

STALMINE-WITH-STAYNALL PARISH COUNCIL

This meeting may be being recorded by the council, members of the public or the press.

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g., making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know."The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council.

7th May 2026

Dear Councillor

You are hereby summoned to attend the May Annual Meeting of Stalmine-with-Staynall Parish Council on Tuesday 12 May 2026 at **7.00pm** at the Village Hall, Stalmine, with the May ordinary council meeting to follow.

The press and public are welcome to attend.



Debbie Smith
Clerk to the Council

A G E N D A

1 Apologies for absence

2 Declaration of interests and dispensations

To receive disclosures of pecuniary and non-pecuniary interests and to consider any requests from councillors for dispensations on matters to be considered at the meeting.

3 Election of Chair for the 2026/27 civic year

Councillors are asked **to elect** the chair of the council. Elected member to receive, read out load, and sign the Declaration of acceptance of office of Chair.

4 Election of Vice Chair for the 2026/27 civic year

Councillors are asked **to elect** the deputy chair of the council. Elected member to receive, read out load, and sign the Declaration of acceptance of office of Vice Chair.

5 Appointment of council member to the subject lead of Planning Ambassador for the 2026/27 civic year

Councillors are asked **to elect** the planning ambassador of the council. Elected member to receive, read out load, and sign the Declaration of acceptance of office of Planning Ambassador.

6 Minutes of the last meeting

Councillors are asked **to consider and approve** as a correct record the minutes of the meeting held on held on 14th April 2026 (**emailed**).

7 Calendar of Parish Council meetings for the 2026/27 civic year

Councillors are asked to discuss and resolve the dates of the ordinary meetings for the 2026/27 civic year (information emailed)

Councillors are to note, once the dates have been approved the dates will be confirmed by the village hall and a full annual invoice for the rental of the meeting room will be provided.

May's Ordinary Meeting Agenda items to follow

8 Public participation

When dealing with public participation there is no obligation to respond immediately to comments made. **Members of the public are reminded that only items on the agenda should be raised at the meeting.** Any other items should be raised outside the meeting either with a councillor or with the clerk. The chair will ask councillors to agree to adjourn the meeting to allow non-councillors to speak and will reconvene the meeting on the conclusion of public participation.

9 Planning

The Council are to **note** the following planning application(s) a have been resolved via email due to the deadline before May's meeting, comments will be appended to May's minutes.

a) 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 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

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

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

10 Finance

Councillors are asked:

a) To **note** 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) To **approve** 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 st Jan – 31 st March 26	33	£115.80

Amazon Business	Printer Ink Paid on April 21 st 2026	CARD	£149.98
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c) To note 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) To **note** 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. Hard copies of the bank statements and the bank reconciliation for month ending 30 April 2026 will be provided at the meeting.

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 are asked to **discuss** the quotes provided by the clerk and asked to **resolve** which quote to accept to insure the council from June 1st 2026

11 Auditors Report and Recommendations

Councillors are asked to **note** the internal auditor conducted Parish Council's audit week commencing 13 April 2026

Councillors are asked to consider and **resolve** 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 are to **note**, 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 are to **note** 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 are to **note** the clerk will contact the payroll company to discuss if the current contract requires updating. An updated contract has been emailed to members. The council are asked to **resolve** to accept the updated contract. If the council resolve this action, 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 are to **note** 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 are asked to **review** and **resolve** to **accept** the updated Data Protection Policy with the auditor's recommendations incorporated into the policy, (policy emailed with amendments in blue)

- 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 are to **note** on April 17th 2026 they were emailed the data protection link, and a word copy of the information provided by NALC, <https://www.nalc.gov.uk/resource-report/data-protection-roadmap.html> prior to the meeting to meet the literature requirement in accordance with the auditors recommendations. Councillors are now asked to sign and date the confirmation document, witnessed by the proper officer that they have read and understood the data protection information provided by NALC.

- 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 are to **note** 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 are to **note** that all though it does not particularly affect the running of the council. The council's grant policy must be amended to reflect this error. The Council are asked to **review**, and **resolve** to **accept** the revised Grants policy to reflect the amendments in relation to the General Power of Competence.

The Council are to **note** to correct the error of claiming the General Power of Competence members are to refer to item 15 of this agenda.

- 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 are to **note** 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 are to **note** this has now been implemented under agenda item 20.

12 Annual Governance and Accountability Return 2026/27

Councillors are asked to **consider** and **resolve** to **approve**:

i) Section 1 – Annual Governance Statement 2025/26

The chair is asked to read through each point of the Annual Governance Statement, and the council are asked to **resolve** to approve Section 1. The Chair and the Clerk will then sign 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 31 March 2026.

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. Once approved by resolution of the full council, the form is 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 13th May 2026.

Council members are to **note** the clerk/RFO will now proceed with the external audit after May's meeting.

13 General Power of Competency

The clerk will inform the council why they are not eligible for the General Power of Competency, after the council have been informed, the council are asked to **resolve to acknowledge** they are not eligible for the General Power of Competency at the present date.

14 Woodland Survey Report and Woodland Maintenance Work

The woodland survey has been completed (emailed), the council are to **note** the works required to adhere to health and safety concerns. The council are now asked to **resolve** for the maintenance work to be completed (costings will be brought to the meeting). If the council resolve for works to be completed, the clerk will co-ordinate with the contractor.

ITEMS FOR INFORMATION ONLY

15 Reports from outside bodies

An opportunity for external group representatives to update the council on recent events.

16 Clerks Report (emailed)

17 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

18 Questions to councillors

An opportunity for councillors to ask another councillor a question.

19 Date and time of next meeting

The next meeting proposed has been resolved at The Annual Meeting of the Parish Council, earlier this evening. The resolution will be appended to May's minutes.

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.

20 Exclusion of the Press and Public

The Clerk has determined that information under item 20 of the agenda, are classified as "Not for Publication." This is because it refers to "exempt information" as defined in Part 1 of Schedule 12A (3) of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Variation Order 2006, on the grounds that it contains information which is likely to reveal the identity of an individual.

The Council are asked to **resolve** to exclude the public and press for agenda item 22.