

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."

5th September 2024

Dear Councillor

You are hereby summoned to attend the May Annual Meeting of Stalmine-with-Staynall Parish Council on Tuesday 10 September 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 Parish Council meeting held on 9 July 2024 (**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

Councillors are asked to consider the following application and confirm whether they wish to make any comments.

Application Number: 24/00546/FUL

Proposal: Proposed erection of 1 no agricultural building

Location: Brick House Farm 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. Please note that details of responses will be provided in September's minutes.

Application Number: 24/00547/FUL

Proposal: Erection of a two-storey building comprising of visitor's centre, cafe/restaurant, hydrotherapy pool, an on-site laundry facility and an expanded car parking area (pursuant to variation of condition 2 (floor uses) on planning permission 21/00594/FUL)

Location: Brick House Farm Cottages 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. Please note that details of responses will be provided in September's minutes.

Application Number: 24/00619/FUL

Proposal: Erection of stable block for two horses and change of use of land to form menage both for private use

Location: Land To The West New Road 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. Please note that details of responses will be provided in September's minutes.

Application Number: 24/00653/COUQ

Proposal: Prior approval for proposed change of use of a stone built agricultural building to 1.no 4 bedroom dwelling houses (C3) with building operations under Class Q of the GPDO.

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

It was **resolved** that the council would not to object to this application via email responses due to dead line of application was before September's meeting. Please note that details of responses will be provided in September's minutes.

Application Number: 24/00685/FUL

Proposal: Proposed single storey rear extension and minor extension of existing hipped roof.

Location: Bridge Farm Back Lane Stalmine Poulton-Le-Fylde Lancashire

6 Finance

Councillors are asked:

To note the following receipts in July (please note this information is on August Finances document)

To note the following receipts in August

Nil

b) To approve the following payments

| Payment Name | Details | Cash Book BAC's Ref | Amount |
|------------------------|--|------------------------|-----------|
| Payroll | August 2024 payroll paid in September | 68 | £1,263.51 |
| Les Needham | Lengths man expenses (August millage/petrol/ equipment) | 69 | £52.51 |
| MS Garden Maintenance | Invoice # 0123 (Plants Man) | 70 | £345.00 |
| MS Garden Maintenance | Expenses for August (Plants Man) | 70 | £13.82 |
| Debbie Smith | Clerk's homeworking August 2024 | 71 | £18.00 |
| Wyre Building Supplies | 4"round rails/Dewalt drill bits Invoice#SI0428335 | 72 | £21.40 |
| Wyre Building Supplies | 4x70mm Forgefast Pozi Scre Invoice#SI0429217 | 73 | £15.25 |
| LALC Conference Place | 9 th September Cllr Peter Muirhead | 74 | £35.00 |

c) To note the following payments by direct debit:

| Company Name | Details | Payment Date | Amount |
|---------------|---------------------|---------------------------|--------|
| Easy Websites | Monthly hosting fee | 1 st September | £54.12 |

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

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

e) Councillors are asked **to consider and approve** August Finances made under Clerk's Delegations (emailed) a hard copy will be brought to the meeting.

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

a) Data Protection Policies and Documents

- (i) Councillors are asked **to approve** and **re-adopt** the Data Protection Policy with amendments made to clerk's email details.
- (ii) Councillors are asked **to approve** and **re-adopt** the Data Audit Schedule with amendments made to the precept.
- (iii) Councillors are asked **to approve** and **re-adopt** the Document Retention & Disposal Policy (no amendments made).

