update 12/11/24

		<p><b>Community Action Group agree to prepare a case to install a defibrillator on Ford Drive, Yarnfield and to secure grant funding for the project.</b></p> <p><b>Ford Drive residents to be sent a leaflet setting out details of the project and asking for their support.</b></p> <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 Ecclian 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><b>Meeting of the Labour in Vain Core Group [11/11/24]</b></p> <ul style="list-style-type: none"> <li>- <b>Letter to be sent to Stonegate to establish whether they have plans to invest in the pub with a view to it reopening.</b></li> <li>- <b>Work to obtain a valuation on the pub has still to be competed, work needs to be done to complete this work</b></li> <li>- <b>Allison Gardner, MP, - letter raising concerns about the future of the Community Ownership Fund sent to Rt Hon Angela Rayner, MP, Secretary of State, Department of Levelling Up, Housing and Communities</b></li> </ul> <p>Actions prior to 02/09/24 moved to archive file.</p>	
22-47	Firing Range	<p>Continue to monitor progress review January 2025</p> <p>Actions prior to 02/09/24 moved to archive file.</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>	

## Monthly Progress Tracker – Update 12/11/24

		Gate design, cost of procurement and installation to be present to September 2023 meeting	
<b>Parish Ambition – 4 Good Governance</b>			
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><b>Cost of proposed work reported to the council [09/10/24], In line with Standing orders and Financial Regulations estimated cost will trigger need to have 3 quotations for the work.</b></p> <p><b>Four companys approach to provide quotations for the work</b></p> <p><b>Report prepared for the November 2024 meeting.</b></p> <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>	



## Yarnfield and Cold Meece Parish Council Parish Council Report Book

13 November, 2024

### 1 Government Consultation – Enabling remote attendance

- 1.1 The government recognises that there are circumstances in which it may not always be possible for councillors to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings. It has therefore published a consultation paper, which closes on 19 December 2024, inviting comment on a proposal to enable remote attendance at local authority meetings.
- 1.2 Yarnfield and Cold Meece Parish Council has embraced the use of technology to enhance community participation in parish council meeting. Broadcasting meetings is seen as an integral part of this and the ability for councillors to participate in a meeting via a video link is seen as a natural progression to this.
- 1.3 The consultation is asking for responses from councillors and from the parish council, to have their say on the benefits, or problems with remote working.
- 1.4 **Recommendation:** a decision is needed on whether the parish council agrees, or disagrees, with the principle of remote working and how the consultation response will be compiled.

**Question 1** – who you are: Cllr, Local Authority, member of the public

**Question 2** - Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

**Question 3** - do you think that there should be specific limitations on remote attendance?

**Question 4** - If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

**Question 5** - If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

**Question 6** - The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

**Question 7** - Do you think there are necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

**Question 8** - Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons? (multi choice)

**Question 9** - In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

**Question 10** - In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

**Question 11** – For which of the following reasons which may prohibit a member’s participation in council meetings do you consider it would be

**Question 12** - Are there circumstances in which you feel proxy voting would not be appropriate?

## **2 Review of Parish Council Website**

- 2.1 The need to update the website and move councillor emails to a gov.uk domain has been a longstanding ambition of the council.
- 2.2 This work will also provide an opportunity to address other issues associated with the management of council business. The current arrangements for the production of minutes, agendas, reports and the management of the council's finance rely on the clerk's personal licence for Microsoft 365 and cloud storage. This is less than ideal and will need to be addressed.
- 2.3 Standing Orders and Financial Regulation will require that we try to obtain 3 estimates for the work where the value of the contract is between £500 and £3,000 excluding VAT.
- 2.4 The council's website is currently managed by the Digital Team at Staffordshire County Council at a cost of £125 per year.
- 2.5 The move to a gov.uk website and email will need to be outsourced by the Digital team and they have made recommendations on who, locally, could do this work.
- 2.6 Four contractors have been approached based on their known involvement in providing parish council web sites.

