

STALMINE-WITH-STAYNALL PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on Tuesday 11th March 2025 at 7.00pm in the Village Hall Stalmine

Present: Cllr Phil Orme (Chair), Cllr Chris Mills (Planning Ambassador), Cllr Peter Muirhead

In attendance: Debbie Smith Clerk.

160.1 Apologies for absence

Cllr Rob Drobny

161.2 Declaration of interests and dispensations

Nil

162.3 Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes of the Parish Council meeting held on 11th February 2025.

163.4 Public participation

Resolved to adjourn the meeting to allow non-council members to speak.

1 member of the public was in attendance to discuss planning application 25/00145/COUQ with the council. The council listen, and the chair informed the member of the public that Wyre are looking into the enforcements currently.

Resolved at the conclusion of the public session to reconvene the meeting.

164.5 Planning

Application Number: 25/00068/FUL

Proposal: Proposed erection of 1 no. single storey dwelling

Location: Land To The Rear Of Moor End Manor Back Lane Stalmine FY6 0JN

The council **resolved** to not object to the application, no further comments were made.

Application Number: 25/00145/COUQ

Proposal: Prior approval for proposed change of use of an agricultural building to 2.no dwelling houses (C3) with building operations under Class Q of the GPDO

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

The council unanimously **resolved** to object to the planning application on the grounds off-

. The council are in agreement with the environment agency flood risk assessment that was raised on the previous application, and that concerns have not been addressed.

. The council still feel that the design is not in keeping with the area, in particular the use of a significant amount of glass, which would over look neighbouring houses, in which the council remarked it was a very basic application in terms of the plans and materials.

. The council still have concerns with highway safety, in regards to access to the site and pedestrian safety, as Neds Lane/Bales Hill is a single path, on a poorly lit road.

. The council strongly feel that the conditions for a class COUQ application are not being met. The council remarked that they seriously doubt that the buildings have been used for agricultural use in recent times, and any affidavit that persons have put forward are decidedly questionable.

. The council understand that new sewage systems would need to be placed in the new development, and at present there is an old system (septic tank) in one of the plots gardens, which would have to be removed.

The council noted that with all the on-going enforcements at present, these must be resolved before further planning applications are considered. The council would also like to remind Wyre that the area is outside the settlement boundary and therefore should not be developed.

165.6 Finance

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

| Receipt Name | Details | Date of Receipt | Amount |
|--------------|-------------|-----------------|--------|
| Cashback | Virgin Card | 03/02/2025 | £00.24 |

b) **To approve** the following payments

| Payment Name | Details | Cash Book BAC's/card Ref | Amount |
|--------------|--|--------------------------|-----------|
| Payroll | February 2025 payroll paid in March 2025 | 119 | £1,109.32 |

| | | | |
|---------------------------|--|-----|---------|
| Les Needham | Lengths man expenses (February millage/petrol) | 120 | £23.00 |
| MS Garden Maintenance | Invoice #0151 (Plants Man) | 121 | £340.00 |
| MS Garden Maintenance | Expenses for February (Plants Man) | 121 | £13.50 |
| Debbie Smith | Clerk's homeworking February 2025 | 122 | £18.00 |
| LBKV | Entry for Best Kept Village | 123 | £25.00 |
| Homecare & DIY | Drill bits/wood filler/white spirit | 124 | £13.99 |
| Wyre Builder InvSI0447632 | Thermal glove | 125 | £5.00 |
| Wyre Builder InvSI0448949 | Cutting discs/sealant and adhesive | 126 | £22.80 |

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

| Company Name | Details | Payment Date | Amount |
|------------------|------------------------|--------------|--------|
| Easy Websites | Monthly hosting fee | 3 February | £47.52 |
| Unity Trust Bank | Monthly Service Charge | 28 February | £6.00 |

d) The Statement of Account was provided; Bank Statements were available at the meeting. It was **resolved** to accept the documents as a true reflection of the Council position and were signed by the Chairman. The statement of account for February 2025 showed a balance of £47,721.18

e) The council reviewed expenditure for January, February and March 2025. The clerk reminded the council that header CFS is minus £7,776.90 due to delays with the spids 23/24 project paid in civic year 24/25 costing £10,504.76. The header PM is minus £1,040.69 due to delays with the barrier 23/24 project paid in civic year 24/25 costing £4,809.60, and training header is minus £16 due to unforeseen costs with the clerks training in relation to her CILCA qualification (portfolio course) costing £300.00 which was not budgeted for, and the travel header is minus £45.96 due to the lengths man having to travel more due to having equipment serviced. The council **resolved** that it was in order and accepted the clerk's explanations and approved the Q4 budget monitoring statement as being a true representative of the expenditure within the cash book.

166.7 Annual governance review

Councillors **resolved to adopt** the changes detailed in the annual governance review document of the various internal control documents below:

Stalmine with Staynall Parish Council 11 MARCH 2025 ANNUAL GOVERNANCE REVIEW

In order to ensure that the suite of internal control documents remains up to date and fit for purpose, the Council conducts an annual governance review of its arrangements.

