

## STALMINE-WITH-STAYNALL PARISH COUNCIL

### Minutes of the Annual Meeting of the Parish Council held on Tuesday 12 May 2026 at 7.00pm at the Village Hall, Stalmine

**Present:** Cllr P Orme (Chairman), Cllr Peter Muirhead (Vice Chair), Cllr Julie Robinson, Cllr Rob Drobny, Cllr Richard Jebb

**In attendance:** Debbie Smith, Clerk to the council,

#### **15.1(2026 27) Apologies for absence**

Nil

#### **16.2(2026 27) Declaration of interests and dispensations**

Over planning application 26/00327/FUL, Cllr Orme declared that he has supported the donkey sanctuary charity for 30 years.

#### **17.3(2026 27) Election of Chair for the 2025/26 civic year**

Cllr Peter Muirhead **proposed**, Cllr Julie Robinson **seconded**, it was **resolved** that Cllr Phil Orme be elected as Chairman for the 2026/27 civic year. Cllr Phil Orme read aloud, and signed the Declaration of Acceptance of Office. This was witnessed and signed by the Proper Office Debbie Smith.

#### **18.4(2026 27) Election of Vice Chair for the 2025/26 civic year**

Cllr Rob Drobny **proposed**, Cllr Phil Orme **seconded** and the council **resolved** that Cllr Peter Muirhead be elected as Vice-Chairman for the 2026/27 civic year. Cllr Peter Muirhead read aloud, and signed the Declaration of Acceptance of Office. This was witnessed and signed by the Proper Office Debbie Smith.

#### **19.5(2026 27) Appointment of council member to the subject lead of Planning Ambassador**

Cllr Peter Muirhead **proposed**, Cllr Rob Drobny **seconded** and the council **resolved** that Cllr Richard Jebb be elected as Planning Ambassador for the 2026/27 civic year. Cllr Richard Jebb read aloud, and signed the Declaration of Acceptance of Office. This was witnessed and signed by the Proper Office Debbie Smith.

#### **20.6(2026 27) Minutes of the last meeting**

Councillors **resolved** to approve as a correct record the minutes of the Parish Council meeting held on 14<sup>th</sup> April 2026. The chair signed the minutes.

#### **21.7(2025 26) Calendar of Parish Council meetings for the 2026/27 civic year**

Councillors **resolved** to approve the following dates of the meetings for the 2026/27 civic year: July 7<sup>th</sup>, October 13<sup>th</sup>, November 10<sup>th</sup>, January 12<sup>th</sup>, March 9<sup>th</sup>, April 13<sup>th</sup>, and May 11<sup>th</sup>. It was **resolved** to still pay for every second Tuesday of each month for 12 months in the event other meetings may need to be held.

The clerk will confirm the dates with the Village Hall. Once confirmed, a full annual invoice for the rental of the meeting room will be provided.

The May Ordinary Meeting followed.

#### **22.8(2026 27) Public participation**

The council **resolved** to adjourn the meeting to allow non-council members to speak.

Two members of the public were present at the meeting. One member was a PSCO, who updated the council with information on recent developments within the community. They are currently working with Wyre Borough Council addressing the issue of abandoned cars, and that the lay-by is currently clear at present, and they are currently collecting intel on the E Bike riders.

One member was present to update the council that he had got in touch with County Cllr Nigel Alderson, and he attended a meeting with residents over the planning application of 79 dwellings of Stricklands Lane. The member confirmed that Highways are now treating the A588 as a street, and LCC Cllr Alderson was in disbelief over the report and will try to attend the planning meeting at Wyre. MP Cat Smith has also written to highways supporting the residents over objecting to the application. Highways have responded to Cat Smith explaining they are happy with access point, and propose another bus stop to be placed, and additional car parking spaces. They also see no issues over past accidents near the proposed site. He also noted that he was happy with the reduction of litter around Sower Carr Lane.

The council **resolved** at the conclusion of the public session to reconvene the meeting.

### 23.9(2026 27) Planning

The Council are to **note** the following planning application(s) have been **resolved** via email due to the deadline before May's meeting.

Application Number: 26/00263/FUL – deadline 8th May 2026

Proposal: Change of use of first floor of Shippon building to one bedroom holiday accommodation.

Location: The Hayloft Brick House Lane Hambleton Poulton-Le-Fylde Lancashire

The council **resolved** not to object to the application, but noted that it would add to the increase of traffic down Brick House Lane.

