

# Stalmine-with-Staynall Parish Council Action Plan 2026 27

## Introduction

This action plan sets out what Stalmine-with-Staynall Parish Council plan to do over the next financial year. The plan considers the issues facing us and our ability to respond with the resources available and how the Council will prioritise those resources. This plan will aid us as a planning tool and as a review process to measure our performance. The Parish Council finances are mainly sourced from the precept which is demanded from Wyre Borough Council in January each year, but the Parish Council will always look at applying for grants that will benefit the local area and its residents.

## Aim

- Stalmine-with-Staynall Parish Council seeks to develop, improve and maintain village services and facilities.
- To promote and protect the safety and interests of all parishioners.
- To represent Stalmine-with-Staynall residents' interests and concerns at local, district and county level.
- To ensure that a budget is set and managed to enable objectives to be achieved and to provide best value.

## What is a Parish Council?

A civil parish is an independent democratic unit for villages, smaller towns & suburbs of urban areas. Each Parish has a meeting of all its electors and where the electors exceed 200 have a Parish or Town Council. Stalmine-with-Staynall Parish Council have 1478 electors however it is anticipated that this number will rise significantly within the next few years due to the Wainhomes development in Stalmine.

The Parish Council is a small local authority; its councillors are elected for four years at a time in the same way as other councils. The next election is in May 2027.

In May, each year the councillors choose a chairperson from their number. In Stalmine-with-Staynall Parish there are currently 5 councillors who make up the Parish Council, with 1 open seat that may filled via Co-Option. The Council employs a part-time qualified Clerk to manage administration, and a part time Lengths Man to manage the general up-keep of the parish, along with a contracted Plants Man, which is renewed every 12-months.

## What do we do?

The Parish Council are the custodian of the Woodland area, and maintain it all year round. It is surveyed each year for any health and safety issues and to ensure it is up to standards. The Parish Council also has assets within the parish that it maintains, repairs and insures they are as follows:

26 Urns, 1 Bin, 10 Benches, 4 Bus Shelters, 2 x notice boards, 3 x Solar SPIDS, Fencing, Railings, Gates, Plaques, Swing Barrier, 2 x Zig Zag Barriers, Lengths Mans storage unit and equipment, Decorative features around the parish (boat feature/plough/tractor bench/woodland art/coronation planter), Parish Woodland Path, Play area.

Adopted 14<sup>th</sup> April 2026 – Action Plan to be reviewed April 2027

Although Wyre Borough Council is the Planning Authority, the Parish Council is consulted on each planning application made in the Parish and these are considered by councillors at each meeting and Wyre Borough are informed of their views.

At each meeting the Council discuss correspondence received from local organisations and residents, community issues are considered for example crime & safety, highways & traffic, speeding, maintenance in the public realm (which need reporting to the appropriate authorities) The Council can act as an advocate for residents, to communicate information and as a liaison point for dealing with appropriate departments of other local authorities to ensure that views, comments and necessary actions are dealt with.

### Accountability

Residents are invited to attend the Annual Parish Council Meeting, and the Annual May Meeting, along with the regular meetings held throughout the year on the second Tuesday of each month.

Details of times, dates can be found on the Parish Council's notice boards, the 'Green Book' and the website <https://www.stalmine-with-staynall-pc.gov.uk/>

At the beginning of each monthly meeting there is allocated time for public speaking, if residents wish to discuss their concerns or provide the Council with any information.

The Accounts are audited each year and are published on the website; there is also a public inspection period for around 6 weeks in the summer which is displayed on the noticeboards and the website.

### What the Council achieved in the last Civic Year (2025-2026)

**Considered** 25 planning applications

**Reviewed** Asset Register, and Asset Register Policy. Policies: Standing Orders, Financial regulations, Risk Management plan and register, Scheme of Delegation and Responsibilities, Annual Parish Council Standing Orders, Review of effectiveness of the system of Internal Control. Data Protection policies, Grant Policy and documents, Employment policies and documents, Complaints Procedure, F.O.I Publication Scheme, Investment Strategy, Co-Option Policy and application form, I.T policy, woodland policy and risk assessment, employee's risk assessments.

