

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."

8th October 2026

Dear Councillor

You are hereby summoned to attend the April Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 13th October 2026 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 meetings held on 14th July 2026 (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 to **note** the below planning application(s) has been **resolved** via email due to the deadline before October's meeting, comments will be appended in October's minutes.

Application Number: 26/00544/FUL – Deadline 20th July

Proposal: Proposed two storey and single storey rear extension and new detached garage, pursuant to variation of conditions 2 (Plans), 3 (Materials) on planning permission 25/00975/FUL.

Location: 2 Smithy Close Stalmine-with-staynall Poulton-Le-Fylde Lancashire FY6 0LX

Application Number: 26/00587/FUL – Deadline 11 August

Proposal: Erection of single-storey glazed link between existing dwellinghouse and detached garage, with a single-storey side extension to the garage to facilitate ancillary residential accommodation, additional storage space and extended garage space

Location: Hill Top Barn Wardleys Lane Hambleton Poulton-le-Fylde Lancashire

Application Number: 26/00614/FUL – Deadline 24th August

Proposal: Change of use of domestic land and domestic garage to a farm shop, including the siting of a timber retail cabin, use of the garage for associated meat processing and storage, and formation of a customer car park (retrospective)

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

Application Number: 26/00654/FUL – Deadline 9th September

Proposal: Proposed change of use of existing ancillary residential accommodation (storage use and a gym) to ancillary residential accommodation and commercial dog kennels to house up to 8 dogs (resubmission of application 23/00295/FUL) pursuant to variation of condition 3 (Restriction up to 8 dogs) on planning permission 23/00598/FUL
Location: Dog Kennels The Willows Highgate Lane Stalmine-with-staynall Lancashire

Application Number: 26/00684/OUT Deadline 17th September

Proposal: Outline application for the erection of one 1.5 storey self-build dwelling (C3) (all matters reserved)
Location: Glenroyd Carr Lane Stalmine Poulton-Le-Fylde Lancashire

Appeal Reference: 6012939 – Deadline 21st September

Appeal Start Date: 07.08.2026

Enforcement Case Reference: 26/00073/ENF

Application Number: 26/00732/FUL Deadline 5th October

Proposal: Single storey side extension
Location: White Acre Mill Lane Stalmine Poulton-Le-Fylde Lancashire

Application Number: 26/00714/FUL – Deadline 12th October

Proposal: Erection of stable block for private use
Location: Land West Of West Lodge Staynall Lane Hambleton Poulton-Le-Fylde Lancashire

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

Application Number: 26/00736/FUL Deadline 19th October

Proposal: Erection of 1 no. detached dwelling following the demolition of existing commercial building
Location: Workshop At Beech Dene Farm Carr Lane Hambleton Lancashire

Application Number: 26/00744/FUL Deadline 21st October

Proposal: Partial demolition of agricultural buildings, change of use of land to domestic curtilage and conversion of building to form ancillary living accommodation
Location: Hatters Farm Back Lane Stalmine Poulton-Le-Fylde Lancashire

Application Number: 26/00741/FUL Deadline 21st October

Proposal: Erection of an agricultural building for the storage of hay
Location: Estuary View Farm Wardleys Lane Hambleton Poulton-Le-Fylde Lancashire

NOTICE OF PROPOSAL LANCASHIRE COUNTY COUNCIL Deadline 30th October (Details emailed)
(STRICKLANDS LANE, STALMINE, WYRE BOROUGH) (BUS STOP CLEARWAY)

Application Number: 26/00802/FUL Deadline 27th October

Proposal: Extension to existing detached domestic Store and Garage to form new domestic Storage.
Location: Moss Side Cottage Moss Side Lane Stalmine-with-staynall Poulton-Le- Fylde Lancashire

Application Number: 26/00375/FUL Deadline 28th October

Proposal: Erection of a flagpole.
Location: Playing Fields Stalmine Parish Council Hall Gate Lane Stalmine Lancashire

6 Finance

Councillors are asked:

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

b) To **note** the following receipts in October 2026 - Nil

c) To **approve** the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
HMRC	NI/Tax	BACS 98	£378.86
Payroll	September 2026 salaries paid in October 2026	BACS 99/100	£1,151.74