The Council are asked to **consider** the following application(s) and **resolve** whether they wish to make any comments.

Application Number: 26/00327/FUL

Proposal: Erection of agricultural storage building, donkey shed, toilet block for staff and associated hard standing

Location: Brick House Farm Brick House Lane Hambleton Poulton-Le-Fylde

The council **resolved** to not object to the application, but noted that the application would add to the increase of traffic down Brick House Lane, which is a narrow unpathed, unlit country lane.

Application Number: 26/00370/FUL

Proposal: External re-modelling, together with amendments to the front driveway, rear single storey extension and rear two store connected annex.

Location: 4 Smithy Close Stalmine-with-staynall Poulton-Le-Fylde Lancashire FY6 0LX

The council **resolved** to not to object to the application no further comments were made.

Application Number: 26/00359/FUL

Proposal: Erection of agricultural storage building and formation of wildlife pond with associated hardstanding (retrospective)

Location: The Field Adjacent Beech Dene Carr Lane Stalmine Poulton-Le-Fylde Lancashire

The council **resolved** to not to object to the application no further comments were made.

### 24.10(2026 27) Finance

#### a) The council **noted** the following receipts in May 2026

Receipt Name	Details	Date of Receipt	Amount
Virgin Money Bank	Cash Back of Card Purchase	07/04/2026	£2.12

#### b) The council **approved** the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
HMRC	NI/Tax	14	£332.28
Payroll	April 2026 salaries paid in May 2026	15,16	£1,081.96
Les Needham	Lengths man expenses (April millage/fuel)	17,18	£33.29
MS Garden Maintenance	Invoice #0255 (Plants Man)	19	£408.00
MS Garden Maintenance	Expenses for April (Plants Man)	20	£14.98
Debbie Smith	Clerk's homeworking April 2026	21	£18.00
Jan Finch	Internal Auditor's Fee	22	£175.00
SLCC	Annual Membership Fee	23	£200.00
LALC	Subscription for NALC/LALC/Area Secretary	24	£345.06
Homecare & DIY	Graden trowel/grey undercoat/rood & gutter sealant	25	£22.49
Astro Signs	2 x roll up SwSPC banners	26	£132.00
Cumbria Tree Surveys	Woodland survey	27	£410.00
Wyre Building Supplies	5 tonne MOT Type 1/Geotextile 2 x 50mtr roll	28	£272.50
Wyre Building Supplies	Threaded bar/nuts/bungee cord/washer/wood treat	29	£61.51
Wyre Building Supplies	Treated wood	30	£53.69

Wyre Building Supplies	Half round nails/5lt wood treatment	31	£49.25
Wyre Building Supplies	75mm pencil round	32	£15.84
Towers & Gornal	Pay roll company for 1 <sup>st</sup> Jan – 31 <sup>st</sup> March 26	33	£115.80
Amazon Business	Printer Ink Paid on April 21 <sup>st</sup> 2026	<b>CARD</b>	£149.98

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

Company Name	Details	Payment Date	Amount
Easy Websites	Monthly hosting fee	1 May	£50.16
Unity Trust Bank	Monthly service charge	31 May	£7.00

d) The council **noted** the statement of accounts, closing balances at 30 April 2026. Virgin Money £37,352.08 and Unity Trust bank £61,262.18. The 30 April 26 bank reconciliation totals £98,614.26.

#### e) Council Insurance

The council's insurance is due for renewal as the three-year term with Clear Council's is due for renewal. The council discussed the quotes provided by the clerk and **resolved** to renew the three-year term with Clear Council's.

### 25.11(2026 27) Auditors Report and Recommendations

The council **noted** the internal auditor conducted Parish Council's audit week commencing 13 April 2026

The council **considered** the auditor's recommendations below –

- a) Auditors report - There were two occasions where one authorised signatory had not ticked to accept that the payments were correct.  
Auditor's recommendation - Ensure both authorised signatories tick to accept that the payments listed are correct.

The council **noted**, members who authorise payments are to tick where appropriate, and the clerk will check this has been maintained throughout the financial year.

- b) Auditors report - Payroll is carried out by professional accountants and there is a signed contract in place. The payroll provider is notified, following approval by Council, when any change to pay rates or hours of work are made and the appropriate salary adjustment is made. The backpay following the national pay award is calculated by the Clerk and confirmed with the payroll provider. Not all evidence to support the calculation was provided although national pay award documents are available widely on the internet and the calculation checked as correct to confirm the audit trail  
Auditor's recommendation - 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. Provide all supporting evidence required for a full audit trail.

