

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 September 2023

Dear Councillor

You are hereby summoned to attend the September Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 12th September 2023 at **7.00pm** at the Village Hall, Stalmine.



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 Minutes of the last meeting

Councillors are asked **to consider and approve** as a correct record the minutes of the meeting held on 11th July 2023 (**emailed**).

4 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.

5 Planning

Application Number: 23/00608/FUL

Proposal: Retrospective application for the extension to existing cafe building and provision of temporary car park to rear

Location: Clear View 19 Brick House Lane Hambleton Poulton-Le-Fylde Lancashire

It was **resolved** that the council would not object to this application via email responses due to dead line of application was before September's meeting.

Application Number: 23/00611/FUL

Proposal: Change of use of stable block to provide holiday let accommodation (C3) with first floor extension, balconies, two storey front extension, external staircase and other alterations

Location: Cobblestone Barn Staynall Lane Hambleton Poulton-Le-Fylde Lancashire

It was **resolved** that the council would not object to this application via email responses due to dead line of application was before September's meeting.

Application Number: 23/00653/FUL

Proposal: Change of use of existing garage to provide ancillary accommodation.

Location: Ash Dene Brick House Lane Hambleton Poulton-Le-Fylde Lancashire

It was **resolved** that the council would object to this application via email responses due to dead line of application was before September's meeting.

Application Number: 23/00598/FUL

Proposal: Proposed Change of use from existing outbuilding (Building B) from ancillary residential accommodation (storage and a gym) to ancillary residential accommodation and commercial dog kennels to house up to 8 dogs (resubmission of application 23/00295/FUL)

Location: The Willows Highgate Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

It was **resolved** that the council would not object to this application via email responses due to dead line of application was before September's meeting.

Application Number: 23/00627/FUL

Proposal: Construction of new driveway and vehicular access with dropped kerb onto Smithy Lane

Location: 1 Sarahs Fold Stalmine-with-staynall Poulton-Le-Fylde Lancashire FY60LZ

It was **resolved** that the council would not object to this application via email responses due to deadline of application was before September's meeting.

Application Number: 23/00802/AGR

Proposal: Prior notification to create a concrete a yard area to the south of the agricultural buildings and create two new field tracks

Location: Bankfield Farm Moss Side Lane Stalmine-with-staynall Poulton-Le- Fylde Lancashire

It was **resolved** that the council would not object to this application via email responses on the request from planning services.

Application Number: 23/00771/FUL

Proposal: Retrospective permission for change of use of agricultural building to single dwelling (C3), detached garage and change of use of land to domestic use

Location: Barn At Dansons Farm Staynall Lane Hambleton Lancashire FY6 9DT

Councillors are asked to discuss and **resolve** planning application number 23/00771/FUL, due to inconclusive email responses.

Application Number: 23/00671/FUL

Proposal: Retrospective application for the retention of hardstanding and service points, in association with existing licenced caravan site.

Location: Pointer Farm Moss Side Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

Application Number: 23/00775/FUL

Proposal: Erection of new stable block and creation of sand paddock for private use

Location: Land West Of Highgate Lane Stalmine-with-staynall Lancashire

Application Number: 23/00818/FUL

Proposal: Erection of stable block for private use, and creation of access track with parking area

Location: Field East Of Caravan Park Wardleys Lane Hambleton Poulton-le-fylde Lancashire

Application Number: 23/00746/FUL

Proposal: Change of use from agricultural land for the erection of a private stable, sand paddock and new access track with parking area

Location: Land Off New Road Stalmine-with-staynall Lancashire

Location: Stables At The Bays Field New Road Stalmine-With-Staynall Lancashire

Proposal: Change of use of land to allow the siting of a holiday chalet

Application Number: 22/00287/FUL

Appeal Reference: APP/U2370/W/23/3320984

To discuss if council wish to change the decision of previous response to the application as it is under appeal (information emailed)

6 Finance

Councillors are asked:

- a) **To note** the following receipts in August (see attached sheet)
To note the following receipts in September Nil

b) **To approve** the following payments

July payments made in August under clerk's delegations (see attached sheet)

August payroll	£1,113.32
Lengths man expenses (petrol & August millage)	£36.20
MS Garden Maintenance Invoice # 0055	£420.00
MS Garden Maintenance expenses for August	£13.54
Wyre Building Supplies Invoice # SI0388183	£47.75
Wyre Building Supplies Invoice # SI0390322	£8.40

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

Easy Websites (monthly hosting fee)	£39.60
Unity Trust Bank - Service Tariff	£18.00

d) **To note** the statement of accounts for month ending 31 August will be provided at the meeting.

e) **To review** expenditure for July, August and September 2023 and to consider and **approve** the Q2 budget monitoring statement (**enclosed**). Hard copies will be brought to the meeting.

