

STALMINE-WITH-STAYNALL PARISH COUNCIL

9 March 2022

Dear Councillor,

You are hereby summoned to attend the March extraordinary meeting of Stalmine-with-Staynall Parish Council on Tuesday 15 March at **7.00pm** at the Village Hall, Stalmine.

Terry Williams
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 8 February 2022 (**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 applications and confirm whether they wish to make any comments.

Planning Application - Consultation

Application Number: 21/01225/FUL

Proposal: Erection of a private stable building

Location: Land North of New Road, Stalmine-With-Staynall, FY6 9DT

Application Number: 22/00129/FUL

Proposal: Change of use of land to equestrian and erection of a stable block and creation of menage (following demolition of existing agricultural building)

Location: Grange Farm Barn, Grange Lane, Stalmine-With-Staynall, Lancashire

Town and Country Planning (Appeals) (Written Representations) (England) Regulations 2000

Location: Land off Stricklands Lane, Stalmine-With-Staynall, Lancashire

Proposal: Hybrid planning application for two 80 bed care homes with landscaping and associated works (full application) and up to 50 dwellings with access (outline application) (resubmission of 20/01175/FULMAJ)

Application Number: 21/00981/FULMAJ

Appeal Reference: APP/U2370/W/22/3293408

Appeal Start Date: 24.02.2022

Appellant's Name: Mr Furness

6 Finance

Councillors are asked:

a) **To note** the following receipts: £NIL

b) **To note** the following payments

	Chqs	£
February/ March Payroll Clerks (Incl 21/22 pay award) and February Payroll Lengthsman Clerk's February/ March expenses (on behalf of council)	000195,000196,000197	£ 1,832.63
Lengthsman's February expenses (SLN on behalf of council)	000198,000199	£ 55.20
Cedarwood Tree Services (A3)	000200	£ 16.20
Wyre Building Supplies (February)	000201	£ 12,000.00
Armstrongs Garden Machinery (153138)	000202	£ 23.11
	000203	£ 265.08

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

Easy Websites (monthly hosting fee) March	£	42.00
ID Mobile (February)	£	6.00

d) **To note** the statement of accounts for month ending 28 February will be provided at 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 – minor amendments have been made to the financial controls and procurement information in relation to public contracts.
- ii) Financial Regulations – public contract thresholds have been updated.
- iii) Schedule of Assets – has been updated to reflect all assets held as at 9 March 2022 (a full survey of the assets has been conducted by the clerk).
- iv) Risk Management Plan – this needs to be reviewed and adopted to reflect insurance uprating on renewal 31 May 2022.
- iv) Risk Register – this needs to be reviewed and updated in 2022 to clarify controls.
- vi) Annual Town Meeting Standing Orders – these are unchanged.

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

8 Review of Model Publication Scheme and Complaints Procedure 2022

These documents are reviewed annually to ensure they remain fit for purpose. Councillors are also asked **to note** that no changes have been made to the Model Publication Scheme or the Complaints Procedure. Councillors are therefore asked **to readopt** these documents (electronic copies provided).

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

Both meetings are traditionally held on the same evening and the Annual Meeting incorporates the regular monthly meeting. The Annual Parish meeting is not a meeting of the council, it is hosted by the chairman of the council. Councillors are asked **to determine** whether they wish to cancel this year's meeting. The Annual Meeting of Stalmine-with-Staynall Parish Council will be held on 10 May 2022.

10 Parish Councillor casual vacancy

The period during which electors could ask for an election ended on Thursday 3 February. As no election has been called the council has advertised the vacancy in the March Over Wyre Focus, the website and the notice board to seek to co-opt another councillor. The closing date for applications is March 18 at 10:00am.

Councillors are asked **to decide** whether they wish to conduct formal interviews.

11 Audit

Yvonne Walton has agreed to conduct the council's annual audit in April 2022. Councillors are asked **to consider and approve** the appointment.

ITEMS FOR INFORMATION ONLY

12 Reports from outside bodies/councils

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

13 Clerk's report

A copy of the clerk's report has been **emailed**.

14 Questions for councillors

An opportunity for councillors to ask another councillor a question.

15 Date and time of next meeting

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 (**Friday 1 April at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council will be on **Tuesday 12 April 2022** at 7.00pm.