

YARNFIELD AND COLD MEECE PARISH COUNCIL  
PARISH COUNCIL MEETING  
MINUTES

13 November, 2024

Yarnfield Park Conference Centre

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

**Councillors:**

David Beeston    Una Simpson

Sally Parkin (Chairperson)                      Ed Whitfield

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

Also in attendance: 4

Public at the meeting: 2

Viewing live on Facebook: 13

Apologies for Absence

24-197 Apologies were received from: Cllr Margaret Broader, Cllr Stella Hughes, Cllr Kirsty Treen

Declaration of Interest

24-198 Nil

Public Question Time

Mr. Tom Watson

Mr Watson spoke on behalf of the community to pass on their appreciation for the efforts of the parish council for this year's' Remembrance Day event which was appreciated by many residents.

Question 1

24-199 A request to treat weeds on Brookvale Drive and Yarnfield Parkway sent to Staffordshire County Council in August has not been resolved. Can the parish council take this up with County Highways?

Response

24-200 Work to repair the damaged kerbs has been undertaken. There is however an outstanding question about the flaws in the design of the draining kerb used on Yarnfield Parkway and why the road was adopted knowing it was constructed in a way that did not meet the county council's design standard. The clerk is in discussion with officers in the Highways Department who are looking to find a permanent solution.

Question 2

24-201 For two mornings, I have smelt the landfill coming out of my front door on Hollingworth close. I am concerned it is being used more because of the situation in Silverdale. With working and having friends in the area, I am concerned it could worsen and cause health issues for our elderly and vulnerable populations.

## Response

- 24-202 The site hasn't been used for general household waste for many years. It is thought the smell is due to farming activities in the parish and not the BIFFA landfill site. The Biffa site is permitted by the Environment Agency who have received a complaint about the smell, and it is they who will be best placed to deal with this complaint.
- 24-203 The complaint raised a question about the Biffa site and a lack of understanding about the operation of the site.
- 24-204 **Resolution:** It was resolved that the manager from the Biffa site at Cold Meece is invited to attend a future meeting.

## Reports from Borough and County Councillors

- 24-205 Cllr Pert (Staffordshire County Council)
- The county council is working to increase the take up of benefits, including pension credits, that people may be entitled to receive and is encouraging people to use the benefit checker on their website.
  - There has been an 80% increase in the number of houses that need to be built in the borough. This increase has been mandated by central government because the borough council does not have a current local plan that has been reviewed within the last five years.
  - Staffordshire County Council has approved a further £8.7m to tackle essential highway repairs in the county. The best way to report highway issues is by using the County Council's "Report it" website.
  - The use of the "One network" website is the best way to see what work and road closures are scheduled on roads in the parish.
  - There are 11 applications for solar panel farms in the borough. So far 1 has been approved, to be built at Tixall, and one refused at Drointon.
- 24-206 Cllr James (Stafford Borough Council)
- Progress on the review of the Local Plan is slow, and it is unlikely that there will be any progress until the start of 2025.
  - Stafford Borough Council is still working on producing a new Corporate Plan which is now 18 months out of date.
  - The borough council is now undertaking a review of the planning department, including the enforcement team within the department.

## Minutes of the meeting held on 2 September, 2024

- 24-207 **Resolution:** It was resolved that the minutes of the Parish Council meeting held on 2 September, 2024 were approved as a correct record of the meeting.

## Parish Action Tracker – review of actions

- 24-208 Minute Number 23-291 – Highway repairs
- No response has been received from HS2 Ltd or Balfour Beatty about how they plan to resolve the drainage problem on Site 001, Yarnfield Lane.
- 24-209 Minute Number 23-267 - Labour in Vain - Community Ownership Fund
- A meeting of the Labour in Vain Project Group met on 11 November.

- Stonegate has indicated that they are again reviewing their plans for the Labour in Vain. A letter is to be sent to Stonegate to ask for an update on their plans for the pub.
- An announcement has yet to be made by the Government about the future of the Community Ownership Fund.
- The Autumn Fayre held by the parish council raised £176 for the fighting fund for the Labour in Vain project.

24-210 A copy of the Update of Actions Report set out in Appendix 1 and posted on the parish council website was noted.

Personnel Committee –annual review of pay

24-211 The parish council has been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2024 to 31 March 2025.

24-212 **Recommendation:** It was resolved that the 2024/25 pay award is adopted by the parish council with effect from 1 April 2024.

Cold Meece Defibrillator Project – update and next action

24-213 Agreement has been reached with Eurolighting Ltd, to provide the location for a defibrillator in Cold Meece. The company has also undertaken to pay for the installation of the unit.

