

STALMINE-WITH-STAYNALL PARISH COUNCIL

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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."

9th October 2025

Dear Councillor

You are hereby summoned to attend the October Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 14th October 2025 at **7:00pm** held 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 Co-Option

Council members are to note that the candidate(s) have been checked by the clerk. The clerk is satisfied that the candidate(s) are eligible to become Council members by co-option.

Co-Option Process at the Meeting

- Council members are asked to listen to the candidate(s) proposal for co-option onto Stalmine-with-Staynall Parish Council, please note each candidate(s) is allowed up to 3 minutes to speak during their proposal explaining their interest in the position.
- Council members are invited to ask the candidate(s) any questions, for up to 5 minutes.
- Once all candidate(s) have put their proposals forward, and answered any questions from the Council, the Chair will now ask the press and public to leave the meeting in order for the candidate(s) to be considered. After due consideration the Chairman will reconvene the meeting and it will be reopened to the public and press and voting takes place.
- Following Stalmine-with-Staynall Parish Council's co-option policy as there are fewer candidates than vacancies, the council may vote on a composite motion, duly proposed and seconded, that all candidates be co-opted.
- Council members are now asked to **vote**.

Successful co-option candidate(s)

The Chair will declare the successful candidate(s) co-opted onto Stalmine-with-Staynall Parish Council.

The successful candidate(s) will now be asked to read out-loud and sign the Declaration of Acceptance of Office form witnessed by the Proper Officer. Successful candidate(s) must note that they must complete the Declaration of Interests forms within 28 calendar days of co-option and return them to the clerk within this time frame.

4 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 8th July 2025. (emailed)

5 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.

6 Planning

Councillors are **to note** the following planning application(s) **a-j** have been **resolved** via email due to the deadline before October's meeting, comments will be documented in October's minutes.

a) Application Number: 25/00571/FUL

Proposal: Proposed erection of 6.no new detached dwelling with associated parking, turning and amenity space.

Location: High Lawn Mill Lane Stalmine Poulton-Le-Fylde Lancashire

b) Application Number: 25/00582/COUMA

Proposal: Notification for prior approval for change of use of premises from Class E (Commercial) (light industry) to 3 dwellings (Class C3) under schedule 2, part 3 Class MA

Location: Beech Dene Farm Carr Lane Hambleton Poulton-Le-Fylde Lancashire

c) Application Number: 25/00603/REM

Proposal: Reserved matters application following outline planning permission 22/00142/OUT for the erection of 3 dwellings with access applied for (all other matters reserved)

Location: Kilmory Stricklands Lane Stalmine Poulton-Le-Fylde Lancashire

d) Application Number: 25/00567/FUL

Proposal: Proposed rear extension

Location: The Granary Trees Farm Neds Lane Stalmine-with-staynall Poulton-le-Fylde

e) Application Number: 25/00610/FUL

Proposal: Change of use of land for the erection of one holiday lodge, four camping pods, associated toilet and shower facilities, and the use of an agricultural field for camping accommodating up to 20no. tent pitches (retrospective)

Location: Bowses Hill Farm Neds Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

f) Application Number: 25/00645/FUL

Proposal: Removal of existing conservatory & erection of single storey side extension.

Location: Prospect Hill Farm Wardleys Lane Hambleton Poulton-Le-Fylde Lancashire

g) Application Number: 25/00673/FUL

Proposal: Partial demolition of agricultural buildings, change of use of land to domestic curtilage and conversion of building to form ancillary living accommodation (annexe) to main farm house

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

h) Application Number: 25/00761/FUL

Proposal: Renewal of temporary permission for use of building as workshop and showroom. (pursuant for the removal of condition 2 relating to the use of the premises as solely a craft, woodworking and furniture workshop on planning permission 92/00209.

Location: Beech Dene Farm Carr Lane Hambleton Poulton-Le-Fylde Lancashire

i) Application Number: 25/00768/FUL

Proposal: Raising of the roof to the northern end of unit 4 Longacres Business Park.

Location: Unit 4 Longacres Business Park Back Lane Stalmine Poulton-Le-Fylde

j) Application Number: 25/00766/COUQ

Proposal: Prior approval for conversion of agricultural buildings to create 3.no dwellings under Class Q of the GPDO

Location: Burrows Farm Burrows Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

Councillors are asked to consider the following application(s) below at October's Meeting and **resolve** whether they wish to make any comments.

k) Application Number: 25/00785/COUQ

Proposal: Prior approval for the change of use from an agricultural building to 2 dwelling houses (C3) under Class Q of the GPDO.

Location: Throdkin Hall Farm Brick House Lane Hambleton Poulton-Le-Fylde Lancashire

l) Application Number: 25/00828/FUL

Proposal: Conversion of barn into one dwelling, Pursuant to the variation of condition 7 (Plans) on permission of (13/00275/FUL)

Location: The Granary Trees Farm Neds Lane Stalmine-with-staynall Poulton-le-Fylde

7 Finance

Councillors are asked:

a) **To accept** and **resolve** August and September's Finances (emailed)

b) **To note** the following receipts in October

Nil

c) **To approve** the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
Payroll	September 2025 payroll paid in October 2025	52	£1,819.07
Les Needham	Lengths man expenses (Sept millage/petrol)	53	£30.51
MS Garden Maintenance	Invoice #0219 (Plants Man)	54	£391.00
MS Garden Maintenance	Expenses for September (Plants Man)	54	£13.50
Debbie Smith	Clerk's homeworking September 2025	55	£18.00
Mower Power	Auto Cut (Strimmer parts) Inv # 161211	56	£45.00
Wyre Building Supplies	Cutting discs Inv # SI0472703	57	£10.80
Homecare DIY	Bungee straps/WD40/Methylated spirit	58	£16.97
Carbeth Plants	Live Christmas Tree (purchased 24/09/25)	CARD	£159.99
James Farm Contracting	Ground work and clearance of playing field area	59	£1,200.00
Towers & Gornall	Pay roll July-Sept 25 Invoice# 22639	60	£97.20

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

Company Name	Details	Payment Date	Amount
Easy Websites	Monthly hosting fee	1 st October	£47.52
Unity Trust Bank	Monthly Service Charge	30 September	£6.00

e) **To note** the statement of accounts for month ending 31 July, 31 August, and 30 September 2025 will be provided at the meeting.

f) To review expenditure for July, August and September 2025 and to **consider** and **approve** the Q2 budget monitoring statement (emailed). Hard copies will be brought to the meeting.

