

DRAFT MINUTES

YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING MINUTES

Wednesday 15th May 2024

Yarnfield Park Conference Centre

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

Councillors:

David Beeston

Sally Parkin (Chairperson)

Margaret Broader

Kirsty Treen

Stella Hughes

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

Public at the meeting: 1

Viewing live on Facebook: 3

Apologies for Absence

24-22 Apologies were received from – Cllr Ed Whitfield, Cllr Pert (SCC) Cllr Roy James (SBC).

Declaration of Interest

24-23 Declarations of interest were received from Cllr Beeston and Cllr Broader in relation to the village hall planning application.

24-24 Cllr Mrs Hughes, asked for clarification on whether she should declare an interest in relation to the village hall planning application as she lives next to the hall.

24-25 The council may grant a dispensation to a councillor who discloses a pecuniary or other interest in an item on the meeting's agenda to participate in any discussion and to vote on the matter if it consider that so many members of the council have disclosed an interest that it would impede the transaction of the business.

24-26 **Resolution:** It was resolved to grant a dispensation to Cllr. Hughes.

Public Question Time

Parking on Pavements

24-27 A question has been received about what can be done to prevent cars from parking on pavements thereby causing a danger to pedestrians. The question relates specifically to Caversham Way and Colliford Drive.

Response

24-28 The question of road safety and danger cause by vehicles parking on pedestrian pavements is essentially a matter for the police to deal with.

24-29 **Resolution:** It was resolved that the complaint be referred to the local PCSO to investigate.

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Reports from Borough and County Councillors

24-30 Nil

Minutes of the meeting held on Monday 22 April, 2024

24-31 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 22 April 2024. were approved as a correct record of the meeting subject to the correction of grammatical errors.

Parish Action Tracker – review of actions

24-32 Minute Number 23-718 Bus Shelter

- Insurance claim for replacement of the shelter has been send to the council's insurance company. The replacement cost is likely to be more than £4,000 to remove and replace with a similar shelter.

24-33 Minute Number 23-291 Highway Repairs

- A report being prepared by HS2 Ltd / Staffordshire County Council Highways report is still awaited.

24-34 Minute Number 23-296 Homes Plus – estate management

- Work on the pavements, root damage and perished brickwork is scheduled to start 4 June, 2024.

24-35 21-499 Severn Trent

- Complaint referred to Asset Planning Lead (Waste Networks) West Midlands who has confirmed the complaint has been escalated internally and is now waiting on a response.

24-36 21-499 Highlows Lane – Yellow Lines

Works scheduled to be done on the 22 May, 2024.

24-37 22-97 New Office System

- Staffordshire County Council charge £100 for the switch to a .gov.uk domain name. This work will need to be done through a registered JISC registered domain registrar.
- Staffordshire County Council only operate 1 template for parish council websites and will be happy to discuss upgrades to the council's website.

24-38 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.

24-39 **Resolution:** It was resolved that the clerk:

- Works with the Digital Team at Staffordshire County Council to move the parish council website to a gov.uk domain name.
- Produces a report setting out a plan, with costings, for the upgrade of the parish council's website.

Yarnfield Park Residents' Group – update report

24-40 Cllr Treen provided an update on the work of the Yarnfield Park Residents' Group:

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- i. Barratts West Midlands are still working to form a Residents' management company and a further meeting has been asked for by the Residents' group to discuss the implications of this proposal.
- ii. The grounds maintenance contractor has failed to maintain the site in line with the agreement. This has generated numerous complaints from the residents which have been referred to Barratts West Midlands.

Community Action Group – update report

24-41 Cllr Hughes provided an update on the Community Action Group meeting held on 23 April, 2024.

- i. A letter of thanks has been received from the MS society for the £250 donation made by the council. A copy of the letter will be sent to the coordinator of the sting organisation from whom the defibrillator was received.
- ii. No response has been received from Midland Heart about the request to site a defibrillator on their land.
- iii. The Community Action Group has agreed to buy 6 litter picking hoops.
- iv. Preparation of the strawberry tea are being made by the group.
- v. The group has agreed to purchase summer bedding and compost as soon as possible for the various displays in the parish.

24-42 **Resolution:** It was resolved that the Community Action Group budget is used to:

- i. Purchase 6 litter picking hoops at a cost of £72.00
- ii. Spend up to £200 on summer bedding and compost

Parish Clerk's report:

24-43 The Schedule of invoices awaiting payment for the period 23 April - 15 May, 2024 = £2,602.13.

24-44 The current account bank reconciliation on 15 May, 2024, after taking into account outstanding payments and transfers, was £1,154.23.

