

STALMINE-WITH-STAYNALL PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on Tuesday 14th May 2024 at 7.00pm in the Village Hall Stalmine

Present: Cllr Phil Orme (Chair), Cllr John Bell-Fairclough (Vice Chair), Cllr Rob Drobny, Cllr Chris Mills, Cllr Peter Muirhead

In attendance: Debbie Smith Clerk.

17(1) Election of Chair for the 2024/25 civic year

Councillors **resolved** to elect Councillor Philp Orme as the chair of the council for the 2024/25 civic year

18(2) Election of Deputy Chair for the 2024/25 civic year

Councillors **resolved** to elect Councillor John Bell-Fairclough as the deputy chair of the council for the 2024/25 civic year

19(3) Election of Planning Ambassador for the 2024/25 civic year

Councillors **resolved** to elect Councillor Chris Mills as the planning ambassador of the council for the 2024/25 civic year

20(4) Apologies for absence

Nil

21(5) Declaration of interests and dispensations

Nil

22(6) Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes of the Ordinary Parish Council meeting, held on 9th April 2024.

23(7) Public participation

Nil

24(8) Planning

Application Number: 24/00333/FUL

Proposal: Proposed detached garage

Location: Dansons Farm Staynall Lane Hambleton Poulton-Le-Fylde Lancashire

The Council **resolved** to not object to the application, and made no further comments.

25(9) Finance

To note the following receipts in April

Precept for 2024/25 (please note precept less poll expenses £122.65)	£40,080.35
VAT Claim for QRT4 of Civic year 2023/24	£2,658.71

b) To approve the following payments

April 2024 payroll paid in May	£1,167.43
Clerk's homeworking April 2024	£18.00
Lengths man expenses (April millage & petrol)	£48.13
MS Garden Maintenance Invoice # 0088	£420.00
MS Garden Maintenance expenses for April	£14.25
Clerks SLCC Membership	£183.00
Wyre Brough annual playground inspections April 24-March 25	£1,200.00
Clear Councils (formally known as BHIB) Annual council insurance	£755.21
LALC Membership (NALC/LALC/Contribution to area secretary)	£349.71
Towers & Gornall (payroll for Jan 24 – Mar 24)	£117.60
SLCC (training for the clerk introduction to CILCA)	£60.00
SLCC (training for the clerk operation London Bridge)	£36.00
LALC (breakthrough training for Cllr J. Bell-Fairclough)	£30.00
Jan Finch (internal audit fee)	£175.00
Debbie Smith (Reimbursement of new padlock)	£35.52

c) **To note** the following payments by direct debit:

Easy Websites (monthly hosting fee)

£40.92

Councillors noted that there was an increase of £5.28 due to the two additional email addresses for the new council members.

d) The Statement of Account was provided; Bank Statements were available at the meeting. It was **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 showed a balance of £78,487.49

26(10) Annual Governance and Accountability Return 2023/24

i) Section 1 – Annual Governance Statement 2023/24. 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 2024 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.

In addition, councillors noted that the internal auditor conducted the audit week commencing 1 April. A copy of the report was emailed to Councillors. Councillors **resolved to approve** the report and recommendations.

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 2024 and 12 July 2024. Confirmation of these dates will be published on the council's website and placed on the notice boards by the clerk.

27(11) Auditors Recommendations

i) The council **resolved** to accept the clerk's explanation that the VAT return was filed incorrectly and would be filed correctly in future, and that any future changes to direct debits will be clearly documented within the minutes.

ii) The council **resolved** to accept that the clerk would check the authorising documents, and ask councillors to make any amendments should they be required.

iii) The council **resolved** that the clerk should not use a personal card to make purchases and the use of the Viking account would be used instead. The council **resolved** that an Amazon Business account should be set up.

iv) The council **resolved** to accept the clerk's explanation, and that future budget/precept headers would be made clear within the minutes.

v) The council **resolved** to accept the clerk's explanation and all future changes to the contract of employment will be put in writing to the staff members and signed by either the Clerk or the chair.

vi) The council **resolved** to changing the format of the asset register so that additions and disposals can be more easily tracked. The council **resolved** to use the original cost to value its assets. The Council **resolved** to adopt a policy on how it will value its assets using the original value. These changes will be implemented by the clerk, and an Asset Policy will be provided at June's meeting for the council to consider and adopt.

vii) The council **resolved** to moving to a "gov.uk" domain to demonstrate the council's official local government status. The council **resolved** that all councillors use the official Stalmine parish council email address. These actions will be implemented by the clerk in accordance with the website company currently used.

viii) The council **resolved** to accept the clerk's explanation, and the correct form to notify the public of the accounts is unaudited is used in future. The relevant dates when approving the AGAR have now been minuted in section 26(10) iii of May's minutes.