**Adopted** All policies and risk assessments, and the new I.T policy

**Trained** The Clerk completed her CILCA qualification, attended Martyn Law webinar. The Clerk attended 2 data protection training sessions. The Clerk retaining and recruiting councillors training. The Clerk along with Cllr Orme, Cllr Muirhead and Cllr Robinson attended the code of conduct training held by Wyre Council.

**Recruited** One new Council members via Co-Option. Plants Man renewed his contract for another 12 months in October 2026.

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**Published** in the monthly 'Green Book' news articles about the Parish Council, on the Council's website and social media, and on its notice boards.

**Maintained** the PROW, Urns and the plants, grass verges, woodland and its surrounding areas, benches and bus stops. Maintained employee's health and safety standards by purchasing P.P.E through-out the year as required.

**Added** A new angle grinder, for the Lengths Man. Planted a live Christmas Tree for the annual community switch on, to encourage biodiversity within the parish, purchased a new yellow book (14<sup>th</sup> Edition Local Council Administration), purchased 2 new benches, a plaque and a flag pole for memorial project.

**Grants** 2 x poppy wreaths in honour of Remembrance Sunday, donated funds for food, drink, and entertainment for the community switch on event. A £500 grant award for project 'A Community Space for all'

**Residents** Listening to resident's concerns over issues within the parish, and assisting them within the powers of the Parish Council.

### What the Council want to do in the civic year 2026 27

Objective	Action Complete	Action Outstanding	Responsibility	Time Scale
<b>Woodland</b>				
To have an annual survey conducted	To be conducted in May/June 26	Unknown until survey undertaken	Council Clerk Tree Surgeon	Oct 26
Maintain health and safety risks i.e. cutting back brambles along the pathway	On going through- out the year	Action taken as required	Council Clerk Plants Man Lengths Man	Through-out the civic year
<b>Events</b>				
Christmas Community Switch On	To be conducted November 2026	Identify Community needs – food/drink contact Over Wyre Brass Band Supply Christmas Tree and lights	Clerk	Nov 26 – Dec 26
Unveiling the War Memorial	Dependant on completion of project	Identify invites/and attendance Time and date of event Any items to be purchased	Clerk Council	By Summer 26

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		Advertisement of event – Green Book/notice board/word of mouth/social media		
<b>Maintenance</b>				
To Ensure all council assets are maintained in a safe and proper way	Ongoing asset inspections	Continuing asset inspections Raising of issues to Clerk To review and maintain asset register	Clerk Plants Man Lengths Man	Through-out the civic year
<b>Planning</b>				
Consider all planning applications which fall within, and impact upon the Parish	On going through- out the year	To ensure all planning applications are referred to councillors and included on the agenda when possible. Clerk to seek time extensions from Wyre Borough Council when necessary. Ensure that council's objections / comments are formerly reported to the planning authority in time. To ensure the views of the Parish residents are known on large planning applications taking place in the vicinity of the Parish Council.	Clerk Council	Through-out the civic year
<b>Infrastructure</b>				
To seek that parish infrastructure including, all roads, pavements, verges, open spaces, trees and hedgerows are adequately managed and maintained.	Advertise the County Councils Love Clean Streets reporting App, through all Parish Council's media sources. Respond to residents' concerns effectively.	Raise further issues as raised by community	Clerk Councillors Community Lengths Man Plants Man	On going
Implementation of traffic calming measures	Solar SPIDS installed around the village. Meet with local police Sergent to discuss further measures.	Download SPID information to monitor impact, and pass on to the relevant sources.	Clerk Council	Through-out the civic year as required