24-45 **Resolution:** It was resolved that:

- i. The schedule of payment for the period 22 April – 15 May 2024, set out in Appendix 2, is approved.

Update on actions taken

- i. A request has been sent to Stone Rural Parish Council for a meeting to discuss issues relating to the condition of Yarnfield Lane.
- ii. An email has been sent to the planning enforcement team at Stafford Borough Council planners about concerns over the Blue Iris development on Yarnfield Lane.
- iii. The spring edition of the parish newsletter has been prepared and distributed to households in the parish.
- iv. A letter has been sent to the residents of Greenside and Furlong overlooking the southern section of the village green about plans to plant 6 oak trees on the village green.
- v. An email has been sent to BIFFA thanking them for the donation of 10 apple trees.

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- vi. The old rose bushes at the Cold Meece memorial garden have been replaced with new rose bushes.
- vii. The Events Working Group met on 9th May, 2024 to agree progress with the calendar of events. A detailed report to the next parish council meeting will be prepared setting out costs for the summer picnic.
- viii. An application has been made to the council's Bank to revise the bank mandate to include a third signatory on each of the accounts.

Labour in Vain Working Group – update report

- 24-46 Yarnfield and Cold Meece Community Ltd. have been contacted by Barton Community Benefit Society, Oxfordshire, who are in the process of trying to buy their village pub from Stonegate. Their experience is similar to that of the Labour in Vain: Stonegate has overvalued their pub and is refusing to negotiate with the community over the valuation.
- 24-47 The Barton Community Benefit Society (BCBS) are looking to set up a pressure group made of parish councils and community groups who are experiencing similar problems with Stonegate.
- 24-48 The date for the final round of the Community Ownership Fund application is yet to be published.
- 24-49 **Resolution:** It was resolved that the Yarnfield and Cold Meece Community Ltd be asked to consider the request to support the work of the BCBS.

Neighbourhood Plan – update and next actions

- 24-50 The end of grant report for the 2023 grant awarded by Groundwork has been submitted.
- 24-51 The amount of grant available to support neighbourhood plan development is limited to £10,000. Since the start of this project the parish council has received 3 grants with a total value of £7,210:
- NPG-12261 £1,435
 - NPG-13049 £4,735
 - NPG-13709 £2,625
- 24-52 A new round of neighbourhood planning grant has recently been announced.
- 24-53 The revision of the Master Plan has been completed. The revised document is now being reviewed by a senior officer at AECOM before it is sent to the parish council.
- 24-54 **Resolution:** It was resolved that the clerk:
- i. Contact Urban Vision to agree the 2024 work programme and identify any costs associated with this work.
 - ii. Apply to Groundwork for a grant to fund this work.

Updates from Parish Councillors

- 24-55 Nil

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Planning – to consider any planning applications in the parish

9 Ashdale Park, Yarnfield

Reference	24/39029/LDCPP
Application Received	17 April, 2024
Proposal	Lawful Development Certificate - Proposed single storey rear extension

- 24-56 The application for a lawful development certificate is provided for information only. The application was previously approved by Stafford Borough Council.

64 Ford Drive, Yarnfield

Reference	24/38978/LDCPP
Application Received	08 April, 2024
Proposal	Proposed 2m heigh fence to front of property, adjacent to the highway

- 24-57 The application for a lawful development certificate is provided for information only. The application was previously refused by Stafford Borough Council.

19 Ladybower Way, Yarnfield

Reference	24/38996/HOU
Application Received	Thu 11 Apr 2024
Proposal	Proposed single storey rear extension. first floor front extension

- 24-58 **Resolution:** It was resolved to send a no comment response to Stafford Borough Council.

Yarnfield Village Hall, Yarnfield

Reference	24/38681/FUL
Application Received	Tue 30 Jan 2024
Proposal	Extend and remodel the existing entrance to create a new entrance to the Village Hall.

- 24-59 **Resolution:** It was resolved to send a no comment response to Stafford Borough Council.

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Forward Plan

24-60 The forward plan for meetings was noted.

Date and time of next meeting

- Parish Assembly – 21 May, 2024 at 7.30pm
- Parish Council Meeting – 17 June, 2024 at 7.30pm




