

# 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."

5<sup>th</sup> March 2026

Dear Councillor

You are hereby summoned to attend the March Council Meeting of Stalmine-with-Staynall Parish Council on Tuesday 10<sup>th</sup> March 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 Co-Option**

Council members are to note that the candidate(s) have been checked by the clerk. The clerk is satisfied that the candidate(s) are eligible to become Council members by co-option.

#### Co-Option Process at the Meeting

Council members have interviewed the candidate prior to the meeting in a closed session.

The council may vote on a composite motion, duly proposed and seconded.

- Council members are now asked to vote.

If the candidate is successful

The Chair will declare the successful candidate co-opted onto Stalmine-with-Staynall Parish Council.

The successful candidate will now be asked to read out-loud and sign the Declaration of Acceptance of Office form witnessed by the Proper Officer, and are authorised to sit at the meeting as a council member. The successful candidate must note that they must complete the Declaration of Interests forms within 28 calendar days of co-option and return them to the clerk within this time frame. The clerk will take contact details from the new council member for a councillor email to be created.

### **4 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 13<sup>th</sup> January 2026. (emailed)

### **5 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.

## 6 Planning

Councillors are to **note** the following planning application(s) (i) and (ii) have been resolved via email due to the deadline before March's meeting, comments will be documented in March's minutes.

(i) Application Number: 25/01054/FULMAJ

Proposal: Proposed demolition of existing structures and the erection of 79no. affordable dwellings with access, parking, landscaping and associated works.

Location: Land South Of Stricklands Lane Stalmine Lancashire

(ii) Application Number: 26/00084/FUL

Proposal: Proposed change of use and erection of two-storey, two bed holiday accommodation unit with first floor balcony, utilising part of existing single storey stable building, existing track and access off Staynall Lane. Agricultural to (C3).

Location: Cobblestone Barn Staynall Lane Hambleton Poulton-Le-Fylde Lancashire

Councillors are **asked** to **consider** the following application(s) below at March's Meeting and **resolve** whether they wish to make any comments.

(iii) Application Number: 26/00111/FUL

Proposal: Proposed alterations to 2 no. adjoining dwellings including roof lifts, front and rear dormers, single storey rear extensions.

Location: Corbri 2 Brick House Lane Hambleton Poulton-Le-Fylde Lancashire

(iv) Application Number: 26/00145/FUL

Proposal: 3 No. replacement dwellings following demolition of existing barns

Location: Burrows Farm Burrows Lane Stalmine-with-staynall Poulton-Le-Fylde Lancashire

## 7 Finance

Councillors are asked:

**a) To note** the following receipts in February 2026

Receipt Name	Details	Date of Receipt	Amount
			Nil

**b) To approve** the following payments

Payment Name	Details	Cash Book BAC's/card Ref	Amount
Payroll	February 2026 payroll paid in March 2026	96	£1,397.22
Les Needham	Lengths man expenses (February millage)	97	£18.00
MS Garden Maintenance	Invoice #0238 (Plants Man)	98	£391.00
MS Garden Maintenance	Expenses for February (Plants Man)	98	£13.85
Debbie Smith	Clerk's homeworking February 2026	99	£18.00
LALC Inv - BR0005352 26	Recruiting & Retaining Cllrs – training for the clerk	100	£18.00
C&C Supplies	Inv SIN0270170 - Manure	101	£90.97
Wyre Builders	Inv SI0485505 - Forgefast Pozi Screw	102	£13.22
C&C Supplies	Inv SIN0273333 - postmix/ top post/ round post	103	£101.22
Hampshire Flag Company	Flag Pole for memorial project	CARD	£607.02

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

Company Name	Details	Payment Date	Amount
Easy Websites	Monthly hosting fee	2 March	£47.52
Unity Trust Bank	Monthly Service Charge	28 February	£6.00
Unity Trust Bank	Monthly Service Charge	31 March	£7.00

d) To **note** the statement of accounts for month ending January 31<sup>st</sup> and 28 February 2026 will be provided at the meeting.

