

## 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 January 2026

Dear Councillor

You are hereby summoned to attend the January Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 13<sup>th</sup> January 2025 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 held on 11<sup>th</sup> November 2025. **(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 following planning application(s) a-c have been resolved via email due to the deadline before January's meeting, comments will be documented in January's minutes.

**a) Application Number: 25/00975/FUL**

Proposal: Proposed two storey and single storey rear extension and new detached garage  
Location: 2 Smithy Close Stalmine-with-staynall Poulton-Le-Fylde Lancashire FY6 0LX

**b) Application Number: 25/01003/COUQ**

Proposal: Prior approval for the change of use of two former agricultural buildings to 3 dwelling houses (C3)  
Location: Throdkin Hall Farm Brick House Lane Hambleton Poulton-Le-Fylde Lancashire

**c) Application Number: 25/01013/FUL**

Proposal: Erection of 1 no. single storey dwelling (self-build)  
Location: Land To The Rear Of Moor End Manor Back Lane Stalmine FY6 0JN –

## 6 Finance

Councillors are asked:

**a) To note** the following receipts in December 2025

Receipt Name	Details	Date of Receipt	Amount
Cashback	Virgin Card	05/12/2025	£0.32

**b) To approve** the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
Payroll	December 2025 payroll paid in January 2026	84	£1,494.54
Les Needham	Lengths man expenses (Dec 25 millage)	85	£46.80
Debbie Smith	Clerk's homeworking December 2025	86	£18.00
Mower Power	Mowers Annual Service and Parts inv:162719	87	£281.31
The Church of England Over Wyre	Donation for community switch on	88	£200.00
Wyre Builders Supply	Inv:S10481520 Cutting Discs x10	89	£10.80
Wyre Builders Supply	INV:S10481979 Thermal Gloves	90	£4.80

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

Company Name	Details	Payment Date	Amount
Unity Trust Bank	Monthly Service Charge	31 December	£6.00
Easy Websites	Monthly hosting fee	2 January	£50.16

**d) To note** the statement of accounts for month ending 30 November and 31 December 2025 will be provided at the meeting.

**e) To accept and resolve** December 2025 Finances (emailed)

**f) To review** expenditure for October, November and December 2025 and to consider and approve the Q3 budget monitoring statement (**emailed**). Hard copies will be brought to the meeting.

**g)** Councillors are asked to **resolve to note** the £44,760.00 precept for 2026/27 agreed at the November 2025 meeting minute 77.8(2025-26) with the Band D equivalent of £61.91 has an increase of £2.29 per annum at 3.85%, which equates to a 0.49% increase on last year's budget.

## 7 Policies

Councillors are asked to **approve** and **re-adopt** the policies below: (policies emailed)

- a)** Stalmine with Staynall Parish Council Woodland & Tree Management Policy and risk Assessment – addition of stating how money is factored into maintaining the woodland, and when nesting season is within the year.
- b)** Complaints Policy and Procedure - addition of sections 4,5,6,7 and 8.
- c)** Internal Controls Statement and Review of Effectiveness of Internal Controls – Details within the review to reflect the 25/26 civic year (amendments in blue). Addition of section Data Protection and I.T, to conform with Assertion 10 of the Practitioners Guide 25.
- d)** Internal Audit Terms of Reference – No amendments made.

### 8. Lay-by on A588 on Stricklands Lane in Stalmine

Councillors are asked to **discuss** and **resolve** the over-night parking issues that frequently occur at the lay-by, and if they wish to write to County/Borough Council's in regards the issue.

### 9. Community engagement

Councillors are asked to **discuss** and **resolve** the council's community engagement, this discussion will be led by Cllr Muirhead

### 10. Christmas Tree Project

Councillors are asked to review the Christmas Tree Project document (emailed), and **resolve** to sign off the project, the clerk will answer any members questions, should they arise.

**11. Contractor for the fencing project**

The Council is asked to **discuss** and **resolve** on which contractor to undertake the fencing project at the playing field. The Council will note although the project is to start in the new civic year, contractors get booked up quickly, and the fence is a health and safety issue that does need addressing as soon as possible.

**12. Assets owned by Wyre**

As the devolution of Council's is approaching, the Council is asked to discuss what assets within the parish are owned by Wyre Borough, and to **resolve** if the Council wishes to purchase them from Wyre. This discussion will be led by Cllr Orme.

**13 SPIDS Warranty**

Councillors are asked to **discuss** and **resolve** if they wish to renew the warranty for the 3 SPIDS they hold. This warranty runs out on 25 March 2026, and will cost £199 plus VAT. (warranty emailed)

**14 Handling Staff Matters (Standing Order 19.C)**

*'The chair of the employment group or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by of the council.'* The Council is asked to **discuss** the Clerk's appraisal held on 11<sup>th</sup> November 2025 and **resolve**. This discussion will be led by the Chair, Cllr Orme.

**15 Best Kept Village**

Councillors are asked to **resolve** if they wish to enter the B.K.V 2026 competition, the fee is usually £25.00. Please note details are usually sent out in January, but there is no meeting in February for this be resolved at council.

**ITEMS FOR INFORMATION ONLY**

**16. Reports from outside bodies**

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

**17. Clerks Report (emailed).**

Councillors are asked to read the report, and the clerk will answer questions.

**18. Wyre councillor report**

An opportunity for Wyre councillors to provide an update.

**19. Questions to councillors**

An opportunity for councillors to ask another councillor a question.

**20. Date and time of next meeting**

The next meeting of the Parish Council is proposed for **Tuesday 10 March 2025** at 7.00pm, as no meeting will be held in February.

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 (Monday 27<sup>th</sup> February at the latest), with a summary of the reason for raising the matter.