Signed


Chairperson of the Parish Council

Date: 17 June 2024


Meeting closed 8.45pm

Monthly Progress Tracker – Update 15/05/2024



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

Minute	Resolution	Action	RAG
Ambition 1 - Environment			
21-524	Village Green Project	<p>Referred YCM-PC concerns about the condition of tree on the village green to SBC</p> <p>Meeting with Stafford Borough Council officer [10/01/24]</p> <ul style="list-style-type: none"> - Work on lease still with legal services - New section 106 fund application to be refreshed and resubmitted to Stafford Borough Council <p>Meeting with officer leading this work set for Wednesday 15 November, 2023.</p> <ul style="list-style-type: none"> - Instruction to prepare lease sent to solicitors - Existing lease to be incorporated into the new lease - Pepper corn rent to be charged for the lease <p>Stafford Borough Council confirm funding for the village green lease advert has been found.</p> <p>Meeting with officer leading this work set for Wednesday 18 October, 2023.</p> <p>Stafford Borough Council working to resolve issues with the lease of village green</p> <p>Parish Council meeting to be asked to:</p> <ul style="list-style-type: none"> - To form a working group to prepare the tender for the village green project and to issue tenders documents - Resolve to submit a bid for money to the HS2 Community and Environment Fund - Conclude negotiations with Stafford Borough Council over the lease of the land. <p>Meeting with Planning and Streetscene held on 5 June.</p>	



Monthly Progress Tracker – Update 15/05/2024

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


Ambition – 2 Safety

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



Monthly Progress Tracker – Update 15/05/2024

		<p>Site meeting with Cllr Parry 20 April, 2024.</p> <p>HS2 Ltd authorise work to clear the road gullies in the vicinity of the HS2 compound – no noticeable improvement</p> <p>Email sent to Cllr Ian Parry [4/03/2024]. Meeting being arranged.</p> <p>Email exchange with HS2 Ltd about the council’s dissatisfaction with their refusal to accept responsibility for the state of the lane and flooding. [13/03/24]</p> <p>Site visit and video evidence collected and sent to HS2 Ltd [15/03/24]</p> <p>Potholes marked up to be repaired by Staffordshire County Council [10/11/23].</p> <p>A complaint about the state of the junction of The Paddocks and Yarnfield Lane has been logged with Staffordshire County Council.</p> <p>A Freedom of Information Act request has been made to Staffordshire County Council for detail so their programme of highway repairs specifically relating to the parish and the criteria that they use for prioritising work.</p> <p>That residents are encouraged to log problems on the Staffordshire County Council report its website.</p>	
23-296	Homes Plus Estate Management	<p>Work on the pavements, root damage and perished brickwork scheduled to start 4 June, 2024.</p> <p>Email sent to Homes Plus asking for a meeting to review progress with the footpath repairs.[8/05/24]</p> <p>Homes Plus onsite – work on hedges and pavements underway. [14/02/23]</p> <p>Email from Homes Plus – work scheduled to start February 2024</p> <p>Site meeting with Homes Plus [18 October 23] Agreed to deal with maintenance and repair issues Greenside and The Furlong. Awaiting response from Homes Plus officer.</p> <p>Contact made with Homes Plus Estate Management Team Lead. Meeting with estate walk to be confirmed.</p>	
21-499	Severn Trent work Highlows/Yarnfield Lane	<p>New contact identified. No response received from meeting request. Escalating the call to receive an update on progress to the Asset Planning Lead (Waste Networks)</p> <p>New STWCo lead officer for this work has been appointed. Request to meet sent. [18/03/24]</p> <p>Telephone contact with Waste Network Team Manager– evaluation and options report being prepared. Further work needed to establish whether the Highlows Lane junction is the symptom of a bigger problem of the cause of the problem. Meeting to be arranged for the new year.</p> <p>Meeting with Asset Planning Lead (Waste Networks)</p> <ul style="list-style-type: none"> - 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. 	

Monthly Progress Tracker – Update 15/05/2024

		<p>- Possible schemes referred to STWCo hydrologists to undertaken assessment of the schemes' suitability.</p> <p>Email to CEO of Severn Trent. Problem delegated to senior officer at Severn Trent to resolve the problem. Contact made with the Asset Planning Lead (Waste Networks): meeting being arranged.</p> <p>Meeting arranged with STWCo Catchment Lead – Sewerage North Staffordshire and his colleagues</p> <p>Pressing STWCo engineering team for date phase 2 project will be started. Site visited by STWCo progress made on the scheme, date for start still to be confirmed. Request made for a site meeting with engineers responsible for the project.</p> <p>STWCo visit in April 2023 identified further complications with delivery of the project. Work with engineers to establish what needs to be done to see the work completed</p>	
21-499	Highlows Lane – Yellow Lines	<p>Work scheduled to resume on 22 May, 2024.</p> <p>Community Traffic Management Officer – asked for date work will be resumed</p> <p>Email sent to Community Highway Engagement Officer [18/03/24]</p> <p>Outstanding work to finish the painting of the Yellow Lines at the junction reported to Staffordshire County Council with a request to complete the work asap</p>	