The council **noted** the clerk has created an internal document to follow to provide the correct audit trail for the supporting evidence in regards pay rises. The council **resolve** to accept the updated contract. The clerk will electronically sign the contract and inform Towers & Gornal (payroll company).

- c) Auditors report - The parish council website contains an accessibility statement that is dated 5 March 2026. This states that the website is partially compliant with the Web Content Accessibility Guidelines 2.2AA standard as it contains some documents pre-23 September 2018 that are not covered by the Guidelines. The testing was carried out by the website developer and host (Easy Websites). The accessibility statement confirms that the parish council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications (No 2) Accessibility Regulations 2018 but it does not say that it meets these requirements. However, it does provide information on the wider requirements of these regulations.  
Auditor's recommendation - This is a new test for internal audit and there is a limited amount of information and advice available in the Practitioners' Guide. Further guidance should be available in coming years. The parish council should ensure it reviews both the website and the statement regularly by building it into the scheduled review timetable.

The council **noted** the clerk has now added this to the schedule review timetable, and will be scheduled for review and resolution at future meetings.

- d) Auditors report - The Council has published a suite of policies relating to both the 2016 and the 2018 legislation and these were reviewed and updated at the 14 October 2025 meeting (min 57.10 refers). Although the Data Protection Policy states that the Council is the Data Controller there is no explicit mention of it also being the Data Processor although this is certainly implied in the documents.

Auditor's recommendation - Ensure that policy documents show explicitly that the parish council recognised that it is both the Data Controller and the Data Processor.

The council **reviewed** and **resolved** to **accept** the updated Data Protection Policy with the auditor's recommendations incorporated into the policy.

- e) Auditors report - The Council demonstrates its approach in the suite of documents above. It conducts a regular data audit (Data Audit Schedule approved 14 October 2025 meeting (min 57.10 refers). The Clerk has carried out data protection training and two councillors are involved in data protection in their work. There is no record of the other three councillors undertaking such training

Auditor's recommendation - Ensure that all councillors receive training on data protection principles. This does not necessarily mean attending a training course. It may involve guided reading with councillors signing to confirm that they have undertaken the reading.

The council were provided with the data protection link, and a word copy of the information provided by NALC, prior to the meeting to meet the literature requirement in accordance with the auditor's recommendations. Councillors signed and dated the confirmation document, witnessed by the proper officer to state that they have read and understood the data protection information provided by NALC. The signed confirmation documents will be kept on file, and provided at the next audit.

- f) Auditors report - The April and May (ordinary) agendas both summon councillors to attend the March meeting although the date of the called meeting is correct.

Auditor's recommendation - Take care to ensure the correct month is used.

The council **noted** the clerk will double check for human admin errors.

- g) Auditors report The Council claimed the General Power of Competence at its October 2025 meeting on the basis that the Clerk had gained an appropriate qualification. However, there are two eligibility criteria to be met. These are (broadly) that at least two thirds of councillors were elected rather than co-opted and the Clerk holds a relevant qualification. The Council could not meet the first of these criteria in that five councillors were elected at the last ordinary election and only two of those councillors were in office on the date on which the Parish Council claimed the General Power

Auditor's recommendation - The Council is advised to check whether it has used the General Power of Competence and take appropriate advice on how any such decisions should be dealt with. In addition, the Council must resolve, as soon as possible, that it had erroneously claimed the General Power of Competence

The council **noted** that all though it does not particularly affect the running of the council. The council's grant policy has been amended to reflect this error. The Council **reviewed**, and **resolved** to **accept** the revised Grants policy to reflect the amendments in relation to the General Power of Competence.

- h) Auditors report - The October agenda and minutes show that a confidential staffing matter was discussed but the wording is not correct. Advice on the correct approach has been given separately to the Clerk.

Auditor's recommendation - Take note of the advice given.

The council **noted** the auditor and the clerk discussed the correct wording and approach under excluded the public and the press for staffing matters. The clerk now has created a document to refer to when excluding the public and press is required within the agenda. The council **noted** this has now been implemented under agenda item 20.

## **26.12(2026 27) Annual Governance and Accountability Return 2026/27**

Councillors **considered** and **resolved** to **approve**:

### **i) Section 1 – Annual Governance Statement 2025/26**

The chair read through each point of the Annual Governance Statement, and the council **resolved** to approve Section 1. The Chair and the Clerk signed section 1 of the Annual Governance Statement to confirm it has been approved by the council.

