

## STALMINE-WITH-STAYNALL PARISH COUNCIL

### Minutes of the ordinary meeting of the Parish Council held on Tuesday 13<sup>th</sup> May 2025 at 7.15pm in the Village Hall Stalmine

**Present:** Cllr Phil Orme (Chair), Cllr Peter Muirhead (Vice Chair) Cllr Chris Mills (Planning Ambassador), Cllr Rob Drobný

**In attendance:** Debbie Smith Clerk.

#### 21.1(2025-26) Apologies for absence Nil

#### 22.2(2025-26) Declaration of interests and dispensations Nil

#### 23.2(2025-26) Public participation No public members were in attendance.

#### 24.4(2025-26) Planning

Application Number: 25/00394/COUQ

Proposal: Prior Notification under Class Q of the GDPO for a change of use of agricultural buildings to create 7 self-contained residential dwellings ranging between 2 - 3 bedrooms.

Location: Burrows Farm Burrows Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

The Council **resolved** to not object to the application, the council noted that they would like to see a bee block included in each residential dwelling.

#### 25.5(2025-26) Finance

##### a) The Council **noted** the following receipts in April 2025

Receipt Name	Details	Date of Receipt	Amount
Wyre Council	Precept	7 April 2025	£43,809.00

##### b) The Council **resolved** to **approve** the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
Payroll	April 2025 payroll paid in May 2025	7	£1,478.72
Les Needham	Lengths man expenses (April millage/petrol)	8	£45.50
MS Garden Maintenance	Invoice #0168 (Plants Man)	9	£510.00
MS Garden Maintenance	Expenses for April (Plants Man)	9	£13.91
Debbie Smith	Clerk's homeworking April 2025	10	£18.00
Wyre Builders	Thermal Grip Glove – Invoice SI0453836	11	£5.00
Jan Finch	Internal Audit Fee	12	£175.00
Clear Councils Insurance	Cover for 2025-26 Invoice - LCO2900	13	£893.76
Clerks annual SLCC membership	SLCC- Inv MEM254040-1	14	£190.00
LALC Inv-56178	NALC/LALC/CtAS subscription	15	£343.65

Please note the invoices below was received after May's agenda was published. The invoices due date is outstanding; under clerk's delegations these invoices has been paid to avoid a late payment penalty.

Payment Name	Details	Cash Book BAC's/card Ref	Amount
Mower Power	2 x hub cap for mower Invoice No,158013	16	£6.99
Towers and Gornal	Payroll Jan-Mar Invoice No.21396	17	£97.20

##### c) The Council **noted** the following payments by direct debit:

Company Name	Details	Payment Date	Amount
Easy Websites	Monthly fee removed from April due to overpayment	N/A	N/A
Unity Trust Bank	Monthly Service Charge	30 April	£6.00

d) The Statement of Account was provided; Bank Statements were available at the meeting. The Council **resolved** to accept the documents as a true reflection of the Council position and were signed by the Chairman. The statement of account for April 2025 showed a balance of £89,146.29

#### **26.6(2025-26) Auditors Report and Recommendations**

Councillors **noted** the internal auditor conducted Parish Council's audit week commencing 14 April. Councillors read and **noted** the auditor's report.

Councillors **noted** and **resolved** the auditor's recommendations below-

i) *Update the Council's Financial Regulations with the current version available from NALC.*

Councillors reviewed and **resolved** to **adopt** the updated Financial Regulations

ii) *The Clerks Delegations need to align with the Financial Regulations, and make clear the use of the debit card within the Clerks Delegations.*

Councillors reviewed and **resolved** to **adopt** the updated Clerk's Delegations.

iii) *Ensure the Council carries out a review of the effectiveness of internal control each year.*

Councillors reviewed and **resolved** to **adopt** the Review of Internal Control Document.

iv) *The Contract for Payroll Services was signed in 2016. It may be wise to discuss the content with the provider to ensure it remains fit for purpose*

Councillors **noted** that the Clerk will update the Council accordingly of any developments with the contract.

v) *Consider adding a column to show disposal date on the disposals page within the Asset Register.*

Councillors **resolved** to **re-adopt** the changes to the Asset Register.

vi) *The minutes do not record that the Terms of Reference/Appointment were considered or approved. A document headed "Internal Audit Terms of Reference" has been provided but this is dated September 2023.*

Councillors **resolved** to **re-adopt** the changes to the Internal Audit Terms of Reference. The Clerk inform the council that proper practises will be held upon the next appointment of the auditor.

