

YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MINUTES  
Wednesday 14 February, 2023  
Yarnfield Park Conference Centre

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

**Councillors:**

Margaret Broader                      Kirsty Treen  
Sally Parkin (Chairperson)        Ed Whitfield

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

Also in attendance: None

Public at the meeting: 0

Viewing live on Facebook: 6

Apologies for Absence

23-568 Apologies were received from – Cllr Dave Beeston, Cllr Jo Griffiths, Cllr Stella Hughes, Cllr Roy James (SBC) and Cllr Jeremy Pert (SCC)

Declaration of Interest

23-569 Nil

Public Question Time

Question 1

23-570 Parking on pavements – what can be done to stop inconsiderate drivers parking on the pavements in the village forcing pedestrians, wheelchair users and people pushing buggies to have to walk on the road.

Response

23-571 There is no specific offence of parking on pavements. The offence of unnecessary obstruction of the highway, which includes the road as well as the pavement, already exists. There are existing statutes and regulations which allow proceedings to be brought by the police under criminal law for situations where parking on the pavement, in such a way as to cause obstruction, is deemed to be avoidable.

23-572 The problem has been referred to the PCSO for the area who has asked that details of individual cases including, vehicle registration, location and a photograph are referred to the police to investigate.

23-573 **Resolution:** It was resolved that the parish council would forward evidence provided by residents to the police.

Question 2

23-574 The temporary repairs being carried out on Yarnfield Lane are inadequate and not fit for purpose and fail quicker than it takes for Staffordshire County Council to carry out the temporary repair. The issue continues to increase damage to road user's vehicles, many of whom live in Yarnfield. It's

a matter of time before a serious accident happens due to the appalling and unsafe condition of the road.

Response

- 23-575 Yarnfield and Cold Meece Parish Council has been asking the HS2 contractors, Balfour Beatty, for more than 12 months to take action to stop the surface water coming onto the highway from the Hs2 site and creating flooding and surface damage to the road. A site visit by Cllr Beeston identified an issue with a main land drain on the construction site that had been blocked and the road gullies in the vicinity of the site that needed clearing. Representatives of Balfour Beety agreed to find a way to reopen the land drain and to get the road gullies cleared.
- 23-576 Staffordshire County Council is responsible for the maintenance of roads, and it is they who need to address problems caused by the systematic failure of their road maintenance procedures.
- 23-577 Stone Rural Parish Council has been approached as the problems on Yarnfield Lane are within their parish and the county councillor for the division, Cllr Ian Parry will be contacted to seek his support to secure permanent repairs and to invite him to visit the parish to see the problem for himself.
- 23-578 The changes to the county council's maintenance arrangements will provide an opportunity to address what are seen as failures in the system.
- 23-579 In view of the number of vehicles being damaged on the lane a suggestion was made about the parish council offering support to those trying to secure compensation from the County Council.
- 23-580 **Resolution:** It was resolved that:
- i. Contact with Balfour Beatty is maintained to ensure work promised by them is completed.
  - ii. That an email is sent to Cllr Parry raising the parish councils concerns and inviting him to visit the area.
  - iii. That the Stone Parish Liaison Group are asked to support this work.

#### Reports from Borough and County Councillors

- 23-581 None

#### Minutes of the meeting held on 22 January, 2024

- 23-582 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 22 January, 2024 were approved as a correct record of the meeting.

#### Actions Tracker Update

- 23-583 Minute 23-296 – Homes Plus
- Homes Plus have started work cutting back hedges and trees and are also carrying out repairs to the pavements.
- 23-584 Minute 21-499 – Severn Trent
- Severn Trent has commissioned a piece of work to look in more detail at the sewerage system in the vicinity of Highlows Lane to identify what can be done to resolve the problem of sewage discharge onto the pavement during periods of heavy rain.



- Staffordshire County Council to be asked to complete the work to paint parking restriction markings (yellow lines) at the junction of Highlows and Yarnfield Lanes.

23-585 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.

#### Community Action Group report

23-586 The Community Action Group meeting held on 23 January, 2024 discussed:

- A replacement battery and pads for the defibrillator at the village hall needed to be purchased.
- Cllr Hughes has written to Midland Heart asking if they would support the location of a new defibrillator on a lamp post on their estate.
- 6 April, 2024 was agreed as the date for the Spring Clean.
- 23 June, 2024 a Strawberry Tea would be arranged to raise funds for the defibrillator project.

