



YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING

Monday 2 September, 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 session should contact the Parish Clerk by 12 noon on Saturday 31 August, 2024.
4. Reports from Borough and County Councillors
5. Minutes of the meeting held on Wednesday 17 July, 2024
6. Parish Action Tracker – review of actions
7. HS2 update
8. Summer Picnic – review and accounts for the 2024 event
9. Parish Council bank account – to approve changes to the bank mandate
10. Community Action Group 16 July, 2024 – update report
11. Newsletter – plans to publish an October 24 edition.
12. Parish Clerk's report
 - a. Budget – update and schedule of payments
 - b. Update on actions taken
13. Labour in Vain Working Group – update report
14. Neighbourhood Plan – update and next actions
15. Updates from Parish Councillors
16. Planning – to consider any planning applications in the parish
17. Forward Plan and Events Calendar

John Fraser
Clerk to the Parish Council
Date: 29/08/24

Planning applications

Reference	24/39471/SCG
Address	Biffa Waste Services Limited, Meece Landfill, Cold Meece
Proposal	The construction and operation of a leachate treatment plant including associated plant and equipment, fencing and access.

Parish Clerk -email ycmclerk@gmail.com
Tel: 07546 456771

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YARNFIELD AND COLD MEECE PARISH COUNCIL PARISH COUNCIL MEETING MINUTES

Wednesday 10 July, 2024

Yarnfield Park Conference Centre

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

Councillors:

David Beeston

Sally Parkin (Chairperson)

Margaret Broader

Una Simpson

Stella Hughes

Kirsty Treen

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

Public at the meeting: 0

Viewing live on Facebook: 5

Apologies for Absence

24-102 Apologies were received from – Cllr Ed Whitfield, Cllr James (Stafford Borough Council)

Declaration of Interest

24-103 Nil

Councillor co-option – to consider applications for the position of parish councillor for the Yarnfield Ward

24-104 One application for the vacancy in the Yarnfield Ward was received. The applicant meets the residency requirements and there are no disqualifications that would bar her from being appointed to the council.

24-105 **Resolution:** It was resolved that Una Simpson was co-opted onto the parish council with immediate effect.

Public Question Time

24-106 Questions from several residents have been received about the need for hedges in Yarnfield on Highlows Lane, Brookvale Drive and on the village green to be maintained.

24-107 Response

Staffordshire County Council's report it website can be used to report complaints about hedges obstructing the highway. It also goes on to say:

- Owners and occupiers should cut their hedges, and that Staffordshire County Council should work with parish councils to identify occupiers who don't do this.
- If a hedge grows so that it interferes with the use of the highway then Staffordshire County Council will serve a notice on the landowner requiring them to trim the hedge within a specified time.
- If they take no action, then Staffordshire County Council may send further written instructions to the landowner. If they still take no

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action, they may undertake the work themselves and recoup the cost from the owner.

- 24-108 **Resolution:** It was resolved that: -
- i. Complaints about overgrown hedges affecting the highway would be reported to Staffordshire County Council.
 - ii. Complainants are encouraged to use the Staffordshire County Council Report It website to make complaints about hedges.
 - iii. An article in the next parish newsletter is prepared to raise homeowners' awareness of their responsibility to maintain hedges on their property.

Reports from Borough and County Councillors

24-109 Nil

Minutes of the Parish Council meeting held on 17 June, 2024

24-110 **Resolution:** It was resolved that the minutes of the parish council meeting held on 17 June, 2024 were approved as a correct record of the meeting.

Parish Action Tracker – review of actions

- 24-111 Minute number 23-291 – Highway Repairs
- Very constructive meeting with Stone Rural Parish Council.
 - Agreed that a joint letter is sent to the Chief Executive at Stafford Borough Council asking that he use his influence to resolve the highway issues cause by the Blue Iris development on Yarnfield Lane.
 - The report being prepared by HS2 Ltd on Highway issues associated with their construction work has not been published.
 - Stone Rural-PC members to be invited to the proposed site visit to the HS2 compound on Yarnfield Lane.
- 24-112 Minute number 23-296 – Housing Plus Estate Management
- Housing plus have started work on repairing pavements on Greenside and The Furlong.
- 24-113 Minute number 23-450 – Business continuity
- Work on the review and updating of the parish council website has started.
- 24-114 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.
- ## Lunch Club – update on and provision of further support
- 24-115 A budget of £800 was approved in April 2024 to support the Lunch Club.
- 24-116 People attending are asked to make a voluntary donation of £1 each per session.

Costs

Number attending/ monthly average	Room Hire	Catering	Income	Subsidy
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Apr-24	58 / 16	48.00	83.56	64.10	67.46
May-24	76 / 15	60.00	126.24	82.62	103.62
Jun-24	51 / 13	48.00	68.06	57.30	58.76
		156.00	277.86	204.02	229.84

24-117 A decision about future funding and possible warm welcome grants from Stafford Borough Council is not expected until December, 2024.

24-118 **Resolution:** It was resolved that:

- i. Support for the Lunch club is to continue until December, 2024.
- ii. That a report is brought to the December, 2024 meeting.

