

## STALMINE-WITH-STAYNALL PARISH COUNCIL

### Minutes of the meeting of the Parish Council held on Tuesday 10 May 2022 at 7.00pm in the Village Hall, Stalmine

**Present:** Cllr L Bowen, Cllr P Orme, Cllr T Johnson

**In attendance:** Alison May, locum clerk. 5 members of the public.

**(1) Election of Chair for the 2022/23 civic year**

Cllr Bowen proposed and Cllr Johnson seconded the appointment of Cllr Orme as the chair of the council.

**(2) Apologies for absence**

None.

**(3) Declaration of interests and dispensations**

Cllr Johnson flagged up his union affiliation in respect of item 10 on the agenda.

**(4) Election of Deputy Chair for the 2022/23 civic year**

Cllr Johnson proposed and Cllr Orme seconded the appointment of Cllr Bowen as the deputy chair of the council.

**(5) Minutes of the last meeting**

Councillors are asked **to note** the minutes of the meeting held on 15 March 2022 (**emailed**). As no councillors will be present who attended that meeting it is not possible for the minutes to be signed off.

**(6) Public participation**

**Resolved:** to close the meeting in order to allow members of the public to speak..

- It was asked how Cllr Orme would deal with the possible conflict of interest between being on Wyre's planning committee and being a parish councillor. In response it was explained that the same situation applies at Preesall Council and has worked well for a number of years. Cllr Orme will declare an interest if the item is one that has/is likely to be called in to committee.
- Issues with Bowses Hill are being dealt with by Wyre. If there are any further issues these will be brought back to the council.

At the end of the public session it was **resolved** to return to the meeting.

**(7) Planning**

Councillors were asked to consider the following application and confirm whether they wished to make any comments.

**Application Number: 22/00286/FUL**

**Proposal:** Demolition of existing agricultural buildings and the erection of 4 no. dwellings (Variation of conditions 2 (Approved Plans), 3 (Contamination), 4 (Drainage), 5 (Flood Risk Mitigation), 6 (Bio-diversity), 11 (Electric Vehicle Charging Point), 12 (Access Materials) and 16 (Homeowner Packs) on planning permission 21/01031/FUL)

**Location:** Grange Farm Barn Grange Lane Stalmine-with-Staynall Poulton-Le-Fylde Lancashire.

**Resolved:** not to make any comments.

### **(8) Insurance renewal**

Councillors noted that the council's insurance is due for renewal on 1 June 2022 (this is part of a long-term agreement ending in May 2023). The 2021/22 renewal premium was £739.71 and the 2022/23 renewal premium is £793.78.

**Resolved:** to renew the policy after confirming that they had read the information under 'General Details' and that none of the limitations applied to them.

### **(9) Finance**

#### **A. Appointment of temporary Responsible Financial Officer**

Councillors **resolved:**

i **to approve** the former clerk and RFO – Alison May – being employed on an hourly basis (spine point 18) to oversee finance matters and carry out ad hoc Clerk duties as required until a new clerk and RFO is appointed.

ii **to approve** the former clerk and RFO preparing the audit paperwork and overseeing the audit until a new clerk and RFO is appointed.

#### **B. Opening a Unity Bank account**

Councillors **resolved:**

i **to give approval** for the RFO to investigate the opening of a Unity Bank account with two councillor signatories in addition to the RFO who would be able to input payments.

ii **to agree** that Cllr Orme and Cllr Bowen be appointed as the two signatories.

iii **to note** that the first 10 transactions made each month from the Virgin Money account were free of charge. From **1 June 2022**, a fixed monthly service fee of £6.50 will be added if there are more than 10 transactions each month. This would result in potential extra charges for other transactions.

#### **C. Payments made in April by the RFO:**

Councillors **resolved:**

a) **To note** the following receipts in March: £Nil

b) **To note** the following payments

	Chqs	
March payroll	000205,000206	£569.13
Lengthsman's March expenses (SLN on behalf of council)	000207	£46.27
Plantsman's Invoice	000208	£74.25

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

Easy Websites (monthly hosting fee) (April)		£33.60
ID Mobile (March)		£ 6.00

#### **D. Payments to be made in May:**

Councillors **resolved:**

a) **To note** the following receipts in April: £37,769.00

b) **To approve** the following payments

	Chqs	
April payroll	000209,000210	£420.42
Lengthsman's April expenses		

(SLN on behalf of council)	000211	£34.21
Mr M Stansfield, plantsman (Inv.0002)	000212	£312.26
Towers and Gornall (Inv. 11416)	000213	£205.20
Wyre Building Supplies (Inv.0326247 £46.88 0327138 £19.66; 0327332 £35.10; 0331557 £2.50)	000214	£104.14
C&C supplies Ltd (Inv.14/4/22)	000215	£139.00
NALC (Inv.2223170)	000216	£334.31
Gallagher re insurance (quote 496542574)	000217	£793.78

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

Easy Websites (monthly hosting fee) May	£33.60
ID Mobile (April)	£ 6.00

The statement of accounts for 30 April 2022 is £70,153.33

Councillors **noted** that the ICO payment is due on 14 June. As this is paid by direct debit a fee of £35.00 will be taken.