24-214 An order for the supply of a defibrillator by AEDdonate has been prepared:

- Heartsine 350P Semi-Automatic Defibrillator	£775.00
- AEDdonate 4000 Locked Cabinet	£475.00
- Rescue Ready Kit: AED Starter Kit	£8.32
- Sub-Total	£1,258.32
- VAT	£251.66
- Total cost	£1,509.98

24-215 **Resolution:** It was resolved that the order is issued to AEDdonate.

Village green lease - update and next actions

24-216 Work on the village green by Streetscene has removed the problem trees, ivy and weeds from the north end of the village green.

24-217 Plans need to be prepared to ensure this area does not become overgrown again. This will be considered as part of the budget review in January 2025.

24-218 Streetscene has now completed a survey of the trees on the village green and has promised to supply a copy of the survey report. They also recognise that responsibility for the trees on the green should remain with them.

24-219 A draft of the proposed lease has been provided by Stafford Borough Council. The lease mirrors work the borough council is doing with Eccleshall Parish Council for a lease of land in Eccleshall. Eccleshall PC have engaged the services of a local solicitor to provide advice on the terms of the lease.

- 24-220 **Resolution:** It was resolved that a request is sent to Eccleshall PC to ask whether they are willing to work together on the wording of the borough council lease and to identify the costs to secure legal advice.

#### Warm Spaces – grant application

- 24-221 Stafford Borough Council has confirmed they will again be offering warm spaces grants and have invited applications.
- 24-222 The Craft Group, Lunch Club and Coffee Morning Club have confirmed that they are willing to take part in this year's warm welcome initiative.
- 24-223 An application for a grant of £1,000 has been prepared.
- 24-224 **Resolution:** It was resolved to submit the grant application.

#### Yarnfield Park Football Pitch – future use and management of the site

- 24-225 The owner of the site has confirmed that he is willing to enter an agreement that would ultimately lead to a transfer of the site to the parish council.
- 24-226 Old Alleynians Football club have confirmed their interest in taking on a lease of the football pitch and changing rooms.
- 24-227 Work will now start to identify what costs will need to be met by the parish council for the maintenance of the site.
- 24-228 To progress with this work Old Alleynians will need to clear the football pitch and surrounding land to assess what work will be required to bring the pitch back to a playable condition.
- 24-229 A suggestion has been made that reducing the height of the hedge along Yarnfield Parkway would improve the appearance and safety of the site.
- 24-230 **Resolution:** It was resolved to write to the owner confirming the council's interest in acquiring the site and to ask that the council is allowed to cut the grass on the site and the hedge on Yarnfield Parkway.

#### Neighbourhood Plan – update and next actions

- 24-231 Work on the draft Neighbourhood Plan is progressing well. A printed copy of the document has been prepared for the councillors. The next stage will be to send the document to Stafford Borough Council for them to carry out the regulation 14 screening.
- 24-232 Further work is required to compile evidence to support the greenspace proposals in the Neighbourhood Plan. It is recommended that the principal landowners are approached, and residents are encouraged to provide further evidence to support the Neighbourhood Plan proposals on greenspaces.
- 24-233 **Resolution:** It was resolved that a copy of the Neighbourhood Plan is sent to Stafford Borough Council to carry out the Regulation 14 screening.

#### Community Cohesion – update

- 24-234 The police continue with their investigation into the incident that took place in Yarnfield on Sunday 20 October, which the MOD continue to support.
- 24-235 The three under 18s who were identified as friends of the Afghan youth arrested by Police, have all now left the Swynnerton site.

- 24-236 Since the community meeting hosted by the Parish Council on 23 October, the Afghan families at Swynnerton Camp have been encouraged to avoid the villages of Yarnfield, Eccleshall and Swynnerton.
- 24-237 The MOD are providing additional assistance to enable Afghan families to travel to alternative areas which will, hopefully, reduce the number of road safety incidents in the local area. These measures were introduced to address community sentiment and concerns. In addition, Swynnerton Camp has repeated road safety education and awareness for all Afghan family members and will continue to repeat this at routine intervals.
- 24-238 MOD Staff continue to review the cultural integration training Afghans receive on arrival, which includes all facets of cultural and social norms, including behaviours. They continue daily education sessions however; we also request community support to help these families settle but also raise issues of poor behaviour early to enable quicker intervention.
- 24-239 A Community Impact & Engagement Group has been proposed that will provide a forum for communities in the local area to raise concerns and a mechanism to resolve issues quickly, plus identify opportunities for engagement. The Army will work with local partners including Parish Councils, neighbourhood police and community leaders, to establish this for the Swynnerton area.
- 24-240 There is now a dedicated email that residents can contact the military site on [SJCUK-LAZURITE-SWYNNERTON-MU@mod.gov.uk](mailto:SJCUK-LAZURITE-SWYNNERTON-MU@mod.gov.uk) should there be any questions or issues to raise.