### **Comment –**

- 2.7 Each of the four companies that were contacted provided a quotation.
  - Company 1 and 4 are able to provide a whole solution package - Website, email and office suite
  - Company 2 can only provide a partial solution
    - o Email services would be outsourced to a partner organisation
    - o MS365 or equivalent would need to be sourced from another provider
  - Company 3 no longer provides a website service – they now specialise in digital transformation, helping councils, to transform their IT and enabling them to embrace modern, more efficient systems and working practices.
- 2.8 A review of the quotations is provided in the following table.

Specification	Company 1	Company 2	Company 3	Company 4
Website design and construction	✓	✓	✗	✓
Gov.uk domain	✓	✓	✗	✓
Emails	20 email boxes with 5GB storage	25 email boxes with 2GB storage	✗	9 email boxes with storage
Website hosting	✓	✓	✗	✓
Maintenance and upgrades	✓	✓	✗	✓
SSL Certificate	✓	✓	✗	✓
Accessibility	WCAG 2.2 AA	WCAG 2.2 AA	✗	?
Content migration	Unlimited	1 year – additional cost for additional content migration	No	Unlimited
Microsoft 365	✗	✗	✓	✓
Microsoft Exchange	✗	✗	✓	✓
Training	✓	✓	✓	✓
Support	✓	✓	✓	✓

Specification	Company 1	Company 2	Company 3	Company 4
Year 1 – set up and first year	Website - £385 +VAT Email – 20 mailboxes cost included Workplace (MS365 alternative solution) £42 + VAT per user	Website - £499 + VAT Email - 25 mailboxes £49.99 + VAT MS 365 or equivalent – not included		Website £595 + VAT Microsoft 365 and MS Exchange - £484.90
Year 2 +	Website - £385 +VAT Workplace£42 + VAT per user	Website £299 Emails £49.99		Web site - £100.00 Microsoft 365 and MS Exchange - £484.90
<b>Cumulative cost <sup>1</sup> Year 1 and 2 costs</b>	<b>£854</b>	<b>£897.98</b>		<b>£1,664.80</b>

<sup>1</sup> The costs set out above do not include the £100 grant that may be available towards the cost of this work.

### 3 Budget 2024/5 Quarter 2 Review

- 3.1 The Quarter 2 bank reconciliation report has been agreed and signed off by Cllr Broader.
- 3.2 There is one budget line in the quarter 2 review that shows a significant variation against the budget set in January 2024.
- Line 3 - Membership Fees shows an overspend against the budget of £147.
- 3.3 The grounds maintenance contract is on target to come in on budget.
- 3.4 The insurance claim for the damaged bus shelter resulted in additional income (£4,070) which has now been spent on the new shelter.
- 3.5 The council approved a budget of £1,000 to support the work of Yarnfield and Cold Meece Community Ltd that has not yet been called on. The parish council is also holding in reserves £654 raised by the company for the Labour in Vain project and a further £176.09 raised at the Autum Family Fayre that has not yet been banked.
- 3.6 Reserve accounts Quarter 2 - interest payments
- General Reserve Account £121.79
  - Events Working Group £5.63
  - Community Action Group £12.97
- 3.7 Community Speed watch - The parish council is supporting both the local speed watch group and the Stone CSW with a project to install speed watch signs in Yarnfield, Cold Meece and Stone. The parish council approved a budget of £1,000 to pay for the work in Yarnfield and Cold Meece and received income from Stone Town Council and the Stafford Rotary Club to pay for the work in Stone.
- |  |           |
|--|-----------|
| Income received                                  |           |
| Stone Town Council [18 October 2023]             | £500.00   |
| Rotary Club [1 July 2024]                        | £250.00   |
| Stone Town Council [16 July 2024]                | £388.56   |
|  | <hr/>     |
|  | £1,138.56 |
| Expenditure                                      |           |
| Staffordshire County Council – speed watch signs | £278.32   |
| MPB Contractors - installation                   | £1,125.00 |
| Total cost                                       |           |
| - Y&CM CSW                                       | £264.76   |
| - Stone CSW                                      | £1,138.56 |
- 3.8 The balance after payment for this work, held in parish council reservice allocation = £735.24.

