

Stalmine-with-Staynall Parish Council Action Plan

2025 26

Introduction

This action plan sets out what Stalmine-with-Staynall Parish Council plan to do over the next financial year. The plan considers the issues facing us and our ability to respond with the resources available and how the Council will prioritise those resources. This plan will aid us as a planning tool and as a review process to measure our performance. The Parish Council finances are mainly sourced from the precept which is demanded from Wyre Borough Council in January each year, but the Parish Council will always look at applying for grants that will benefit the local area and its residents.

Aim

- Stalmine-with-Staynall Parish Council seeks to develop, improve and maintain village services and facilities.
- To promote and protect the safety and interests of all parishioners.
- To represent Stalmine-with-Staynall residents' interests and concerns at local, district and county level.
- To ensure that a budget is set and managed to enable objectives to be achieved and to provide best value.

What is a Parish Council?

A civil parish is an independent democratic unit for villages, smaller towns & suburbs of urban areas. Each Parish has a meeting of all its electors and where the electors exceed 200 have a Parish or Town Council. Stalmine-with-Staynall Parish Council have 1478 electors however it is anticipated that this number will rise significantly within the next few years due to the Wainhomes development in Stalmine.

The Parish Council is a small local authority; its councillors are elected for four years at a time in the same way as other councils. The next election is in May 2027.

In May, each year the councillors choose a chairperson from their number. In Stalmine-with-Staynall Parish there are currently 4 councillors who make up the Parish Council, with 2 open seats that may filled via Co-Option. The Council employs a part-time Clerk to manage administration, and a part time Lengths Man to manage the general up-keep of the parish.

What do we do?

The Parish Council are the custodian of the Woodland area, and maintain it all year round. It is surveyed each year for any health and safety issues and to ensure it is up to standards. The Parish Council also has assets within the parish that it maintains, repairs and insures they are as follows:

26 Urns, 1 Bin, 10 Benches, 4 Bus Shelters, 2 x notice boards, 3 x Solar SPIDS, Fencing, Railings, Gates, Plaques, Swing Barrier, 2 x Zig Zag Barriers, Lengths Mans storage unit and equipment, Decorative features around the parish (boat feature/plough/tractor bench/woodland art/coronation planter), Parish Woodland Path, Play area.

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Although Wyre Borough Council is the Planning Authority, the Parish Council is consulted on each planning application made in the Parish and these are considered by councillors at each meeting and Wyre Borough are informed of their views.

At each meeting the Council discuss correspondence received from local organisations and residents, community issues are considered for example crime & safety, highways & traffic, speeding, maintenance in the public realm (which need reporting to the appropriate authorities) The Council can act as an advocate for residents, to communicate information and as a liaison point for dealing with appropriate departments of other local authorities to ensure that views, comments and necessary actions are dealt with.

Accountability

Residents are invited to attend the Annual Parish Council Meeting, and the Annual May Meeting, along with the regular meetings held throughout the year on the second Tuesday of each month.

Details of times, dates can be found on the Parish Council's notice boards, and the website <https://www.stalmine-with-staynall-pc.gov.uk/>

At the beginning of each monthly meeting there is allocated time for public speaking, if residents wish to discuss their concerns or provide the Council with any information.

The Accounts are audited each year and are published on the website; there is also a public inspection period for around 6 weeks in the summer which is displayed on the noticeboards and the website.

What the Council achieved in the last Civic Year (2024-2025)

Considered 25 planning applications

Reviewed Asset Register, and Asset Register Policy. Policies: Standing Orders, Financial regulations, Risk Management plan and register, Scheme of Delegation to Clerk, Annual Parish Council Standing Orders, Review of effectiveness of the system of Internal Control. Data Protection policies, Grant Policy and documents, Employment policies and documents, Complaints Procedure, F.O.I Publication Scheme, Investment Strategy, Co-Option Policy and form.

Adopted Woodland Policy and risk assessment and Bench policy.

Trained New Councillors in New Cllr & clerks whistle stop tour of powers and responsibilities, Understanding Neighbourhood Plans and Planning Training. Clerk attended CILCA portfolio guidance training and Supported the Clerk during her CILCA qualification.

Recruited two new Council members via Co-Option.

Published in the monthly 'Green Book' news articles about the Parish Council, on the Council's website and social media.

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Maintained the PROW, Urns and the plants, grass verges, woodland and its surrounding areas.

Added A new drill, blower, storage unit for the Lengths Man, litter signage displayed around the village, a Council bank card to be used only by the clerk for more accessible spending., swing barrier and zig zag barriers, fencing at the opening of the car park.

Grants purchased hedge hog highways packs, and flat pack bird boxes for all the pupils at Stalmine Primary school to encourage biodiversity within the parish, 2 x poppy wreaths in honour of Remembrance Sunday, donated funds for food, drink, entertainment, Christmas Tree and lights for the community switch on.