### **ii) Section 2 – Accounting Statements for the year end 2025/26.**

This has been prepared and signed by the Responsible Financial Officer as confirmation that the accounts have been prepared on a receipts and payments basis. The council **resolved** to **approve** the Accounting Statements for the year end 31 March 2026. The form was dated and signed by the chair to confirm that the accounts have been approved by the council.

### iii) Dates for the notification of public rights to inspect the unaudited accounts

Councillors are asked to **approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between Wednesday 3 June 2026 and Tuesday 14 July 2026. Upon the approval of the council the clerk will publish the notification of public rights on the council's website and notice boards Wednesday 13<sup>th</sup> May 2026.

The council **noted** the clerk/RFO will now proceed with the external audit after May's meeting.

### **27.13(2026 27) General Power of Competency**

The clerk informed the council why they it is not eligible for the General Power of Competency, although they have a qualified clerk in post, they are also required to have two thirds of its members elected, not co-opted. The council **resolved** to understand and **accept** they are not eligible for the General Power of Competency at the present date, but will be next year at the next Annual May Meeting if 2/3 thirds of members are elected and there is a qualified clerk in post.

### **28.14(2026 27) Woodland Survey Report and Woodland Maintenance Work**

The woodland survey has been completed which was to the council. The council **noted** the works required to adhere to health and safety concerns. The council **resolved** for the maintenance work to be completed by Special Branch Tree Services costing £2,250.00 the clerk will co-ordinate with the contractor after the meeting for the work to commence.

## ITEMS FOR INFORMATION ONLY

### **29.15(2026 27) Reports from outside bodies**

Cllr Muirhead informed the council he had attended the Wyre Area LALC meeting, which was summarised in the clerk's report, and he attended the Preesall Town Mayor Making meeting. Cllr Drobny informed the council he attended the quarry appeal, and it hopes it will be August when the decision is agreed. Cllr Orme informed the council that there has been work and evidence provided so the road cannot be widened.

### **30.16(2026 27) Clerks Report**

#### Stalmine Play Ground Area

Playground inspections for April 2026 show no issues, and the wood edging for the zip line has been repaired.

#### Plants Man's

The plants man has been asked to clean the welcome to Stalmine road signs, and look at the litter around the roads by Sunny Carvan Park. The issue of litter on Sower Carr Lane, does fall under Hambelton Parish, so I have not requested him to work in that area. I have asked him to keep on top of the bus shelters, and to look at a broken style down Occupational Lane.

#### Lengths Man

The lengths man has fixed the damaged fencing at the play area.

#### Fly Tipping

There has been repeated fly tipping at Moss House Lane, I have written to Wyre over the issue and provided an evidence log over the last 12-months. Signage has now been placed at the site by Wyre to deter fly tippers.

#### LALC Summer Conference

Councillors are informed that there will not be a conference this summer, which is usually held at the Marriott Hotel in Preston. The Autumn conference will be Saturday 14th November.

#### Wyre LALC Meeting

I attended the meeting on Wednesday 29th April. I was informed the Champion Grant is now open for up to £1,000.00 per applicant. There was a speaker from Wyre, informing council's they may ask over obtaining assets in their parishes from Wyre as the policy is now complete. The 'Love Clean Streets' is now in a testing phase to improve its services. The Wyre Area Committee Energy Working Group reported that LCC and Wyre are setting out a case to put forward to the PM, re: energy re-directed.

### **31.17(2026 27) Wyre councillor report**

Cllr Robinson informed the council that it is the Wyre Mayor making on 14<sup>th</sup> May and Cllr Nicholls is to continue as Mayor and Cllr Livesey will be Deputy Mayor.

### **32.18(206 27) Questions to councillors**

Cllr Orme asked members if they wished to have a stand at Preesall Gala, members will inform Cllr Orme via email.

### **33.19(2026 27) Date and time of next meeting**

The next meeting proposed is on **Tuesday 13 July 2026** 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, with a summary of the reason for raising the matter.

**34.20(2026 27) Exclusion of the Press and Public**

The Council **resolved** to exclude the public and press from the meeting whilst agenda item 20 is being considered as the item refers to exempt information as defined in category 2 (Information which is likely to reveal the identity of an individual) of Part 1 of Schedule 12(a) of the Local Government Act 1972 as amended by the Local Government (Access to Information) Variation Order 2006 and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

The chair closed the meeting at 8.40pm with there being no further business.