# Yarnfield and Cold Meece Parish Council Budget 2024/5 Quarter 2 Review

		Budget 2024 - 2025	Q1 Spend	Q2 Spend	Q3 Spend	Q4 Spend	Q1 - Q4 Spend	Outstanding commitment	Projected end of year spend	Projected end of Year balance
<b>General Administration</b>										
1	Clerk salary	8,239.00	1,943.45	1,943.37			3,886.82	3,884.94	7,771.76	467.24
2	PAYE	2,060.00	485.80	485.80			971.60	972.00	1,943.60	116.40
3	Membership fees	400.00	397.00	150.20			547.20	-	547.20	-
4	Training	500.00	60.00				60.00	-	60.00	440.00
5	Office expenses	1,908.00	120.69	257.22			377.91	900.00	1,277.91	630.09
6	Room Hire	700.00	420.00	252.00			672.00	24.00	696.00	4.00
7	Newsletter	1,060.00	358.00				358.00	700.00	1,058.00	2.00
8	Microsoft 365	-	-				-	-	-	-
8a	Website - SCC charge	139.00					-	139.00	139.00	-
		15,006.00	3,784.94	3,088.59			6,873.53	6,619.94	13,493.47	1,512.53
<b>Statutory Requirements</b>										
9	Insurance	695.00					-	695.00	695.00	-
10	Audit service	500.00	126.00				126.00	300.00	426.00	74.00
11	Annual inspection of play equipment	114.00					-	114.00	114.00	-
		1,309.00	126.00	-			126.00	1,109.00	1,235.00	74.00
<b>Repairs and Maintenance</b>										
12	Grounds Maintenance Contract	8,097.00	915.60	3,542.40			4,458.00	3,549.00	8,007.00	90.00
13	Play Equipment	1,113.00					-	-	-	1,113.00
		9,210.00	915.60	3,542.40			4,458.00	3,549.00	8,007.00	1,203.00
<b>Miscellaneous</b>										
14	SBC - civic amenity sites	-					-	-	-	-
15	SBC - election recharge	-					-	-	-	-
		-	-	-			-	-	-	-
<b>Grants</b>										
16	Community Projects (Grants)	500.00	204.00	-			204.00	25.00	229.00	271.00
<b>Reserve Account</b>										
17	Deposit Account	1,000.00		-			-	1,000.00	1,000.00	-
<b>Special Projects</b>										
	Budget codes SP1 - SP8	8,950.00	3,865.61	7,555.89				9,200.00	9,945.61	

<b>Total Spend</b>	<b>8,896.15</b>	<b>14,186.88</b>	<b>-</b>	<b>-</b>	<b>23,083.03</b>	<b>21,502.94</b>	<b>33,910.08</b>
--------------------	-----------------	------------------	----------	----------	------------------	------------------	------------------

Income	Budget	Q1	Q2	Q3	Q4	Outstanding income	Projected End of Year Income
Previous Year Balance	2,165.46	2,165.46				-	2,165.46
Precept	28,332.00	14,166.00				14,166.00	28,332.00
Con' Grant	1,330.00	665.00				665.00	1,330.00
General Credits		460.72	6,172.21			480.00	7,112.93
VAT refund for 2023/24	2,000.00					2,000.00	2,000.00
	<b>33,827.46</b>	<b>17,457.18</b>	<b>6,172.21</b>			<b>23,629.39</b>	<b>40,940.39</b>

<b>Projected end of year credits</b>	<b>40,940.39</b>
--------------------------------------	------------------