#### Parish Clerk's report:

##### Budgets

23-587 A deposit of £2,625 has been received from Groundworks which is the latest Neighbourhood Plan grant to cover the next round of consultant's costs.

23-588 A fund-raising event organised by the Labour in Vain working group has raised £340. This will be held by the parish council until Yarnfield and Cold Meece Community Ltd has opened its own bank account.

23-589 Schedule of invoices awaiting payment set out in Appendix 2 for the period 22 January – 14 February, 2024 = £1,159.79.

23-590 A transfer of £59.95 from the Community Action Group reserve account needs to be made to cover the cost of the defibrillator pads purchased from AEDdonate.

23-591 Current Account bank reconciliation on 14 February, 2024 after taking into account scheduled payments and receipts = £2,074.22

23-592 **Resolution:** It was resolved that the schedule of payment and transfers for the period 22 January – 14 February, 2024 set out in Appendix 2 is approved.

##### Update on actions taken

23-593 The 5 oak trees donated by Balfour Beatty need to be planted on the village green. To complete this work stake and tree ties will need to be purchased.

23-594 The roses in the Cold Meece Rose Garden are in a very poor condition and some need replacing. It was therefore proposed that 5 new yellow roses are planted in the garden.

23-595 Stafford Borough Council has started planting replacement trees on Ashdale Park and the village green with the work scheduled to be completed by March, 2024.

23-596 AbilityNet – a national group targeting support for older and digitally excluded people has been invited to hold an event in the parish. It is hoped such an event could be linked to the Wednesday Warm Welcome meeting.

23-597 **Resolution:** It was resolved that a budget of £200 was agreed to purchase 5 bush roses and tree stakes.

#### Village Green – update report

- 23-598 The parish council's lease on part of the village green includes a requirement to maintain the trees on the leased land.
- 23-599 Discussions with the Borough Council about a second lease for the other parts of the village green would, it is hoped, exclude from the lease the obligation to maintain trees that were known to be at risk; the red flagged trees.
- 23-600 The Stafford Borough Council survey of trees on their land has created a work schedule for those trees at greatest risk.
- 23-601 There have been 6 incidents since July 2022 involving trees on the village green, only one incident involved a red flagged tree.
- 23-602 Concern has been raised over the lack of maintenance of the trees on the village green and the risk that this might cause in the future.
- 23-603 The area of trees next to the bus stop is of particular concern as two trees have been brought down by heavy winds in the last three months.
- 23-604 **Resolution:** it was resolved that:
- i. Discussions take place with the borough council about the parish council's concern over the state of the trees on the village green and the need to reflect this in any new lease agreement.
  - ii. That a review of the tree survey of the trees on the village green is undertaken, which may include commissioning an independent survey.
  - iii. That the immediate problem of the trees in the vicinity of the bus stop is raised with Streetscene and that the area should be the focus of the Parish Spring Clean which is scheduled to take place on 6 April, 2024.

#### Labour in Vain Working Group – update report

- 23-605 At a meeting on 25 January, 2024 with the agent for Stonegate an offer was made to buy the pub and associated carpark for £300,000. The offer was rejected as they had already received offers in the region of £500,000.
- 23-606 The working group did not submit an application to the Community Ownership Fund as there was no likelihood of them being able to buy the pub from Stonegate.
- 23-607 The Working Group takes the view that until the pub is sold there may still be an opportunity to buy it; but that this will require Stonegate to reduce their expectation on the value of the pub and carpark. They continue to meet and are looking to run fund raising events and to increase the value of pledges to support the project. Pledge funding now stands at £62,710
- 23-608 An email has been sent to the Head of Law and Governance at Stafford Borough Council confirming the formation of the Yarnfield and Cold Meece Community Ltd and the offer to buy the pub.
- 23-609 The asset of community value listing by Stafford Borough Council will remain in force until June 2028.

#### Neighbourhood Plan – update and next actions

- 23-610 To maintain the momentum on the work to produce the neighbourhood plan an extraordinary meeting of the parish council will be arranged to focus exclusively on the work needed to complete the plan.



23-611 The latest draft of the Design Code has been received from AECOM and a meeting scheduled with the lead consultant Dr W Deng on either 20 or 21 February, 2024.