Les Needham	Lengths man expenses (September millage)	BACS 101	£25.30
Les Needham	Lengths man expenses (September Petrol)	BACS 102	£10.01
MS Garden Maintenance	Invoice #0305 (Plants Man)	BACS 103	£510.00
MS Garden Maintenance	Expenses for September (Plants Man)	BACS 104	£16.60
Debbie Smith	Clerk's homeworking September 2026	BACS 105	£18.00
Wyre Builders	Weed killer/ diamond blades	BACS 106	£77.40
Wyre Builders	Top soil / bag of white medium stone	BACS 107	£190.600
Tudor Turf	Top soil / turf / delivery	BACS 108	£201.60
Phil Orme	Reimbursement for map purchase to complete planning application for the flag pole	BACS 109	£43.07
Towers and Gornal	Payroll Services from July-Sept 26	BACS 110	£96.20

d) To note the following payments by direct debit:

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

e) To **note** the statement of accounts, closing balances at 31 July 2026. Virgin Money £7,353.21, Unity Trust bank £48,222.74 and Hampshire Trust Bank £30,000.00 with a total reconciliation of £85,575.95 at the end of July 26.

To **note** the statement of accounts, closing balances at 31 August 2026. Virgin Money £7,353.21, and Unity Trust bank £41,786.26 and Hampshire Trust Bank £30,000.00 with a total reconciliation of £79,139.47 at the end of August 26.

To **note** the statement of accounts, closing balances at 30 September 2026. Virgin Money £7,353.21, and Unity Trust bank £38,894.83 and Hampshire Trust Bank £30,000.00 with a total reconciliation of £76,248.04 at the end of September 26.

Bank Statements and the bank reconciliations for month ending 31 July, 31 August and 30 September will be provided at the meeting.

f) To **review** expenditure for July, August and September 2026 and to **consider** and **approve** the Q2 budget monitoring statement (**emailed**). Hard copies will be brought to the meeting, and the clerk will provide further information and answer any members questions put forward.

g) For audit purposes the council are asked to **note** that the clerk authorised the hedge in the woodland to be cut by a contractor in September for £100 plus VAT under the council's financial regulations point 5.15

"Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £600 excluding VAT."*

"Such authorisation must be supported by a minute in the case of council or other auditable evidence trail."

h) For audit purpose the council are asked to **note** that the clerk has spoken to the chair following the financial regulations 5.15 *Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT, in regards the increase in agreed costs reference July meeting minute 42.8(2026 27) of £1,500 for the woodland works. The quote given was £1,750, and the contractor has been authorised to under-take the work required for health and safety reasons.*

7 Policy documents – add the policies required at this time

The council are asked to **resolve** to **accept** and **re-adopt** the below policies (a-j) (documents emailed).

- Document Retention & Disposal Policy and Retention Appendix A- The policy and appendix have been updated according and have now been place as one document.
- SwSPC Data Privacy Notice – No amendments made
- SWS New Councillor Contact Privacy Notice – No amendments made
- SWS Management of Transferable Data Policy – No amendments made
- SWS Press, Social, Media and Electronic Communication Policy – Addition of Tic Tok and X (Twitter)
- SWS Privacy Notice - Email contact – No amendments made
- SWS Privacy Notice -staff and role holders - No amendments made
- Data Protection Policy – No amendments made

- i. Clerks Risk Assessment and lone worker policy- All up to date reflecting current working environment.
- j. Lengths/Plants Man Risk Assessment – No amendments made, all up to date. Upon resolution the chair is asked to sign the risk assessment.

8 External Audit

The external audit has now been complete. There are two points the external auditor contacted the clerk over, they are as follows:

- i) The AGAR was not accurately completed before submission for review: The smaller authority has confirmed that it is not a sole managing trustee and that the response to Section 2, Box 11 is incorrect and should be 'yes'.

This was an admin error on the clerk's behalf, as the forms changed this year. This has been noted by the clerk and will be rectified in the 2026/27 AGAR forms. The council are asked to **note** the clerk's explanation.

- ii) The smaller authority has not provided an adequate explanation for the variance between the prior and current year values in Box 6 of Section 2.

The external auditor informed the clerk, they could not accept the explanation of the MISC payments, within the AGAR form. This will be rectified in the 2026/27 AGAR forms and the 2027/28 budget. The council are asked to **note** the clerk's explanation.

9 Audit for year end 31 March 2026

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 2026.