#### **E. Fourth quarter financial monitoring**

Councillors **resolved**:

- i. **to approve** the Q4 review of expenditure as accurately reflecting the financial transactions for January, February and March of the 2021/22 financial year
- ii) **to approve** the budget monitoring and note the three areas of overspend - salaries, travel and insurance. These were in line with previous expectations at the Q3 review.

#### **10 Employment of new Clerk and RFO**

**Resolved:** that interviews will take place on 7 June from 6.00pm.

#### **11 Annual Governance and Accountability Return 2021/22**

Councillors **noted** that in previous years there has been an audit requirement for the council to sign off the end of year figures and complete the Annual Governance Statement on the Annual Return prior to the internal audit. This has now changed and the requirement is for the internal audit to have been signed off first.

Sections 1 and 2 of the AGAR have been prepared in readiness to be considered by full council once the internal audit is complete.

Councillors **resolved to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 20 June 2022 and 29 July 2022.

#### **12 Calendar**

**Resolved:** that the next meeting of the full council will be 14 June at 7.00pm. The remaining dates until next year's elections to be determined at the June meeting.

#### **13 Appointments to outside bodies and role**

Councillors made the following appointments to serve on outside bodies:

LALC Wyre Area Committee – Cllr Orme

Wyre Flood Forum – Cllr Orme and Cllr Johnson

Planning Ambassador – to be appointed once new councillors are in post.

## **ITEMS FOR INFORMATION ONLY**

### **14 Reports from outside bodies**

None.

### **15 Clerk's report**

**Parish wood** – Phase 2 of the tree felling work is scheduled for inspection. Nick from Cedarwood Tree Services has been in touch to invite me to walk the wood with him. He'll ring on Preesall's phone once he is planning to be in Stalmine.

Once notified of the start date, the website will need to be updated to advise residents that works have begun.

**Environment issues** – I've received three complaints regarding grass cutting on Hall Gate Lane. One from Wyre to say that Mark and Les have been doing that council's job. The work on the stretch near the boat was largely done last year by Mark and Les, otherwise there are complaints re sightlines. I've spoken with Gareth, Mark and Les and hopefully they are now all happy as to who does what when. The complaints from the public were that we were cutting the grass and that someone had also 'scalped' the grass on Back Lane. The request was for all the grass to be allowed to grow naturally.

**Anti-social behaviour** – Usual issues with speeding, inappropriate use of the bowling green car park (litter, music, possible drugs), dog fouling.

**Planning** – continued flouting of the rules by Brickhouse Cottages – I have advised those complaining to fill out the form on Wyre Council's website.

**Staff management** – Mark and Les are pretty much self-sufficient now and know the routine during the growing season. Mark will be starting on cutting down the growth on the public footpaths this month. If they have any questions they usually phone or call round to let me know what they need to purchase in order to carry out repairs/ask for advice.

### **TRO Consultation – RE: ROAD TRAFFIC REGULATION ACT 1984**

#### **LANCASHIRE COUNTY COUNCIL**

#### **(A588 LANCASTER AND WYRE) (REVOCATION, 30MPH, 40MPH AND 50MPH SPEED LIMITS) ORDER 202\***

The County Council is considering the above proposal, the effect of which will be to introduce the measures as set out in the enclosed public notice and plan.

Arrangements have been made for details of the proposal to be advertised on site and in the local press on 27 April 2022. LCC would be grateful for comments before 26 May 2022 to [OCETRO-consultation@lancashire.gov.uk](mailto:OCETRO-consultation@lancashire.gov.uk). Details have been **emailed**.

**General administration** – this has involved filing documentation from the February and March meetings, creating documentation that had been missed in March, backing up the laptop, general housekeeping and weeding of files.

Insurance – reviewed the renewal documentation and completed the necessary paperwork to proceed with the renewal

Updating year end annual leave documentation for lengthsman and creating new log for 2022/23.

**Finances** – produced the April financial documentation to enable the lengthsman and outstanding bills to be paid. Implemented pay award and arranged for lengthsman's back-pay from April 2021 to 31 March 2022.

Updated the cash book for year end and opened the 2022/23 cashbook.

Completed the quarter 4 budget monitoring and associated paperwork.

Produced the May financial documentation and entered on to the agenda.

**Audit preparation** – Ensured all files for the 2021/22 financial year contain the relevant documentation for the internal audit.

Completed the paperwork as far as possible in readiness for the external audit.

Cllr Johnson mentioned that the road sign when entering the village needs to be cleaned.

**16 Wyre councillor report**

None.

**17 Questions to councillors**

None.

**18 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 (**Wednesday 1 June at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council is proposed for **Tuesday 14 June 2022** at 7.00pm.