28(12) Calendar of Parish Council meetings for the 2024/25 civic year

Councillors **resolved** to approve the dates of the meetings for the 2024/25 civic year:

11th June 2024 / 9th July 2024 / 10th September 2024 / 8th October 2024 / 12th November 2024 / 10th December 2024 / 14th January 2025 / 11th February 2025 / 11th March 2025 / 8th April 2025 / 13th May 2025

29(13) Carpark barrier rota

Councillors **resolved** on the persons opening and closing the carpark barrier. The completed rota will be sent out via email to councillors by the clerk. Future barrier rota's will be completed either before or after the meetings.

30(14) Wyre Area Committee

The Council **resolved** to have Cllr John Bell-Fairclough and Cllr Chris Mills representing the parish council at meetings. The clerk will provide any contact information to the secretary of the Wyre Area Committee.

31(15) Operation London Bridge Policy

Councillors **resolved** on any actions to be taken on the protocol Operation London Bridge (death of the sovereign) The clerk will up-date the protocol for it to be considered and **adopted** at the June's meeting.

ITEMS FOR INFORMATION ONLY

32(16) Reports from outside bodies

The clerk informed the council that she had received an email from Denise Creighton (police community support officer), that there was nothing to report for Stalmine, but noted that there are historical gatherings at Stalmine quarry (Highgate Lane), and expect this activity to continue with the good weather and they have a plan to attend on key days.

Cllr John Bell-Fairclough informed the council that Saint James's church is to attend a meeting on the 20th May, in which the permanent Christmas tree will be discussed to be placed on the church grounds, in which the council will pay for.

33(17) Clerks Report

Stalmine Play Ground Area

Playground inspections for April 2024 have shown no issues.

Training

Training has been booked for the Cllr members and myself. There is an issue with booking the Nimble training on LALC's side, and I am waiting for an up-date from Val on this matter. My webinar training for the CILCA qualification has been delayed I am awaiting a new date for the training, and I will then apply for the qualification.

Tree Survey

I have contacted Daneil and he has given a quote for £450.00 this includes VAT. He should commence with the survey on 31 May from 9am if any council members wish to go along and ask him any questions.

Litter and YUK Signage

I have spoken to the Lengths Person about placing the signage up, and given him the councils suggestions. I have also told him to place where he thinks they are best situated. The YUK signage has been advertised in the Green Book.

Website

I have met with James and talked and agreed about up-dating the website with accessibility in mind and giving more details on what the parish council do. This is complete and the website is fully updated.

Spids

All three Spids are now fully up and working. I have the keys to the padlocks which keep them secure, and the data tools to download any information locked away in my cabinet. The parish has been informed via the council's social media page.

Woodland grant for repairs

Stalmine do not qualify for the grant as stated by Alisa from Wyre Borough –

If you were simply looking to lay down paths with purchased material then it would not unfortunately meet the eligibility criteria.

I would suggest that this maybe something that the council looks into for next year's budget, as it will be a large project. I have recently walked through the woodland and it has dried up so will be usable at present.

Plants Man

The plants man has been asked to plant low maintenance shrubs in the area, where the barrier footing ground has been disturbed. He will commence with this job over the next few weeks.

34(18) Wyre councillor report

Nil

35(19) Questions to councillors

Cllr Rob Drobny informed the members that he has recently completed a road closure course, and should it be required at Stalmine for any future community events he is able to help out.

Cllr Chris Mills asked the council if the section 106 with Wainhomes in relation to the Greenland/Woodland space would there be a consultation with the parish council. The chair explained that the money agreed would go to Wyre Borough for them to spend on this area, and it maybe a good idea to contact Jane Ferguson at Wyre to find out any information on the matter.

36(20) Date and time of next meeting

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 30 May at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council is proposed for **Tuesday 10 June 2024** at 7.00pm.

The chair closed the meeting.