Public Rights of Way	Maintain the PROW, ensuring bridle ways are cut back in the summer months, and foot bridges are maintained and repaired.	Monitor for growth of PROW during the warmer months, and check foot bridges regularly	Clerk Council Lengths Man Plants Man	Through-out the civic year as required, but monitor closely in the warmer seasons.
Support and promote groups and organisations within the Parish	Councillors where possible to attend organised events. To promote organised events through the website and social media. Investigate a local grants scheme to support local charities, events & community projects.	N/A On-going through-out the year	Clerk Council	On going
<b>Community Engagement</b>				
Upgrade Parish Web Site to facilitate openness, ensure continued compliance with Transparency and Accessibility Regulations	Website was up-dated by provider in March 2026 to meet accessibility requirements, and is an. Gov domain Councillors and clerk's photos to the website	None - outstanding	Clerk	On-going website will be updated as required.
To encourage Wyre Borough, Lancashire County Councillors, and the local police to be involved with the community	Invite Wyre Borough, Lancashire County Councillors, and the local police to Parish Council meetings.	Continued each month a meeting is held, agenda sent out to the Wyre Borough, Lancashire County Councillors, and the local police.	Clerk Councillors	On going
Maintain and update village notice boards	Ensure that village notice boards are maintained and that literature displayed is current, relevant and well presented. Ensure that Council meeting agendas	Up-dated and cleaned regularly	Clerk	On going

	and other required notices, are displayed at appropriate dates and for appropriate periods.			
Develop Community Relationships	To include item in local free magazine Included item in village Newsletter and meetings via Facebook page Acquired ID badges for councillors and clerk from Wyre.	Continue promotion of Parish Council at events. Cllr Peter Muirhead to lead, with Council surgeries being introduced held at Preesall Youth Centre. Purchase Hi-Viz jackets for Council employees for safety and PC promotion Actions – on going	Clerk	On going Council
Website, social media	Encourage dialogue with residents and encourage participation at council meetings.	Share other neighbouring Parish Councils/ Borough Councils/ local groups/ local schools' information and events and ask them to reciprocate	Clerk	On going through-out the year.
<b>Training</b>				
Training for 1 new Councillors (1 x open seats at present) Clerks – on-going training as required Councillors – on-going training as required	To encourage and support training and development opportunities for councillors, and support the clerk.	To notify and promote attendance at appropriate training courses for new and existing councillors to enable them to better assist the council in achieving its aims and objectives. To ensure sufficient funding is provided through the annual budget	Clerk Councillors	Clerk – on going Councillors – on going
<b>Governance</b>				
Transparency Code compliancy	Publish Annual Governance Audit Review, end of year accounts, agendas, minutes, and means of contacting the Council on the website and	Publish External Audit Report and Notice of Conclusion of audit year end 2025/26	Clerk	September 26

	noticeboards (where applicable)			
Ensure council policies and procedures are reviewed and updated as necessary	Follow Policy Schedule	Policies/procedures to be scheduled for review throughout the year as appropriate	Clerk Council	On going
Ensure that the Council meets Health and Safety requirements for its staff, councillors and public at events and activities.	Renew insurance, obtain 3 new quotes to present to Council as current provider runs out on 1 <sup>st</sup> June 26	Keep insurance details up-to-date and inform provider of any changes as they occur. Council to resolve on insurance quote at May's meeting.	Clerk Council	Annually, unless amendments are required
Ensure the council has access to professional guidance, advice, and training	Maintain subscriptions for Society of Local Council Clerks (SLCC), NALC, LALC and ICO	required subscriptions paid for the year in May and June 26	Clerk Council	Annually
<b>Other</b>				
War Memorial project	Resolved at meeting the design, location and purchases for project. Wyre Borough Council have agreed to the project.	Start the ground work, order the benches, plaque, flagpole, flag, stone centre piece, materials and floral decoration to ask Stalmine Scouts to help plant the flowers/shrubs	Clerk Lengths Man Plants Man	Summer 26
Electric Supply to Lengths Man's Storage Unit	Resolved at meeting budget 2025/26 precept, to earmark £1,500.00 and to add £1,500.00 at November 25 budget 2026/27 precept	Research information and suppliers, put information forward to Council to be resolved	Clerk Council	March 27

New Fencing at Playing field next to the carpark	Resolved at October 25 meeting projects for 2026/27 precept to add £3000 to project	Council resolved to use M.T.C Fencing contractor minute reference 98.11 (2025 26)	Clerk Council	Summer 26
To purchase Lengths Man a new electric saw	Resolved at October meeting for the budget 2026/27	Lengths Man to order saw from Screwfix	Clerk Lengths Man	Spring 26