#### **27.7(2025-26) Annual Governance and Accountability Return 2024/25**

i) Section 1 – Annual Governance Statement 2024/25. The Chair read through each point of the Annual Governance Statement, and the council **resolved** to **approve** Section 1. The Chair and the Clerk then signed section 1 of the Annual Governance Statement to confirm it had been approved by the council.

ii) Section 2 – Accounting Statements for the year ended 31 March 2025 had been prepared and signed by the Responsible Financial Officer (RFO/clerk) as confirmation that the accounts have been prepared on a receipts and payments basis. The Chair read through Section 2 of the Accounting Statement and the council **resolved** to **approve** Section 2 of the Accounting Statement. The form was dated and signed at the meeting by the Chair to confirm that the accounts have been **approved** by the council.

iii) Councillors **resolved** to approve the dates for the notification of public rights to inspect the unaudited accounts as being the period between 3 June 2025 and 14 July 2025. Confirmation of these dates will be published on the council's website and placed on the notice boards by the clerk.

#### **28.8(2025-26) Training Policy**

Councillors reviewed the Training Policy and **resolved** to **adopt** the new Training and Development Policy.

#### **29.9(2025-26) LALC Conference**

Councillors discussed the matter, Cllr Rob Drobny and Cllr Phil Orme will be attending on behalf of Preesall Town Council. Cllr Pete Muirhead was unable to attend, and the Council **resolved** if Cllr Chris Mills is able to attend it would pay the £50 cost.

### ITEMS FOR INFORMATION ONLY

#### **30.10(2025-26) Reports from outside bodies**

Cllr Peter Muirhead reported that he had attending the Area LALC meeting, and it was very informative as the Governance Director from Wyre Borough Council spoke about how they keep an eye on Council's and how they are available for guidance, and if there are any complaints. He also reported that he had attended Preesall Town Council's May Day event, and remarked that it was community spirited and it would be a great idea if Stalmine-with-Staynall Council could do something similar, but smaller to engage the community, and the Council agreed with him.

Cllr Chris Mills also reported that Wyre Villa Football Club had a charity event, and the Council being involved with community events such as that is another way to engage with residents, the Council also agreed.

The chair reported that he had attended the Flood Forum held at the Civic Centre and the Over Wyre working group.

### **31.11(2025-26) Clerks Report**

#### **Stalmine Play Ground Area**

Playground inspections for April 2025 have shown no issues, apart from a section of the wood frame holding the bark on the zip wire area was loose, this has been re-fitted with a new piece of wood.

#### **Photo ID Badges**

Those members who have sent over their photos have now been sent to Wyre for processing, once all photos have been received, they will have produced and I will collect them from the Civic Centre.

#### **Barrier**

The barrier is now closed, until further notice as advised from Wyre.

#### **Memorial Project**

I have drawn up a plan for the project, and this has been sent to Wyre. I will update the Council accordingly.

#### **Woodland**

The Woodland is due to be surveyed on Tuesday 13th May, I will update the Council of any findings and send the report out via email.

### **32.12(2025-26) Wyre councillor report**

Nil

### **33.13(2025-26) Questions to councillors**

Cllr Rob Drobny asked if there was any update on the bus shelter windows, and the clerk confirmed that Wyre Borough Council cleared away the glass, and are responsible for replacing them. Cllr Peter Muirhead asked the Council if at Stalmine Primary School summer fair if it was a good idea to have a table/stall there promoting the Council and what it does for the community with a suggestion box, and for residents to engage with the Council.

### **34.14(2025-26) Date and time of next meeting**

The next meeting of the Parish Council is proposed for Tuesday 8 July 2025 at 7pm.

Councillors are asked to raise matters to be included on the agenda for the next meeting of the Parish Council either at the meeting or by notifying the clerk at least 10 days prior to the next meeting (**Friday 27th June at the latest**), with a summary of the reason for raising the matter.

The chair closed the meeting.