7 Policy documents (all policy documents have been emailed for councillors to review)

a) Audit Documents

- (i) Councillors are asked **to approve** the re-adoption of a review of effectiveness of the system of internal audit.

b) Data Protection Policies and Documents

- (i) Councillors are asked **to approve** the re-adoption of Data Protection Policy with amendments made to contact details.
- (ii) Councillors are asked **to approve** the re-adoption of Data Audit Schedule with amendments made to the number of staff and councillors, and the precept.
- (iii) Councillors are asked **to approve** the re-adoption of Document Retention & Disposal Policy (no amendments made).
- (iv) Councillors are asked **to approve** the re-adoption of SWS Document Retention – Appendix A list of Documents for Disposal or Retention (no amendments made).
- (v) Councillors are asked **to approve** the re-adoption of SwS Privacy Notice with amendments made to contact details.
- (vi) Councillors are asked **to approve** the re-adoption of SwS New Councillor Contact Privacy Notice with amendments to contact details.
- (vii) Councillors are asked **to approve** the re-adoption of SwS Management of Transferable Data Policy (no amendments made).
- (viii) Councillors are asked **to approve** the re-adoption of SwS Press, Social - Media and Electronic Communication Policy (no amendments made).
- (ix) Councillors are asked **to approve** the re-adoption of SwS Privacy Notice – Email contact (no amendments made).
- (x) Councillors are asked **to approve** the re-adoption of SwS Privacy Notice – staff and role holders, amendments made to contact details.

c) Employment Policies and Documents

- (i) Councillors are asked **to approve** the re-adoption of Grievance Policy (no amendments made).
- (ii) Councillors are asked **to approve** the re-adoption of Disciplinary Policy (no amendments made).
- (iii) Councillors are asked **to approve** the Whistle Blowing Policy (note this is a new policy).
- (iv) Councillors are asked **to approve** the Dignity at Work Policy (note this is a new policy).
- (v) Councillors are asked **to approve** the re-adoption Training and Development Policy (no amendments made).
- (vi) Councillors are asked **to approve** the Bullying and Harassment Policy (note this is a new policy).
- (vii) Councillors are asked **to approve** the RIDDOR Health and Safety Guidance document (note this is a new document).
- (viii) Councillors are asked **to approve** the Violence at Work Policy (note this is a new policy).
- (ix) Councillors are asked **to approve** the Incident Report Form
- (x) Councillors are asked **to approve** the re-adoption of Lone Worker Policy (no amendments made).
- (xi) Councillors are asked **to approve** the Clerks Risk Assessment.
- (xii) Councillors are asked **to approve** the Lengths/Plants Man Risk Assessment (note this document must be signed at the meeting by the clerk and the Chair Man if approved)
- (xiii) Councillors are asked **to approve** the Accident/Incident Report Form
- (xiv) Councillors are asked **to approve** Employed Lengths man Contract with amendments highlighted in blue. (Note 2 copies of this document must be signed at the meeting by the Chair Man if approved)
- (xv) Councillors are asked **to approve** the Equality and Diversity Policy (note this is a new policy).

d) Other Policies and Documents

- (i) Councillors are asked **to approve** the Complaints Procedure (addition highlighted in blue)
- (ii) Councillors are asked **to approve** the Freedom of Information Publication Scheme with amendments highlighted in blue.
- (iii) Councillors are asked **to approve and re-adopt** the Investment Strategy (no amendments made).
- (iv) Councillors are asked **to approve** the Community Engagement Strategy (additions highlighted in blue).

8 Projects for 2024/25

The draft budget for 2024/25 will be considered at the November meeting and the costs of projects that councillors might wish to undertake need to be calculated by the end of October at the latest. Councillors are therefore asked **to put forward** ideas for projects to be funded from next year's budget. Ideas can be raised up to and including the October meeting.

9 Audit for year end 2023

PKF Littlejohn LLP has now concluded the audit and has stated that the annual return including the external auditor report and certificate (**emailed**) should be presented to the council for acceptance and approval. The requirement for Notice of Conclusion of Audit, along with certified AGAR (sections 1,2, &3) are to be displayed and must include publication on the smaller authority's website for at least 14 days before 30 September 2023, information on these actions will be provided by the clerk. Councillors are asked **to approve and accept** the annual return and certificate.

10 Contracted Plants Man's Annual Contract Review

To review the contracted Plants Man's contract (contract emailed), Councillors are asked to review the contract details and **approve** any changes to the contract at the meeting.

ITEMS FOR INFORMATION ONLY

11 Reports from outside bodies

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

12 Clerks Report

13 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

14 Questions to councillors

An opportunity for councillors to ask another councillor a question.

15 Date and time of next meeting

Second Tuesday in month is 10th October 2023 starting 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.