Government Consultation – Enabling remote attendance and proxy voting at local authority meetings

- 24-241 The Government recognises that there are circumstances in which it may not always be possible for councillors to attend council meetings in person. 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.
- 24-242 Yarnfield and Cold Meece Parish Council has embraced the use of technology to enhance community participation in parish council meetings. 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.
- 24-243 **Resolution:** It was resolved that:
- i. A response is prepared that reflected the views of the councillors.
  - ii. Councillors are encouraged to submit their own response.

Age Friendly Community – role of the parish council

- 24-244 It has been established that the scheme is aimed at influencing the work of borough and county councils. Unfortunately, neither Stafford Borough Council nor Staffordshire County Council has signed up to the initiative.
- 24-245 Many of the ideas and values promoted by the Age Friendly Community initiative are picked up in the parish councils business plan and underpin the ambitions of the council.

Review of Parish Council Website

- 24-246 The need to update the website and move councillor emails to a gov.uk domain has been a longstanding ambition of the council.
- 24-247 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.
- 24-248 Standing Orders and Financial Regulations require that 3 estimates are invited for any work where the value of the contract is between £500 and £3,000 excluding VAT.
- 24-249 The council's website is currently managed by the Digital Team at Staffordshire County Council.
- 24-250 Four companies have been approached based on their known involvement in providing parish council web sites. [Appendix 2]
- 24-251 **Resolution:** It was resolved that:
- i. The quotation provided by Provider 1, Parish Online, is accepted.
  - ii. That work is done to move the council website to a gov.uk domain.
  - iii. That gov.uk email addresses are provided for councillors and the clerk.
  - iv. That a "Workplace" licence for the production and to manage council documents is purchased.
  - v. The Village Hall Committee is approach to ask if they would benefit from using the new website and to share the costs of development.

Parish Clerk's report:

Budget – Quarter 2 budget update report

- 24-252 There are no budget lines in the quarter 2 review that show any significant variation against the budget set in January 2024. [Appendix 3]
- 24-253 The grounds maintenance contract is on target to come in on budget.
- 24-254 The insurance claim for the damaged bus shelter resulted in additional income (£4,070) which has now been spent on the new shelter.
- 24-255 The council approved a budget of £1,000 to support the work of the 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 has yet to be added to the "fighting fund".
- 24-256 Reserve accounts Quarter 2 - interest payments
- |                           |         |
|---------------------------|---------|
| - General Reserve Account | £121.79 |
| - Events Working Group    | £5.63   |
| - Community Action Group  | £12.97  |
- 24-257 Community Speed Watch (CSW) - The parish council is supporting both the local speed watch group and the Stone CSW on 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
	£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

24-258 Balance in parish council budget allocation for the CSW project = £735.24.

Schedule of Payments

- 24-259 The schedule of bank transactions for the period, 3 September – 9 October, 2024 = £4,652.98 [Appendix 4]
- 24-260 The schedule of bank transactions for the period 11 October – 13 November, 2024 awaiting payment = £1,930.35 [Appendix 5]
- 24-261 The second instalment of the precept and concurrent grant have been received from Stafford Borough Council = £14,831.00
- 24-262 Current Account bank reconciliation on 11 November 2024 after taking into account outstanding payments and transfers = £3,688.22
- 24-263 **Resolution:** It was resolved that:
- i. The schedule of payment for the period 3/09/24 – 9/10/24 set out in Appendix 4, is noted.
  - ii. The schedule of payment and transfers for the period 11/10/24 – 13/11/24 set out in Appendix 5, is approved.

Precept and budget review for 2025

24-264 The annual setting of the parish council precept must be reported to Stafford Borough Council no later than 31 January 2025.

24-265 Timetable to set the 2025 budget and precept:

	Meeting date
- Review of work program and future budget commitments	11 December 2024
- Budget and precept confirmed	13 January 2025

Appointment of Auditor

24-266 Black Rose Solutions has provided internal audit services for the parish council since 2022. A proposal has been received that would secure audit services for 2025 – 2027 at a fixed price of £105 plus VAT.

24-267 **Resolution:** It was resolved to accept the offer from Blackrose Solutions to provide audit services for 2025 – 2027.