What the Council want to do in the civic year 2025 26

Objective	Action Complete	Action Outstanding	Responsibility	Time Scale
Woodland				
To have an annual survey conducted	Survey Conducted	Tree Felling, and maintenance required	Council Clerk Tree Surgeon	Oct 25
Maintain health and safety risks i.e. cutting back brambles along the pathway	On going through- out the year	Action taken as required	Council Clerk Plants Man Lengths Man	Through-out the civic year
Events				
Christmas Community Switch On	No	Identify Community needs – food/drink contact Over Wyre Brass Band Supply planted Christmas Tree and lights	Clerk	Nov 25 – Dec 25
Maintenance				
To Ensure all council assets are maintained in a safe and proper way	Ongoing asset inspections	Continuing asset inspections Raising of issues to Clerk To review and maintain asset register	Clerk Plants Man Lengths Man	Through-out the civic year
Planning				
Consider all planning applications which	On going through- out the year	To ensure all planning applications are referred to councillors and included on the agenda when possible. Clerk to seek	Clerk Council	Through-out the civic year

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fall within, and impact upon the Parish		time extensions from Wyre Borough Council when necessary. Ensure that council's objections / comments are formerly reported to the planning authority in time. To ensure the views of the Parish residents are known on large planning applications taking place in the vicinity of the Parish Council.		
Infrastructure				
To seek that parish infrastructure including, all roads, pavements, verges, open spaces, trees and hedgerows are adequately managed and maintained.	Advertise the County Councils Love Clean Streets reporting App, through all Parish Council's media sources. Respond to residents' concerns effectively.	Raise further issues as raised by community	Clerk Councillors Community Lengths Man Plants Man	On going
Implementation of traffic calming measures	Solar SPIDS installed around the village. Meet with local police Sergeant to discuss further measures.	Download SPID information to monitor impact, and pass on to the relevant sources.	Clerk Council	Through-out the civic year as required
Public Rights of Way	Maintain the PROW, ensuring bridle ways are cut back in the summer months, and foot bridges are maintained and repaired.	Apply for PROW grant to pay for Parish Council's additional costs. Monitor for growth of PROW during the warmer months, and check foot bridges regularly	Clerk Council Lengths Man Plants Man	Through-out the civic year as required, but monitor closely in the warmer seasons.
Support and promote groups and organisations within the Parish	Councillors where possible to attend organised events. To promote organised events through the website and social media.	Apply for biodiversity grant, continue to research other possible grants that may benefit the parish.	Clerk Council	On going

	Investigate a local grants scheme to support local charities, events & community projects.			
Community Engagement				
Upgrade Parish Web Site to facilitate openness, ensure continued compliance with Transparency and Accessibility Regulations	Website up-graded and now is an. Gov domain	Add Councillors photos to the website	Clerk	August 25
To encourage Wyre Borough, Lancashire County Councillors, and the local police to be involved with the community	Invite Wyre Borough, Lancashire County Councillors, and the local police to Parish Council meetings.	Continued each month, agenda sent out to the Wyre Borough, Lancashire County Councillors, and the local police.	Clerk Councillors	On going
Maintain and update village notice boards	Ensure that village notice boards are maintained and that literature displayed is current, relevant and well presented. Ensure that Council meeting agendas and other required notices, are displayed at appropriate dates and for appropriate periods.	Up-dated regularly	Clerk	On going
Develop Community Relationships	To include item in local free magazine Included item in village Newsletter and meetings via Facebook page	Continue promotion of Parish Council at events. Purchase Hi-Viz jackets for Council employees for safety and PC promotion	Clerk	On going

Website, social media	Encourage dialogue with residents and encourage participation at council meetings.	Share other neighbouring Parish Councils information of events, and ask them to reciprocate	Clerk	July 31 st after the next working group of the parish councils meeting.
Training				
Training for 2 new Councillors (2 x open seats at present) Clerks CILCA qualification	To encourage and support training and development opportunities for councillors, and support the clerk.	To notify and promote attendance at appropriate training courses for new and existing councillors to enable them to better assist the council in achieving its aims and objectives. To ensure sufficient funding is provided through the annual budget Continue support for the clerk during CILCA qualification	Clerk Councillors	Clerk – 1 st August 2025 deadline Councillors – on going
Governance				
Transparency Code compliancy	Publish Annual Governance Audit Review, end of year accounts, agendas, minutes, and means of contacting the Council on the website and noticeboards (where applicable)	Publish External Audit Report and Notice of Conclusion of audit year end 2025	Clerk	August 25
Ensure council policies and procedures are reviewed and updated as necessary	Follow Policy Schedule	Policies/procedures to be scheduled for review throughout the year as appropriate	Clerk Council	On going
Ensure that the Council meets Health and Safety requirements for its	Renew insurance	Keep insurance details up-to-date and inform provider of any changes as they occur	Clerk Council	Annually, unless amendments are required

staff, councillors and public at events and activities.				
Ensure the council has access to professional guidance, advice, and training	Maintain subscriptions for Society of Local Council Clerks (SLCC), NALC and LALC	Non required subscriptions paid for the year	Clerk Council	Annually
Other				
War Memorial project	Resolved at meeting the design, location and purchases for project. Wyre Borough Council have agreed to the project.	Start the ground work, order the benches, plaque, flagpole, flag, stone centre piece, materials and floral decoration.	Clerk Lengths Man Plants Man	December 25
Electric Supply to Lengths Man's Storage Unit	Resolved at meeting and budgeted in the 2025 26 precept	Research information and suppliers, put information forward to Council to be resolved	Clerk Council	March 26