- (iv) Councillors are asked **to approve** and **re-adopt** the SWS Document Retention – Appendix A list of Documents for Disposal or Retention (no amendments made).
- (v) Councillors are asked **to approve** and **re-adopt** the SwS Privacy Notice with amendments made to clerk's email details.
- (vi) Councillors are asked **to approve** and **re-adopt** the SwS New Councillor Contact Privacy Notice with amendments to clerk's email details.
- (vii) Councillors are asked **to approve** and **re-adopt** the SwS Management of Transferable Data Policy (no amendments made).
- (viii) Councillors are asked **to approve** and **re-adopt** the SwS Press, Social - Media and Electronic Communication Policy with amendments made to clerk's email details.
- (ix) Councillors are asked **to approve** and **re-adopt** the SwS Privacy Notice – Email contact with amendments made to clerk's email details.
- (x) Councillors are asked **to approve** and **re-adopt** the SwS Privacy Notice – staff and role holders, amendments made to clerk's email details.

b) Employment Policies and Documents

- (i) Councillors are asked **to approve** and **re-adopt** the Grievance Policy (no amendments made).
- (ii) Councillors are asked **to approve** and **re-adopt** the Disciplinary Policy (no amendments made).
- (iii) Councillors are asked **to approve** and **re-adopt** the Whistle Blowing Policy (no amendments made).
- (iv) Councillors are asked **to approve** and **re-adopt** the Dignity at Work Policy (no amendments made).
- (v) Councillors are asked **to approve** and **re-adopt** the Violence at Work Policy (no amendments made).
- (vi) Councillors are asked **to approve** and **re-adopt** the Lone Worker Policy (no amendments made).
- (vii) Councillors are asked **to approve** the Clerks Risk Assessment undertaken on 22 August 2024.
- (viii) 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 if approved)
- (ix) Councillors are asked **to approve** and **re-adopt** the Equality and Diversity Policy (no amendments made).

c) Other Policies and Documents

- (i) Councillors are asked **to approve** and **re-adopt** the Complaints Procedure (with the addition of section 3)
- (ii) Councillors are asked **to approve** and **re-adopt** the Freedom of Information Publication Scheme with amendments made to the council website address and clerks email address.
- (iii) Councillors are asked **to approve and re-adopt** the Investment Strategy (no amendments made).
- (iv) Councillors are asked **to approve** the up-dated Community Engagement Strategy
- (v) Councillors are asked **to approve** the Co-option Policy (please note this is a new policy)
- (vi) Councillors are asked **to approve** the Co-option Application Form
- (vii) Councillors are asked **to approve** the Stalmine-with-Staynall Parish Council Bench Policy (please note this is a new policy)

8 Projects for 2025/26

The draft budget for 2025/26 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 Woodland report and work required under health and safety recommendations

Councillors are asked to discuss and to **resolve** which contractor to use to complete works required. Information of quotes will be provided by the clerk.

10 Lengths Persons Tools and Storage Unit

Council members are asked to discuss a new storage unit for the Lengths Person, and **resolve** to purchase one either in this civic year or add costings to the 25/26 civic year budget. Information will be provided by the clerk of costs of unit(s) and budget information at the meeting.

11 Audit for year end 31 March 2024

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 2024, information on these actions will be provided by the clerk. Councillors are asked **to approve and accept** the annual return and certificate.

12 Contracted Plants Person's Annual Contract Review

Councillors are asked **to review** the contracted Plants Person's contract (contract emailed), and **resolve to approve** any changes to the contract at the meeting (changes are in blue). Information will be provided by the clerk at the meeting.

13 Christmas Tree and lights at Saint James' Church

Councillors are asked **to discuss and approve** the provision of a Christmas tree and any necessary replacement lights. Information will be provided by clerk.

14 Consultation on the proposed diversion of part of Footpath FP0222009 Stalmine-with-Staynall, Wyre Borough, Highways Act 1980 Section 119.

It was **resolved** via email responses due to dead line of this consultation was before September's meeting. Please note that details of responses will be provided in September's minutes.

ITEMS FOR INFORMATION ONLY

15 Reports from outside bodies

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

16 Clerk's report

An update from the clerk has been **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

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 27 September at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council is proposed for **Tuesday 8 October 2024** at 7.00pm.