Update on actions taken

- i. The Autumn Family Fayre raised £176 for the Labour in Vain campaign and £74 for the Events Working Group
- ii. The Pudsey Walk raised £60 for Children in Need
- iii. Cllr induction training - 14 January, 2025 7 – 9pm online

24-268 **Resolution:** It was resolved that Cllr Simpson is enrolled on the councillor induction training course.

Eccleshall and district car share scheme – potential extension for residents in the parish

24-269 A request has been received to see if residents of Yarnfield and Cold Meece could benefit from the Eccleshall Car Share Scheme and as a result a meeting has taken place with the coordinators of the scheme.

24-270 The scheme:

- provides transport to medical appointments for people who don't have access to a vehicle.
- The Scheme is approved by Staffordshire County Council.
- Volunteer drivers receive 45 pence per mile.
- People benefiting from the service must register with the scheme and will pay a fee for each use based on the length of their journey.

24-271 If residents are to benefit from the scheme it will be necessary to secure volunteer drivers from Yarnfield and Cold Meece to supplement the drivers from Eccleshall,

24-272 Details of the scheme are set out in Appendix 6.

24-273 The success of the car share scheme in the parish will depend on recruiting local volunteers willing to give their time and vehicle to form a pool of drivers available in the parish.

24-274 **Resolution:** It was resolved that:

- i. The council promote the scheme to recruit drivers from the parish to become volunteer drivers to help deliver the scheme.
- ii. If new drivers come forward to then offer the scheme to residents living in the parish.

Updates from Parish Councillors

24-275 Nil

Planning – to consider any planning applications in the parish

24-276 Nil

Forward Plan and Events Calendar

24-277 The forward plan for meetings was noted.

Date	Start	Meeting	Venue
4 December	7.30pm	YCM Cllr Informal Briefing	TBC
11 December	7.30pm	Parish Council	Yarnfield Park



Date	Start	Meeting	Venue
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




24-278 Date and time of next meeting  
- 11 December. 2024





Signed  
Chairperson of the Parish Council  
Date: 13 January 2025





Meeting closed 9.11pm

## 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>	

Specification	Provider 1	Provider 2	Provider 3	Provider 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	✓		✓	
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

Specification	Provider 1	Provider 2	Provider 3	Provider 4
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
Cumulative cost Year 1 and 2 costs	£854	£897.98		£1,664.80

*Comment –*

- a. Provider 1 and 4 able to provide a whole package solution - Website, email and office suite
- b. Provider 2 can only provide a partial solution  
Email services would be outsourced to a partner organisation  
MS365 or equivalent would need to be sourced from another provider
- c. Provider 3 no longer provides web 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.

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

Yarnfield and Cold Meece Parish Council Budget 2024/5 Quarter 2 Review								Outstanding commitment	Projected end of year spend	Projected end of Year balance
Line No.		Budget 2024 - 2025	Q1 Spend	Q2 Spend	Q3 Spend	Q4 Spend	Q1 - Q4 Spend			
<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	-
		<b>15,006.00</b>	<b>3,784.94</b>	<b>3,088.59</b>			<b>6,873.53</b>	<b>6,619.94</b>	<b>13,493.47</b>	<b>1,512.53</b>
<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	-
		<b>1,309.00</b>	<b>126.00</b>	<b>-</b>			<b>126.00</b>	<b>1,109.00</b>	<b>1,235.00</b>	<b>74.00</b>
<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
		<b>9,210.00</b>	<b>915.60</b>	<b>3,542.40</b>			<b>4,458.00</b>	<b>3,549.00</b>	<b>8,007.00</b>	<b>1,203.00</b>
<b>Miscellaneous</b>										
14	SBC - civic amenity sites	-					-	-	-	-
15	SBC - election recharge	-					-	-	-	-
		<b>-</b>	<b>-</b>	<b>-</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<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	<b>8,950.00</b>	<b>3,865.61</b>	<b>7,555.89</b>				<b>9,200.00</b>	<b>9,945.61</b>	

<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>
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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>
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<b>Projected end of year expenditure</b>	<b>33,910.08</b>
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<b>Projected end of year balance</b>	<b>7,030.31</b>
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# Yarnfield and Cold Meece Parish Council

## Schedule of Payments - 9 October, 2024

Date	Ref/Chq no	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
				<b>4,234.98</b>	<b>418.00</b>	<b>4,652.98</b>

## Account Transfers - 9 October 2023

From	To

Chairperson:

Date:



13-Nov-24

# Yarnfield and Cold Meece Parish Council

## Schedule of Payments - 13 November, 2024

Date	Ref/Chq no	Payee	Description	NET	VAT	Payment
17-Oct-24	DD	Npower	Defibriliator electric supply charge	3.11	0.16	3.27
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 - Ready Mix Concrete	211.13	42.23	253.36
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
				<b>1,817.25</b>	<b>113.10</b>	<b>1,930.35</b>

## Account Transfers - 13 November, 2024

	From	To	
13-Nov-24	Transfer	Community Account	General Account
13-Nov-24	Transfer	General Account	General Reserve Account
			<b>135.40</b>
			<b>5,000.00</b>
			<b>5,135.40</b>

Chairperson:

Date:

*Sally Paine*  
15-Nov-23



## **Eccleshall Voluntary Car Scheme**

### **THE SCHEME**

The Scheme is approved by the Staffordshire County Council and is run in accordance with their guidelines for such schemes.