The clerk can confirm that the Notice of Conclusion of Audit, along with certified AGAR (sections 1,2, &3), was placed on the council's website and notice boards on the 17th of August 2026. The Council are asked to **approve** and **accept** the annual return and certificate (emailed).

10 Donation for Remembrance Sunday

The Council are asked to **discuss** and **resolve** to either provide a donation to the Royal British Legion or the purchase of a new wreath(s), please note the lengths man still holds last year's wreath that was placed at Hall Gate Lane. Councillors are asked if they wish to nominate a member to attend the Remembrance Service at Saint Jame's Church to lay the wreath.

11 Donation for Community Christmas Light Switch On

The Council are asked to **resolve** a donation for the food and drink, and to **resolve** a donation for the Over Wyre Brass Band at the Christmas switch on event. The event is to be held on Monday the 8th of December at Saint Jame's Church. Please **note** the council will be providing the Christmas tree for the event, which the clerk will co-ordinate in November with a local provider. (To note last year the council donated £100 to Over Wyre Brass and £200 to the Christmas Event Switch On, the tree is estimated at £160).

12 Project and cost Proposals to be included within the Budget of the Civic Year 2027/28

Councillors are asked to put forward project ideas and costings, and **resolve** which projects are to be taken forward into the new civic year. 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.

13 Fencing Project at the Playing Field

The Council are asked to **review** the fencing project document (emailed), and **resolve** to sign off the project, the clerk will answer any members questions, should they arise.

14 Internal Audit Year End 31 March 2027

Jan Finch has agreed to conduct the council's annual audit in April 2027. The Council are asked to **consider** and **approve** the appointment, letter of engagement and proof of independence and competence (emailed). The fee for the internal audit is £200.00.

15 New Laptop for the Clerk

The Council are to **note** that there is £1,500.00 earmark reserve held in the budget for a new laptop for the clerk. The clerk wishes to purchase a new laptop, along with office software, and antivirus software. The Council is asked to **resolve** that the clerk may purchase the laptop and office equipment required, up to the sum of £1,500.00

16 Flags for the Memorial Flag Pole

The Council are asked to discuss which flags they wish to purchase, and who will be responsible to raise and lower them through-out the year. Cllr Orme will lead discussions. (a copy of Preesall Town Councils flag diary has been emailed to give members an idea of what they may wish to include in the council's flag diary).

17 Highways Issues

The council are asked to **resolve** to assist with reducing the speed limit on Highgate Lane Stalmine (information emailed within October Meeting Information Sheet).

The council are asked to **discuss** and **resolve** any actions with the speed limit on Moss House Lane (information emailed within October Meeting Information Sheet).

18 Preesall Town Council's Remembrance Sunday Event

Councillors have been invited to attend the event. Details are: Meet at Preesall Playing Fields at 12.45pm, short stop at the Cenotaph, to attend St Oswalds for 1pm for a service and refreshments. Councillors are **asked to resolve** who will be attending. The clerk will inform the assistant clerk at Preesall of any attendees.

19 To fund the cost of a Solicitor's Letter to Wyre Borough Council

The clerk has been contacted over a request from residents involved with the planning meeting held at Wyre in September. They seek for the council to fund a letter from a solicitor over the matter. (Information emailed). The clerk will advise the council over the matter at the meeting.

20 Under S137 Grants and Donations, to Fund a Trophy in Honour of a Staff Member at Stalmine School

Stalmine Primary School is asking the council to donate a trophy/plaque in honour of a staff member. (Information emailed). The council are asked to **resolve** if they wish to make a donation, if agreed upon resolution the council are asked to **resolve** what to donate.

ITEMS FOR INFORMATION ONLY

21 Reports from outside bodies

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

22 Clerks Report

Councillors are asked to read the clerk's report prior to the meeting for any updates, members may ask the clerk any questions in relation to the report (clerk's report emailed)

23 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

24 Questions to councillors

An opportunity for councillors to ask another councillor a question.

25 Date and time of next meeting

The next meeting proposed is the November Meeting on **Tuesday 10 November 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 (**Tuesday 27th October at the latest**), with a summary of the reason for raising the matter.

26 Exclusion of the Press and Public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act, councillors are asked to resolve to exclude the press and public to discuss matters in relation to staff on the grounds that the discussion involves confidential details.

The Clerk has determined that information under item 26 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 (1) 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 related to an individual.

The Council are asked to **resolve** to exclude the public and press for agenda item 26