Financial Regulation

24-119 The National Association of Local Council's has published an updated version of the Financial Regulations.

24-120 The Financial Regulations provide the basis on which the council's budget control and financial procedures are based and as such is an essential element of the council's governance procedures.

24-121 **Resolution:** It was resolved that the new Finance Regulations are adopted.

Yarnfield bus shelter – update on insurance claim and replacement

24-122 The parish council's insurance claim has now been settled and a payment of £4,070 received from Aviva.

24-123 Four quotes for the replacement shelter have been received, details of which are set out in Appendix 2.

24-124 The preferred option was provided by Ace Shelters: based on cost, design and deliverability. A copy of the detailed quotation is set out in Appendix 3.

24-125 Ace Shelters can supply the new shelter in a colour that meets the council's specification. The quotation also includes three optional extras:

- Perch seating per metre £80.00 + VAT
- Bench Seating Per Metre £240.00 + VAT
- Standard timetable casing £170.00 + VAT

24-126 The new shelter will be sited next to the existing bus stop and placed about ½ metres back from the pavement. The location of the new shelter to be agreed with Ace Shelters before the order is placed.

24-127 The cost of the slab base under and around the shelter is not included in the Ace Shelters quotation and as such has still to be assessed.

24-128 **Resolution:** It was resolved that :

- i. An order is given to Ace Shelters for a new bus shelter together with a perching seat and standard timetable casing in line with the quotation set out in Appendix 3.
- ii. Cllrs Beeston and Whitfield, together with the clerk, make arrangements for the construction of a base for the new shelter and that a provisional sum of £500 is agreed to pay for the cost of the work.

Yarnfield Park – Residents' Group report

24-129 There has been a marked improvement in the open spaces around Yarnfield Park. Meetings have taken place with representatives from Barratts and

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their newly appointed Open Space Management Company, Trustgreen, to discuss progress and what residents can expect going forward.

- 24-130 Trustgreen are relatively local, being based in Tarporley, Cheshire and have a further local office in Castle Donnington, Leicestershire.
- 24-131 Ongoing maintenance will be provided by Trustgreen from 1st July, 2024 who will be sending a “welcome pack from Trustgreen” which will provide information about the company and details of their service level agreement.
- 24-132 Barratts has confirmed that they have now had contact with the Vistry Group (Bovis Homes) who support their move to appoint Trustgreen. This means that the opens spaces around the Bovis side of the estate will be maintained by Trustgreen.

Parish Clerk’s report

Quarter 1, 2024 - budget review

- 24-133 The budget review for the period 1 April – 30 June, 2024 is set out in Appendix 4. There were no significant variances against the approved budget to report.

Budget – update and schedule of payments

- 24-134 Schedule of invoices and transfers for the period 18 June – 10 July, 2024, awaiting payment = £3,707.21.
- 24-135 A transfer of £151.99 is required to pay for the purchase of 4 litter bag hoops and summer bedding purchased by the Community Action Group.
- 24-136 Current account bank reconciliation on 10 July, 2024, after taking into account outstanding payments and transfers = £1,825.81.
- 24-137 Cash still to be banked:
- Lunch club = 57.30
 - Strawberry tea = 310.14
 - D-Day History Talk = 16.92

- 24-138 **Resolution:** It was resolved that:

- i. The schedule of payments and transfers for the period 18 June – 10 July, 2024, set out in Appendix 5, is approved.

Update on actions taken

- i. Email sent to the Swynnerton Estate Office and other landowner about the need to cut back the crop and repair stiles on footpath 10.
- ii. Email sent to Stafford Borough Council planning enforcement about the use of Baden Hall for motocross events that exceed the permitted development rights for such activities.
- iii. Transport Plan Scoping and engagement exercise– Staffordshire County Council have arranged for a presentation and Q&A session on 20 September, 2024 for parish councils. Limited space is available with 2 representatives from each council
- iv. Staffordshire County Council Highways reports submitted:
 - Yarnfield Parkway, drainage and weed growth.
 - Brookvale Drive, weed growth and low hanging trees.
- v. Arrangements made for PCSO Gareth Higgins to be at the September meeting.

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- vi. Staffordshire Parish Council Association - The Centre of Ageing Better are to run an introduction to age-friendly communities webinar, on Wednesday 21 August, 10am-11am

Grant application – to consider an application from the 1st Yarnfield Scout Group

- 24-139 An application has been received from the 1st Yarnfield Scout Group for a grant of £20 to support the work they will be doing at the Parish Picnic on Sunday 14 July, 2024.
- 24-140 The application meets the requirements of the council's grants policy.
- 24-141 **Resolution:** It was resolved to approve the grant application.

Events Working Group – summer picnic

- 24-142 The planning for the 2024 summer picnic has been completed by the Events Working Group. The provisional costs for this year's event will be:

- Inflatables – Bouncy Bouncy Boo	450.00
- Portable toilets and security fencing	235.00 + VAT
- Temporary Event Notice application	21.00
- St John's Ambulance – first aid cover	114.40 + VAT
- Cost	820.40 + VAT

Beer tent arrangements

- Lymestone Brewery will be providing the bar at a projected cost of	477.50 + VAT
- Whitebridge wines will be supplying wine on Sale or return basis.	

