

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."

6th March 2025

Dear Councillor

You are hereby summoned to attend the March Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 11th March 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 11th February 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 asked to consider the following application(s) and **resolve** whether they wish to make any comments.

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

It was **resolved** that the council would not object to this application, via email responses due to dead line of application was before March's meeting. Please note that details of responses will be provided in March's minutes.

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

6 Finance

Councillors are asked:

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) To note the statement of accounts for month ending 28 February 2025 will be provided at the meeting.

e) To review expenditure for January, February and March 2025 and to consider and approve the Q4 budget monitoring statement (**emailed**). Hard copies will be brought to the meeting.

7) Annual governance review

Councillors are required **to confirm** that the various internal control documents have been reviewed in the past 12 months. To facilitate this the parish council conducts an annual governance review each March. Councillors are asked **to note**:

i) Standing Orders – Amendments have been made

ii) Financial Regulations – No amendments have been made

iii) Schedule of Assets – Has been updated to reflect all assets held as at March 2025 (a full survey of the assets has been conducted by the clerk).

iv) Fixed Asset Register Policy - No amendments have been made

v) Risk Management Plan – This needs to be reviewed and adopted to reflect insurance uprating on renewal 31 May 2025.

vi) Risk Management Register – Amendments have been made, this needs to be reviewed and adopted to clarify controls.

vii) Annual Parish Meeting Standing Orders – Amendments have been made.

(Electronic copies of the documents have been emailed.)

The changes have been detailed in the annual governance review document (**enclosed and emailed**). Councillors are now asked **to approve** the amendments and readopt the documents.

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

Councillors are asked to discuss and resolve the date and times of the Annual Parish Meeting and the Annual Meeting of the Council to be held in May (information emailed).

9 Community Engagement

Councillors are asked to discuss and **resolve** a communication strategy for the new civic year. Information will be provided by Cllr Peter Muirhead.

10 Memorial Project

Councillors are asked to discuss and **resolve** the different aspects of the project (Information emailed)

ITEMS FOR INFORMATION ONLY

10 Reports from outside bodies

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

11 Clerks Report (emailed)

12 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

13 Questions to councillors

An opportunity for councillors to ask another councillor a question.

14 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.