

STALMINE-WITH-STAYNALL PARISH COUNCIL

5 May 2022

Dear Councillor,

You are hereby summoned to attend the May Annual Meeting of Stalmine-with-Staynall Parish Council on Tuesday 10 May at **7.00pm** at the Village Hall, Stalmine.

Alison May
Interim Clerk to the Council

A G E N D A

1 Election of Chair for the 2022/23 civic year

Councillors are asked **to elect** the chair of the council.

2 Apologies for absence

3 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.

4 Election of Deputy Chair for the 2022/23 civic year

Councillors are asked **to elect** the deputy chair of the council.

5 Minutes of the last meeting

Councillors are asked **to note** the minutes of the meeting held on 15 March 2022 (**emailed**). As no councillors will be present who attended that meeting it is not possible for the minutes to be signed off.

6 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.

7 Planning

Councillors are asked to consider the following application and confirm whether they wish to make any comments.

Application Number: 22/00286/FUL

Proposal: Demolition of existing agricultural buildings and the erection of 4 no. dwellings (Variation of conditions 2 (Approved Plans), 3 (Contamination), 4 (Drainage), 5 (Flood Risk Mitigation), 6 (Bio-diversity), 11 (Electric Vehicle Charging Point), 12 (Access Materials) and 16 (Homeowner Packs) on planning permission 21/01031/FUL)

Location: Grange Farm Barn Grange Lane Stalmine-with-Staynall Poulton-Le-Fylde Lancashire.

8 Insurance renewal

The council's insurance is due for renewal on 1 June 2022 (this is part of a long-term agreement ending in May 2023). The 2021/22 renewal premium was £739.71 and the 2022/23 renewal premium is £793.78. Councillors have been provided with a copy of the underwriting limited statement of fact and are asked to pay particular attention to the information under 'General Details' and to notify the clerk immediately if any of the limitations apply to them. Councillors are asked **to approve** the renewal payment and to note that payment by cheque is no longer an option. Payment options are bank transfer or direct debit. As the council doesn't have online banking the only practical option is direct debit if this can be set up quickly enough.

9 Finance

A. Appointment of temporary Responsible Financial Officer

Councillors are asked:

- i **to approve** the former clerk and RFO – Alison May – being employed on an hourly basis (spine point 18) to oversee finance matters and carry out ad hoc Clerk duties as required until a new clerk and RFO is appointed.
- ii **to approve** the former clerk and RFO preparing the audit paperwork and overseeing the audit until a new clerk and RFO is appointed.

B. Opening a Unity Bank account

Councillors are asked:

- i **to give approval** for the RFO to investigate the opening of a Unity Bank account with two councillor signatories in addition to the RFO who would be able to input payments and report the details back to the council.
- ii **to agree** who the two councillor signatories to the account will be.
- iii **to note** that the first 10 transactions made each month from the Virgin Money account were free of charge. From **1 June 2022**, a fixed monthly service fee of £6.50 will be added if there are more than 10 transactions each month. This would result in potential extra charges for other transactions.

C. Payments made in April by the RFO:

Councillors are asked:

a) **To note** the following receipts in March: £Nil

b) **To note** the following payments

| | Chqs | |
|---|---------------|---------|
| March payroll | 000205,000206 | £569.13 |
| Lengthsman's March expenses (SLN on behalf of council) | 000207 | £46.27 |
| Plantsman's Invoice | 000208 | £74.25 |

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

| | |
|---|--------|
| Easy Websites (monthly hosting fee) (April) | £42.00 |
| ID Mobile (March) | £ 6.00 |

D. Payments to be made in May:

Councillors are asked:

a) **To note** the following receipts in April: £37,769.00

b) **To approve** the following payments

| | Chqs | |
|---|---------------|---------|
| April payroll | 000209,000210 | £420.42 |
| Lengthsman's April expenses (SLN on behalf of council) | 000211 | £34.21 |
| Mr M Stansfield, plantsman (Inv.0002) | 000212 | £312.26 |
| Towers and Gornall (Inv. 11416) | 000213 | £205.20 |
| Wyre Building Supplies (Inv.0326247 £46.88 0327138 £19.66; 0327332 £35.10; 0331557 £2.50) | 000214 | £104.14 |
| C&C supplies Ltd (Inv.14/4/22) | 000215 | £139.00 |
| NALC (Inv.2223170) | 000216 | £334.31 |
| Gallagher re insurance (quote 496542574) | 000217 | £793.78 |

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

| | |
|---|--------|
| Easy Websites (monthly hosting fee) May | £42.00 |
| ID Mobile (April) | £ 6.00 |

The statement of accounts will be provided for the meeting once the latest bank statement has been received.

Councillors are asked to note that the ICO payment is due on 14 June. As this is paid by direct debit a fee of £35.00 will be taken.

E. Fourth quarter financial monitoring

Councillors are asked:

i. **to check and approve** the documentation for January, February and March of the 2021/22 financial year to ensure that financial recording is in order (**emailed**).

ii) **to check and approve** the budget monitoring and note there were three areas of overspend. These were salaries, travel and insurance (**emailed**).

10 Employment of new Clerk and RFO

Adverts have been placed for the recruitment of a new Clerk and RFO. To date one application has been received and an acknowledgement of receipt has been sent. Councillors are asked to consider what arrangements they wish to make for the interview/s in June and **to set** a date.

11 Annual Governance and Accountability Return 2021/22

Councillors are asked **to note** that in previous years there has been an audit requirement for the council to sign off the end of year figures and complete the Annual Governance Statement on the Annual Return prior to the internal audit. This has now changed and the requirement is for the internal audit to have been signed off first.

Sections 1 and 2 of the AGAR have been prepared in readiness to be considered by full council once the internal audit is complete.

Councillors are asked **to approve** the dates for the notification of public rights to inspect the unaudited accounts as being the period between 20 June 2022 and 29 July 2022.

12 Calendar

Normal practice would be to agree monthly dates for meetings until the next Annual Meeting of the parish council. It is proposed that until a full complement of permanent councillors is appointed that meetings are changed to bi-monthly, with the exception of June when a meeting will need to be held to approve the sign-off of the audit documentation. Any planning applications will be circulated to all councillors for comment. Meetings will, therefore, take place in June, July, September, November, January, March and May prior to the election in order to sign off the year end finances. Councillors are asked **to approve** the proposals and decide whether they wish to keep the meetings on a Tuesday.

13 Appointments to outside bodies and role

Councillors are asked to make nominations to serve on the following outside bodies:

LALC Wyre Area Committee (2)

Wyre Flood Forum (2)

Planning Ambassador (1)

ITEMS FOR INFORMATION ONLY

14 Reports from outside bodies

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

15 Clerk's report

An update from the former clerk has been **emailed**.

16 Wyre councillor report

An opportunity for Wyre councillors to provide an update.

17 Questions to councillors

An opportunity for councillors to ask another councillor a question.

18 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 3 June at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council is proposed for **Tuesday 14 June 2022** at 7.00pm.