Standing Orders

Section 5 (J) has the addition of electing the Planning Ambassador at the Annual Meeting.

Section 5 (J) sub section (ii) has the addition of 'except where the Annual meeting is followed by an ordinary meeting of the council.' To clarify this is only in May when the Annual meeting takes place. Section 5 has the addition (K) to clarify that listed below under sub sections (i-ix) take place at ordinary meetings throughout the year.

Financial Regulations

No amendments have been made, this was renewed and adopted in June 2024, under the new release of the Financial Regulations from NALC.

Schedule of assets

The schedule of assets has been updated to reflect additions and deletions throughout 2024/25 civic year, under its fixed asset register and disposal register.

Fixed Asset Register Policy

No amendments have been made, although it is not due for renewal as it was created in June 24, it should be included within the annual governance review.

Risk Management Plan

- Updated to show identified risk which can be quantified is covered by the insurance policy carried by the Council:

| | |
|------------------------|------------|
| ○ Public liability | £10m |
| ○ Employer liability | £10m |
| ○ Money | £250,000 |
| ○ Fidelity guarantees | £150,000 |
| ○ Official's indemnity | £500,000 |
| ○ Slander & Libel | £250,000 |
| ○ Personal Accident | £100,000 |
| ○ Legal Expenses | £100,000 |
| ○ Buildings | £1,920.00 |
| ○ General contents | £33,000.00 |
| ○ Gates and fences | £36,000.00 |
| ○ Mowers and machinery | £6,000.00 |
| ○ Playground equipment | £90,000.00 |
| ○ Street furniture | £78,325.00 |

Risk Management Register

Updates in blue –

- Addition of the council's payment card under 'Loss of monies due to fraudulent action by employee(s)'
- Addition of 'Avoiding supplier fraud', and 'Payment made for goods not received'.
- Change to 'fixed asset register', under 'Damage to council property by 3rd party'.

Annual Parish Meeting Standing Orders

This document has been renamed from Annual Town Meeting to Annual Parish Meeting, and amended to reflect the order of the Annual Parish Meeting only.

167.8 Arrangements for the Annual Parish Meeting and the Annual Meeting of the Council

The council **resolved** to have the Annual Parish Meeting on 13th May to start at 6.30pm, and **resolved** to have the Annual Meeting of the Council on the 13th May to start at 7pm, with the May Ordinary Meeting to follow.

168.9 Community Engagement

The council **resolved** to start to engage with the community and for Cllr Peter Muirhead to take the lead. It was resolved that this month's Green Book would highlight community engagement. The clerk will email council members the Green Book deadline dates, so they email any information they wish to enter to the clerk before the deadline. The clerk will also email council members with her current community contact list, as well as emailing Wyre in regards to identity cards.

169.10 Memorial Project

Council members **resolved** to the some of the aspects of the memorial project to purchase a flag pole, two benches, a slate memorial stone in order for the clerk to produce a business plan and drawing of the project to ask Wyre Borough if it may go ahead. If Wyre Borough agree to the project, future resolutions will be required to complete works.

ITEMS FOR INFORMATION ONLY

170.11 Reports from outside bodies

Nil

171.12 Clerks Report

Stalmine Play Ground Area

Playground inspections for February 2025 have shown no issues.

Lengths Man's Contract

As discussed at November 2024 meeting, amendments have been made to the Lengths Man's contract. The Lengths Man has received a copy of his contract and a letter notifying him of these amendments. A copy of the up-dated contract and letter are signed and now on file being held by myself.

SSRA

I contacted the SSRA group, and put forward the council's proposal to take over the defibrator at the village hall and the Seven Stars community asset. The SSRA committee have met, and they have kindly declined both the council's offer.

Virgin Bank

I have been into Virgin Bank and completed actions that were required, Cllr Peter Muirhead needs to sign the mandate and it will be posted for the mandate to be completed.

Best Kept Village Entry

All documents have now been completed and sent to enter the competition.

Christmas Lights

PRS are holding the lights, I will be making arrangements for them to be collected, so they are held by the council.

Bowling Green Games Rota

I have asked Keith from the bowling green to give me a list of the home games being played this season in preparation for the barrier. He will pass the information on to me after the AGM meeting.

Carpark Barrier

The supply company of the barrier have been in contact and should be looking at the barrier within the next week or so.

172.13 Wyre councillor report

Nil

173.14 Questions to councillors

The chair reminded the council that the next flood forum would be this Thursday 13th March at 1pm at the Civic Centre.

174.15 Date and time of next meeting

The next meeting of the Parish Council is proposed for **Tuesday 8 April 2025** at 7.00pm.

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 26th March at the latest**), with a summary of the reason for raising the matter.

The chair closed the meeting.