

STALMINE-WITH-STAYNALL PARISH COUNCIL

5 October 2021

Dear Councillor

You are hereby summoned to attend the October meeting of Stalmine-with-Staynall Parish Council on Tuesday 12 September at **7.00pm** at the Village Hall, Stalmine.



Alison May
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 approve as a correct record the minutes of the meeting held on 14 September (**enclosed**).

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 Chairman 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

Application Number: 21/01071/REM

Proposal: Reserved matters application for appearance, landscaping, layout and scale of 4 dwellings approved under outline permission 15/00818/OUT (Variation of condition 1 on planning permission 18/00810/REM (plans) to include rear extension to plot 7

Location: Land Rear of Trevelyan 19 Stricklands Lane Stalmine Lancashire

6 Finance

Councillors are asked:

i) July payments made in August under clerk's delegations – see attached sheet.

ii) September payments made outside of the meeting – see attached sheet.

iii)

a) **To note** the following receipts: PROW £500.00

b) **To approve** the following payments

	Chqs	
September Payroll	00149,00150,00152	£1266.43
Clerk's September expenses (on behalf of council)	00151	£52.00
Lengthsman's September expenses (SLN on behalf of council)	00153	£36.27
Plantsman (MS) September contract	00154	£277.65
Fylde Mowercare and Cycles (inv. 14/3/21)	00155	£167.16
Wyre Building Supplies Ltd (inv. SI0306619)	00156	£20.00
PKF Littlejohn (inv. SB20212477)	00157	£240.00

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

Easy Websites (monthly hosting fee) September £42.00

ID Mobile (inv.71261106) £6.00

d) **To note** the statement of accounts for month ending 30 September 2021 £ to be confirmed at meeting.

e) **To approve the budget monitoring report quarter**

Budget monitoring report – quarter 1

The Q1 budget monitoring report was **provided in September**. Councillors are asked to note that all budget heads are in line with budgeted expenditure for this quarter.

The insurance/audit etc budget head appears disproportionate but this is because the majority of spending against this budget head is committed in the early part of the year.

Councillors are asked **to review** expenditure for April, May and June 2021 and to consider and approve the Q1 budget monitoring statement.

7 Bowse's Hill glamping

At the September meeting councillors were approached by members of the public concerned at the lack of enforcement action being taken by Wyre Council against the owners of the glamping site and requested assistance from the Parish Council. Councillors are asked **to consider** what action they can take given that only Wyre Council has the authority to investigate such issues and take enforcement action.

8 Audit for year ended 31 March 2021

PKF Littlejohn LLP has now concluded the audit and has stated that the annual return including the external auditor report and certificate (**provided in September**) should be presented to the council for acceptance and approval. There is also a requirement for the annual return and Notice of Conclusion of Audit to be displayed "in a conspicuous place" for at least 14 days before 30 September 2021. Councillors are asked **to approve and accept** the annual return and certificate and **to note** the comment stating:

'Information received from the smaller authority indicates £266 of cancelled cheques have been included as income in Section 2, Box 3 of the prior year. These items should have been netted off from the relevant expenditure rather than shown as income. Box 3 for the prior year should therefore read £765, with a corresponding total reduction of £266 in Box 6.'

9 Projects for 2022/23

The draft budget for 2022/23 will be considered at the November meeting and the costs of projects that councillors might wish to undertake need to be calculated by the end of October at the latest. Councillors are therefore asked **to put forward** ideas for projects to be funded from next year's budget. Ideas can be raised up to and including the October meeting.

10 Sponsorship request

A request has been received from the Seven Stars Charity Committee asking if the council will consider making a donation to its collection for Brian House and Trinity Hospice. Councillors are asked **to determine** how they wish to proceed.

11 Parish and Town Council conference

The annual Parish and Town Council Conference is to be held at County Hall, Preston, on Saturday 13th November 2021 (9:45 to 14:00 approx). The theme is 'Working Together Better'. In order to capture your views to help Lancashire County Council to deliver and improve its services councillors are being asked **to complete a survey** (To open the questionnaire for this survey, please click on the link [here.](#)) The survey results will be collated before the conference where there will be further discussion on how LCC can develop better working relationships between Lancashire County Council and the parish and town councils. Invitations to the event will be sent out shortly with a maximum of two representatives from each Parish and Town council at the conference. Councillors are asked **to determine** whether anyone from Stalmine Parish Council will attend.

12 LALC AGM

The 77th annual general meeting will be held on Saturday 20 November 2021 at 10am via Zoom.

The council is invited to send one voting representative (which may be the clerk) and may send additional non-voting representatives. Councillors are asked **to determine** who the voting representative should be and whether any non-voting representatives will attend. Councillors are also asked whether they wish the council to submit any resolutions for discussion and decision by delegates (each requires a proposer and seconder).

13 Woodland signage

Cllr Wilson will provide councillors with an update regarding progress with the development of the signage.

14 Policy documents

The council's data audit documentation was last updated in 2018. Electronic copies of the documentation have been provided. Councillors are asked to consider the paperwork and **to determine** whether they wish to make any changes or to readopt the documents.

15 Bus survey

Lancashire County Council is working closely with bus operators to prepare for a major change in the way buses are funded and organised following the government's launch of The

National Bus Strategy, Bus Back Better, in March 2021. Councillors are asked **to consider** completing the survey. (**Details are enclosed**).

ITEMS FOR INFORMATION ONLY

16 Reports from outside bodies/councils

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

17 Clerk's report (enclosed)

18 Questions for councillors

An opportunity for councillors to ask another councillor a question.

19 Staffing matters

Pursuant to section 1(2) and 1(3) of the Public Bodies (Admissions to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss items pertaining to members of staff.

20 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 29 October at the latest**), with a summary of the reason for raising the matter.

The next meeting of the Parish Council will be on **Tuesday 9 November 2021** at 7.00pm.