Updates from Parish Councillors

23-612 Cllr Treen reported that the Yarnfield Park Residents' Association will be meeting Barratts West Midlands on 29 February, 2024 and asked residents of the estate to contact her if they had any questions that they would like raised at the meeting.

Planning – to consider any planning applications in the parish

23-613 3 Cold Meece Cottages, Cold Meece Road, Cold Meece 21/34786/OUT

- Outline application for the erection of 3 new dwellings - all matters reserved.

23-614 The application relates to a variation to the original application to build 5 dwellings on the site which was first considered by the parish council on 15 February, 2022. The new application seeks to reduce the number of dwellings to be built on the site from 5 to 3.

23-615 Since the original application further concern has been raised about the impact any development would have on the safety of road users on Swynnerton Road, Cold Meece.

23-616 The councillors also noted with concern that the site of the proposed development contravenes a covenant placed on the land when it was transferred from New Cold Meece Consortium Ltd to the owner of 3 Cold Meece Cottages.

23-617 **Resolution:** It was resolved that:

- i. That the comments made about the original application are still relevant.
- ii. To ask that parking is provided within the development for visitors coming to the proposed dwellings to avoid the need for them to park on Swynnerton Road.

Forward Plan and Events Calendar

23-618 The forward plan for meetings and events was noted.

Date and time of next meeting

Monday ~~26 February~~, 2024 at 7.30pm

18 MARCH







Signed

Chairperson of the Parish Council

Date: 26 February, 2024


## Monthly Progress Tracker – Update 21/01/2024

	 Warning	 Action – in progress	 Achieved
April 2023	1	8	5
May 2023	2	10	0
June 2023	1	10	2
July 2023	1	10	1
September 2023	1	13	3
October 2023	1	11	2
November 2023	1	10	1
December 2023	1	10	0
January 2024	1	10	0
February 2024	1	12	0

Minute	Resolution	Action	RAG
<b>Ambition 1 - Environment</b>			
21-524	Village Green Project	<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>	






## Monthly Progress Tracker – Update 21/01/2024

		<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> <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





Monthly Progress Tracker – Update 21/01/2024

23-291	Highway Repairs	<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>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>Telephone contact with Asset Planning Lean – 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> <li>- Possible schemes referred to STWCo hydrologists to undertaken assessment of the schemes' suitability.</li> </ul> <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>	





Monthly Progress Tracker – Update 21/01/2024

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






Monthly Progress Tracker – Update 21/01/2024

<p>23-267</p>	<p>Labour in Vain - Community Ownership Fund Round 3</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>	
<p>22-153</p>	<p>Yarnfield Lane Cycle path</p>	<p>HS2 and the DfT are yet to make a decision on the future of the Road Safety Fund and so we are still waiting for further instruction on this.</p> <p>HSW Phase 2 cancellation may affect delivery of this project</p> <p>Application submitted to SCC decision not due until Spring 2024.</p>	




## Monthly Progress Tracker – Update 21/01/2024

23-547	PFCC elections 2024	It was resolved that the Chairperson write to the candidates in the forthcoming PFCC election seeking assurances that they support the plans to construct a new firing range at Stafford.	
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>	

Parish Ambition – 4 Good Governance



Monthly Progress Tracker – Update 21/01/2024

22-97	New Office Systems	<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>	
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**Yarnfield and Cold Meece Parish Council**  
**Schedule of Payments -14 February 2024**

Date	Ref/Chq no	Payee	Description	NET	VAT	RECEIPTS	Payment
14/02/24	BACS	Parish Clerk	Salary	647.79			647.79
14/02/24	BACS	HMRC	PAYE payment	162.00			162.00
14/02/24	BACS	Parish Clerk	Office expenses	23.24	2.75		25.99
14/02/24	BACS	Creative Bee Ltd	Newsletter	196.00			196.00
14/02/24	Bacs	CLlr S Parkin	Warm Welcome supplied	26.67			26.67
14/02/24	BACS	CLlr S Parkin	Warm Welcome supplied	29.40			29.40
14-Feb-24	BACS	AED Donate	Defibrilator Pads	59.95	11.99		71.94
				<b>1,145.05</b>	<b>14.74</b>		<b>1,159.79</b>

**Account Transfers - 14 February 2024**

	From	To	
14-Feb-24	Transfer Community Action Group	Current Account	59.95
			<b>59.95</b>

Chairperson:



Date:

14-Feb-24