<b>Projected end of year expenditure</b>	<b>33,910.08</b>
--	------------------

<b>Projected end of year balance</b>	<b>7,030.31</b>
--------------------------------------	-----------------

## 4 Budget – schedule of payments

### 4.1 Schedule of invoices for the period 3 September – 9 October, 2024 = £4,652.98

Yarnfield and Cold Meece Parish Council						
Schedule of Payments - 9 October, 2024						
Date	Ref/Chq	Payee	Description	NET	VAT	Payment
09-Sep-24	DD	Talk Mobile	Mobile phone charge	4.17	0.83	5.00
09-Oct-24	BACS	Trent Grounds Maintenance	Grounds maintenance contract	999.50	199.90	1,199.40
09-Oct-24	BACS	M P B Contractors	YCM & Stone CSW - signs instalation	1,125.00		1,125.00
09/10/2024	BACS	Trent Grounds Maintenance	Grounds maintenance contract	964.50	192.90	1,157.40
09-Oct-24	BACS	Clerk	Salary	647.79		647.79
09-Oct-24	BACS	HMRC	PAYE payment	162.00		162.00
09-Oct-24	BACS	Clerk	Office expenses	117.63	23.54	141.17
09-Oct-24	BACS	Yarnfield Scouts	Summer picnic grant	25.00		25.00
09-Oct-24	Bacs	Cllr Parkin	Lunch Club expenses	76.02		76.02
09-Oct-24	BACS	Cllr Parkin	Lunch Club expenses	109.20		109.20
10-Oct-24	DD	Talk Mobile	Mobile phone charge	4.17	0.83	5.00
				4,234.98	418.00	4,652.98
Account Transfers - 9 October 2023						
From			To			
						-

### 4.2 Schedule of invoices for the period 11 October – 13 November, 2024 = £1,927.18

Yarnfield and Cold Meece Parish Council						
Schedule of Payments - 13 November, 2024						
Date	Ref/Chq	Payee	Description	NET	VAT	Payment
11-Nov-24	DD	Talk Mobile	Mobile phone charge	5.00		5.00
13-Nov-24	BACS	Cllr Stella Hughes	CAG expenses - spring flower planting	16.67	3.33	20.00
13-Nov-24	BACS	Cllr Beeston	Bus shelter Readyu Mix concrete	211.13	42.33	253.46
13-Nov-24	BACS	Trent Grounds Maintenance	Grounds maintenance contract	321.50	64.30	385.80
13-Nov-24	BACS	Clerk	Salary	866.19		866.19
13-Nov-24	BACS	HMRC	PAYE payment	216.60		216.60
13-Nov-24	BACS	Clerk	Office expenses	129.05	3.08	132.13
13-Nov-24	BACS	Village Hall Committee	Parish Council hire	48.00		48.00
				1,814.14	113.04	1,927.18
Account Transfers - 13 November, 2024						
From			To			
13-Nov-24	Transfer	Community Account	General Account			135.40
13-Nov-24	Transfer	General Account	General Reserve Account			5,000.00
						5,135.40

4.3 The second instalment of the precept and concurrent grant have been received from Stafford Borough Council = £14,831.00

4.4 Current account bank reconciliation on 11 November, 2024, after taking into account outstanding payments and transfers = £3,688.22

## 5 Forward Plan and Events Calendar

Date	Start	Meeting	Venue
4 December	7.30pm	YCM Cllr Informal Briefing	TBC
11 December	7.30pm	Parish Council	Yarnfield Park
9 January	7.30pm	YCM Cllr Informal Briefing	TBC
13 January (Monday)	7.30pm	Parish Council	Yarnfield Park
21 January	7.30pm	Community Action Group	Village Hall

November	
Saturday 23 [11am – 2pm]	Village Hall - Christmas Fair
December	
Saturday 21 [2.30pm – 4.30pm]	Children's Christmas Party, Village Hall
Saturday 21 [5pm – 7pm]	Carols at the Village Hall