Parish Ambition – 3 Community

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

Monthly Progress Tracker – Update 15/05/2024



23-267	Labour in Vain - Community Ownership Fund Round 3	<p>Update and action planning meeting with Plunkett Foundation [7/03/24]</p> <p>Bid to buy the Labour in Vain rejected by Stonegate.</p> <p>Application to Community Ownership Fund put on hold – further work to secure pledges needed and for Stonegate to their view that the Labour in Vain and associated cap park has a value of at least £500k</p> <p>Application for the membership of the Plunkett Foundation secured</p> <p>Application for the registration of the Community Benefit Society prepared based on the Plunkett Foundation model standards</p> <p>Closing date for Community Ownership Fund application – 31 January 2024</p> <p>Plunkett Foundation support for the project secured. Dates of meeting with PF advisor circulated to members of the working group.</p> <p>Valuation of the Labour in Vain commissioned by the parish council.</p> <p>Working group meeting agreed that the formation of a Community Business Society will be the best approach to secure a Community Ownership grant.</p> <p>The review of the asset of community value found in favour of its retention but with the car park being removed</p> <p>Expression on interest has been approved – with one caveat – application and delivery must be by the same company</p> <p>Formation of a Community Interest Company proposed by the Working Group</p> <p>Asset Lock – can the parish council be named as the recipient of the asset lock</p> <p>LiV Action Group meeting 14/09/23 – agreed outline of the expression of interest application to the Community Ownership Fund.</p> <p>Closing Date for full application 11 October 2013.</p> <p>Meeting of the Parish Council - Community Meeting 7 September 2023 confirmed notice is given to Stafford Borough Council that the parish wish to be considered as a potential bidder</p>	
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Monthly Progress Tracker – Update 15/05/2024

22-47	Firing Range	<p>Meeting with Stafford Borough Council and Staffordshire Police [22/01/24]</p> <p>Planning permission for the new range in Stafford approved.</p> <p>Police confirm reporting arrangements with parish council to supply dates and time for the operation of the range.</p> <p>Awaiting results – see email from SB</p> <p>Monitoring of the site undertaken by Stafford Borough Council – 25 August 2023</p> <p>Site visit with Police, Property Services and Stafford Borough Council – 24 August 2023.</p> <p>No perceivable improvement in the noise from the site. Meeting with Police Estate Office, Firing Range Team, Stafford Borough Council and representative of the PFCC office.</p> <p>Stafford Borough Council Environmental Health to visit noise sensitive properties to carry out noise monitoring.</p> <p>SBC Environmental Health to SBC pressing Staffordshire Police for date to complete acoustic insulation work at the range.</p>	
21-488	Gates at Cold Meece	<p>Price for new gates included in 2024 budget. Cost limitations will mean the project will need to be phased over several years.</p> <p>Prices for gates being arranged – to be reported to the September</p> <p>Gate design, cost of procurement and installation to be present to September 2023 meeting</p>	

Monthly Progress Tracker – Update 15/05/2024

Parish Ambition – 4 Good Governance

23-540	Business Continuity Plan	<p>Continuity Plan Template prepared with examples. – Cllrs invited to comment on the template before it is populated [18/03/24]</p> <p>A detailed plan of action covering all aspect of parish council business is to be prepared</p> <p>A contact list for individuals and organisation is to be prepared.</p>	
22-97	New Office Systems	<p>Staffordshire County Council have confirmed they charge £100 for the work</p> <p>The Cabinet Office are encouraging all local councils to move over the .go.uk domain for their website and Cllr/staff email addresses. Clerk attended a free training session sponsored by the Cabinet Office. A small grant of up to £100 is available to help with the cost of the transition.</p> <p>Community Development Officer – review of website to identify improvements.</p> <p>Councillors to be invited to share their thoughts on the website and what changes they would like to see.</p> <p>Meeting requested with SCC Digital Team before end of July 2023</p> <p>Contact SCC digital team to agree project to update the parish council website</p> <p>Project to be added to new council work programme.</p>	

Yarnfield and Cold Meece Parish Council

Schedule of Payments - May 2024

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
15/05/24	BACS	Trent Grounds Maintenance	Grounds maintenance contract	763.00	152.60	915.60
15/05/24	BACS	Clerk	Salary	647.49		647.49
15/05/24	BACS	HMRC	PAYE payment	162.00		162.00
15/05/24	BACS	Clerk	Office expenses	35.23	3.25	38.48
15/05/24	Bacs	Creative Bee	Newsletter printing	358.00		358.00
15/05/24	BACS	Cllr Parkin	Lunch Club expenses	83.56		83.56
15/05/24	BACS	Staffordshire Parish Council Ass'	SPCA & NALC annual subscriptions	397.00		397.00
						2,602.13

Chairperson: 

Date: 15-May-24