The Scheme has been supported by the Eccleshall Parish Council, Eccleshall First Responders, Staffordshire County Councils Members Scheme,

The scheme is coordinated by Peter and Joy Jones who can be reached at 25 Wheelwright Drive, Eccleshall, ST21 6LB or 01785 851381 or email [peterwjones@btinternet.com](mailto:peterwjones@btinternet.com).

### **CAN YOU HELP?**

The scheme needs voluntary drivers with a little time to spare every now and then - if this might be you, please give us a ring and lets talk about it.

November 2023

## **Eccleshall Voluntary Car Scheme**

### **VOLUNTARY DRIVERS**

Local drivers who have their own cars who have a little time to spare and would be willing to provide transport for people in the community.

Drivers receive 45p per mile for journeys.

Insurance companies usually do not charge extra for drivers taking part in this scheme providing they are informed of the details of the scheme and notified as soon as the driver starts working with the Scheme.

Every driver will be D.B.S. checked to ensure that they have no criminal or civil convictions against them.

Scheme drivers are also insured for the time when they help passengers from the vehicle to the door of the destination.

It is NOT a taxi service.

## **Eccleshall Voluntary Car Scheme**

### **Transport to and from Medical Appointments**

Do you need transport to a medical appointment but don't have access to a vehicle.

The voluntary drivers at the scheme can help you with transport to a doctors, hospital, chiropodist, clinic, dentist or any medical appointment.

The scheme has been operating now since 2018 and has over one hundred clients in the Eccleshall general area on its list.



# Eccleshall Voluntary Car Scheme

## HOW THE SCHEME IS FINANCED

Passengers will pay for the service we provide by a small fee based on mileage.

Minimum	£5.00		
to 5.9 mls	£5.00	13-13.9 mls	£7.60
6-6.9mls	£5.50	14-14.9 mls	£9.30
7-7.9mls	£5.80	15-15.9 mls	£9.80
8-8.9 mls	£6.10	16-16.0 mls	£10.30
9-9.9 mls	£6.40	17-17.9 mls	£10.80
10-10.9 mls	£6.70	18-18.9 mls	£11.30
11-11.9 mls	£7.00	19-20 mls	£11.90
12.12.9 mls	£7.20		

These are approximate figures, each journey will be priced and quoted at the time of confirming the booking.

The charge will be calculated from the driver's home and return to the driver's home.

Pro rata rates are available from 20 miles to 40 miles.

Any parking charges would be paid by the passenger.

# Eccleshall Voluntary Car Scheme

## PASSENGERS

To qualify to use the Scheme passengers must register with the Scheme or 'Join the Club'. There is no charge for this.

The completion of a form lets the scheme know the needs of each passenger. How nimble they are, do they need help getting in and out of the car etc.

What their needs are in relation to community transport. Visits to doctors surgery, hospital, other medical appointments etc.

The Scheme can only provide the transport needs depending on when the drivers are available.

The lifts will be provided in private cars and they may not be able to take wheel chairs. If a wheel chair is needed it must be made clear when booking the transport. Passengers should be able to get in and out of a car unaided.

# Eccleshall Voluntary Car Scheme

The E. V. C. S. is a voluntary not-for-profit scheme operating in the Eccleshall area, although not exclusively in the town.

It aims to provide transport for people who have limited or no access to public transport or a private car.

Journeys to doctors surgery, Stafford or Stoke Hospital, other medical appointments etc.

For you to benefit from the Scheme you will need to 'Join the Club' which is free and would then provide the Scheme with details of your needs regarding transport.

Eccleshall People would Help Eccleshall People by providing their own car with themselves as the driver.

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## Eccleshall Voluntary Car Scheme

25 Wheelwright Drive, Eccleshall  
Staffs, ST21 6LB

01785 851381 07815 419166

[www.eccleshallvoluntarycarscheme.org.uk](http://www.eccleshallvoluntarycarscheme.org.uk)

Email: [peterwjones@btinternet.com](mailto:peterwjones@btinternet.com)