- 24-143 **Resolution:** It was resolved that:
- The planning for and costs of the event were noted,
 - That payments for the event, which will fall due for payment are approved,
 - A cash float of £200 is taken from the council's bank account.

Review of parish council website – to approve work programme for change

- 24-144 Staffordshire County Council Digital Team has confirmed that they are able to undertake the work to move parish council website to a gov.uk website domain.

Neighbourhood Plan – update and next actions

- 24-145 The final draft of the Neighbourhood Plan Master Plan by the consultants at AECOM has still to be completed. The consultants have been asked to provide an assurance that this will be done as soon as possible so that a copy of the document can be shared with councillors.

Updates from Parish Councillors

- 24-146 No updates this month.

Forward Plan and Events Calendar

- 24-147 The forward plan and events calendar was noted.

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Planning – to consider any planning applications

24/39204/FUL	Yarnfield Road, Cold Meece (Outside of parish application)
	Demolition of all existing buildings and the erection of two detached buildings (forming 5 separate units) of Class B2 and B8 floorspace with associated parking, servicing space and hard and soft landscaping (including means of enclosure and security lighting).

24-148 **Resolution:** It was resolved that:

- i. Further work is done to establish which trees are to be retained on the development and that the clerk prepares a response to the application that emphasise the importance of screening the site from Swynnerton Road.

24/39276/FUL	Morgan Sindall Ltd, Adjacent Units 2 And 3 Cold Meece Estate Cold Meece Road, Cold Meece (Outside of parish application)
	Demolition of existing office block and erection of new office

24-149 **Resolution:** It was resolved that the council has no objections to the proposed development.

Adoption of public open space.

24-150 **Resolution:** It was resolved that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw, and the broadcast of the meeting suspended.

Date and time of next meeting

Parish Council Meeting – Monday 2nd September, 2024 at 7.30pm




Signed

Chairperson of the Parish Council

Date: 2 September, 2024


Meeting closed 9.00 pm

Monthly Progress Tracker – Update 02/09/24



	 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	1

Minute	Resolution	Action	RAG
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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>	
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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>	
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>	
<p>Parish Ambition – 3 Community</p>			




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	Limestone 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

Newsletter – plans to publish an October 24 edition.

Production will need to start next week to see a newsletter issued in October 2024.

List if possible articles:

- Reflections on summer
 - o Summer picnic
 - o Walton Hall Visit
- Introduction to the new MP
- Lunch Club
- Post box Toppers
- Macmillan coffee morning (27 September)
- Afghan welcome to parish (?)
- Afghan appeal
- Cold Meece defib project – timetable for delivery, plan, funding, training
- Hedges
- Events Working Group
 - o Buy sell and swap
 - o Puddy walk
 - o Christmas lunch
 - o VE Day May
- Labour in Vain
- Neighbourhood Plan
- HS2 visit / update
- Yarnfield Park – progress with grounds maintenance
- SCC Transport Strategy impact on the borough
- Footpaths – mass walk out and maintenance of the paths
- Pavements – calling all users – qualitative evidence of the impact of disrepair, social isolation, danger to users etc
- Planning – Meecebrook
-

12 Parish Clerk's report

12.1 Budget – update and schedule of payments

August schedule of invoices awaiting payment	£3,655.91
August Transfers	£6,954.23
September schedule of invoices payment	£6,822.28
September transfers	£1,253.78
Current account bank reconciliation on 2 September, 2024 after taking into account outstanding payments and transfers	£305.05

Yarnfield and Cold Meece Parish Council

Schedule of Payments - August 2024

Date	Ref/Chq	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

Yarnfield and Cold Meece Parish Council

Schedule of Payments -2 September 2024

Date	Ref/Chq	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		162.00
02/09/24	BACS	Clerk	Office expenses	15.41	3.08	18.49
				5,820.20	1,002.08	6,822.28

Account Transfers - 15 September 2023

Date	Transfer	From	To	Payment
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

Forward Plan and Events Calendar

Date	Start	Meeting
2 October	7.30pm	YCM Cllr Informal Briefing
9 October	7.30pm	Parish Council
15 October	7.30pm	Community Action Group
6 November	7.30pm	YCM Cllr Informal Briefing
13 November	7.30pm	Parish Council
4 December	7.30pm	YCM Cllr Informal Briefing
11 December	7.30pm	Parish Council
9 January	7.30pm	YCM Cllr Informal Briefing
13 January (Monday)	7.30pm	Parish Council
21 January	7.30pm	Community Action Group

Events Calendar September – December, 2024

September	
Friday 27, September	Macmillan Coffee Morning Village Hall
October	
Saturday 19, October	Buy, Sell and Swap Village Hall
November	
Saturday 2, November	Countryfile Ramble for Children in Need Yarnfield to the Fitzherbert Arms (Swynnerton) Start - Labour in Vain
Saturday 9, November	Remembrance Day Event, Cold Meece Memorial
December	
Saturday 21, December	Children's Christmas Party Village Hall
Saturday 21, December	Carols at the Village Hall