e) To **accept** and **resolve** to **note** February 2026 Finances (emailed)

f) To **review** expenditure for January, February and March 2026 and to consider and approve the Q4 budget monitoring statement (**emailed**). Hard copies will be brought to the meeting.

g) To **note** the Financial Services Compensation Scheme (FSCS) protection for eligible deposits at Unity Trust Bank and Virgin Money has increased to £120,000 per eligible person from £85,000. To clarify in the event Unity Bank, and Virgin Money ceases to exist the council's deposited money is now protected up to £120,000.

h) To **note** section 137 expenditure limit for 2026/27 under section 137(4)(a) of the Local Government Act 1972 for Parish and Town Councils England is £11.60 per elector, increased from £11.10 from 2025/26.

i) To **note** Unity Bank monthly service charge has now increased from £6.00 to £7.00, the first increased payment is to be debited on 31 March 2026.

j) To **note** the QRT 4 VAT will not be claimed within the 2025/26 civic year, there is not enough invoices to make a claim. The QRT 4 VAT claim of £109.09 to date 05/03/25 will be made with the QRT 1 VAT claim of the 2026/27 year.

k) To review and **resolve** to **accept** the end of year budget/financial report for 2025/26 (hard copies will be brought to the meeting)

## 8 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.

The changes have been detailed in the annual governance review document (**enclosed and emailed**). Councillors are now asked to **review** and **resolve** any amendments and **adopt** the documents. (Electronic copies of the documents have been emailed.)

i) Standing Orders – Amendments have been made.

ii) Financial Regulations – Amendments have been made

iii) Schedule of Assets – Has been updated to reflect all assets held as at March 2026 (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 updating on renewal 31 May 2026.

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

vii) Annual Parish Meeting Standing Orders – No amendments have been made.

viii) Scheme of Responsibilities and Delegations 2026 – Updated to reference 2026 Standing Orders and Financial Regulations.

ix) Code of Local Government Conduct 2021 Wyre Borough version – No amendments made

## 9 Updated Policies

To ensure the council meets Assertion 10 requirements for the 25/26 audit, the below documents have been updated/amended. Cllrs are asked to **review** and **re-adopt** the documents below- (emailed).

i. Data Audit Schedule (AKA data road map)

ii. I.T policy

## 10 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. The clerk advises that Annual Parish Meeting to start at 6pm, the Annual Meeting of the Council to start at 6.30pm, and for the ordinary meeting to start at 7pm.

## 11 Memorial Project

Councillors are to be informed that the memorial project is only half complete, ground work on the site has not started due to unforeseen weather that has delayed the project. There are delays with planning permission for the 6m flag pole. Councillors are asked to check the memorial project document (emailed), and **resolve** to sign off the project for the civic

year 2025/26, for it to be re-opened in the 2026/27 civic year and have £4,358.81 placed in reserves under the CFS budget header for it to be completed. The chair will be asked to sign the document if resolved by council.

## **12 Communication Project 26/27**

Councillors are asked to **resolve** if they wish to have a table at the Preesall Town Council May Day event held on Monday 4<sup>th</sup> May from 12-noon to 4pm, to promote the council and communicate with residents. If members resolve to attend purchases to promote the council and aid in communication are to be discussed and **resolved**, for example a banner/retracting sign/merchandise etc.

## ITEMS FOR INFORMATION ONLY

## **13 Reports from outside bodies**

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

## **14 Clerks Report** (emailed)

## **15 Wyre councillor report**

An opportunity for Wyre councillors to provide an update.

## **16 Questions to councillors**

An opportunity for councillors to ask another councillor a question.

## **17 Date and time of next meeting**

The next meeting of the Parish Council is proposed for **Tuesday 14 April 2026** 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 (**Tuesday 31st March at the latest**), with a summary of the reason for raising the matter.