8 Audit for year end 31 March 2025

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 2025, information on these actions will be provided by the clerk. Councillors are asked to **approve** and **accept** the annual return and certificate (emailed).

9 General Power of Competence

Under Part 1 of the Localism Act 2011, provision is made for local authorities to have a general power of competence (GPC). This means that eligible parish councils in England can have the power to do anything that generally individuals can do. The power can be exercised in any way whatever, including:

a. Anywhere in the UK or elsewhere

b. For a commercial purpose or otherwise for a charge or without a charge, and

c. For, or otherwise than for, the benefit of the authority, its area, or persons resident or present in the area

A parish council is eligible if it comes within the compass of the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. The Order lays down the eligibility criteria:

1. The council has resolved at a meeting of the council and each subsequent relevant annual meeting that it meets the conditions below.
2. (1) At the time a resolution under paragraph 1 is passed: (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two thirds of the total number of members of the council; (b) the Clerk to the parish council holds: (i) the Certificate in Local Council Administration; (ii) one of the other relevant qualifications.

Council members are asked to **resolve** that Stalmine-with-Staynall Parish Council meets the conditions required to be able to use the General Power of Competence, under (b) the Clerk to the parish council holds: (i) the Certificate in Local Council Administration.

10 Polices

Data Protection Policies and Documents

Councillors are asked to **approve** and **re-adopt** the following data protection policies:

- a) Data Protection Policy (No amendments made)
- b) Data Audit Schedule (Amendments made to precept, and the number of council members)
- c) Document Retention & Disposal Policy (No amendments made)
- d) Document Retention – Appendix/list of documents for retention or disposal (amendments to dates)
- e) Data Privacy Notice – (No amendments made)
- f) New Councillor Contact Privacy Notice - (No amendments made)
- g) Management of Transferable Data Policy – (No amendments made)
- h) Press, Social-Media, and Electronic Communication Policy – (Addition to Wats App under SMS section)
- i) Privacy Notice – Email Contact - (No amendments made)
- j) Privacy Notice – Staff and role holders - (No amendments made)

Employment Policies

Councillors are asked to **approve** and **re-adopt** the following employment policies:

- k) Grievance Policy (Updated to reflect NALC's current Version)
- l) Disciplinary Policy (No amendments made)
- m) Whistle Blowing Policy (No amendments made)
- n) Dignity at Work Policy (No amendments made)
- o) Violence at Work Policy (No amendments made)
- p) Lone Worker Policy (No amendments made)
- q) Clerks Risk Assessment and Lone Worker Policy (Updated Risk Assessment)
- r) Lengths/Plants Man Risk Assessment (Updated Risk Assessment)
- s) Equality and Diversity Policy (No amendments made)

Other

- t) Councillors are asked to **approve** and **re-adopt** the Grant Policy (Introduction section amended to reflect the General Power of Competence, due to the qualification of the clerk).

11 Project and cost Proposals for the Budget of the Civic Year 2026/27

The Council are asked to put forward project ideas and costings which are to be **resolved**. Council members are to note these resolved projects and costs will be added to the budget in which a first draft will be considered at November's meeting.

12 Donation for Remembrance Sunday

Councillors are asked to discuss and **resolve** to either provide a donation to the Royal British Legion or the purchase of a new wreath(s). Councillors are asked if they wish to nominate a member to attend the Remembrance Service at Saint Jame's Church to lay the wreath.

13 Donation for Community Christmas Light Switch On

Councillors are asked to discuss and resolve on a donation towards the Christmas switch on. Council members are asked to consider the Over Wyre Brass Band and food for the event.

14 LALC Wyre Area Committee Energy Working Group.

Councils are asked if any members wish to **resolve** to join this group with the interest to address East Irish Sea Transmission Project & Other Energy Projects, (information emailed). Please note that Council members contact email details will be passed on with members consent to the Wyre Area Committee Chair, Jan Finch, who is helping to co-ordinated interested parties, so members are able to set up this group.

15 War Memorial Project

The Council are asked to review the quotes provided by the clerk, and **resolve** which contractor they wish to use for the paving of the area. Information will be provided by the clerk at the meeting.

16 Live Christmas Tree Project

The Council are asked to **resolve** to provisionally provide funds for the lights and timer plugs for the tree, should they be required. Information will be provided at the meeting by the clerk.

17 Staffing matters

Pursuant to section 1(2) and 1(3) of the Public Bodies (Admissions to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss items pertaining to members of staff. The Clerk will provide further details at the meeting.

ITEMS FOR INFORMATION ONLY

18 Reports from outside bodies

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

19 Clerks Report (emailed)

20 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

21 Questions to councillors

An opportunity for councillors to ask another councillor a question.

22 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 October at the latest), with a summary of the reason for raising the matter.

The next meeting of the Parish Council is proposed for Tuesday 11 November 2025 at 7.00pm.