

# STALMINE-WITH-STAYNALL PARISH COUNCIL

1 March 2019

Dear Councillor

You are hereby summoned to attend the meeting of Stalmine-with-Staynall Parish Council on Tuesday 12 March 2019 at **7.00pm** at the Village Hall, Stalmine.



**Alison May**  
**Clerk to the Council**

Please be aware that the public meeting may be recorded for the accuracy of the minutes. Once the minutes have been approved at the next meeting of the parish council the recording will be deleted.

## 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 12 February 2019 (**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 Household waste recycling consultation**

You may be aware that Lancashire County Council is suggesting changes to the days and times household waste recycling centres (HWRCs) will open. All the HWRCs have been categorised based on how busy they are and/or how close they are to another centre. New opening days and times have been put forward on this basis. LCC would like the council's opinion on the proposals by 25 March 2019. Councillors are asked **to decide** if they wish to take part in the survey – a paper copy has been requested from LCC.

## **6 Annual governance review**

Councillors are required **to confirm** that the various internal control documents have been reviewed in the past 12 months and the parish council conducts an annual governance review each March. Councillors are asked **to note** that they adopted a slightly amended version of NALC's Standing Orders at the February meeting. Councillors are asked **to note** the minor changes to the Risk Management Register to reflect Wyre Council's inspections of the older children's playzone and **to note** that no changes are required to the Financial Regulations, the Risk Management Plan or the Annual Parish Meeting Standing Orders. Councillors are also asked **to agree** the Schedule of Assets as at March 2019 (**amended documents enclosed**).

## **7 Review of Model Publication Scheme and Complaints Procedure 2019**

These documents are reviewed annually to ensure they remain fit for purpose. A number of minor changes have been made to the Model Publication Scheme to bring it in line with ICO guidelines and GDPR. Councillors are therefore asked **to approve** the revised document (**enclosed**). Councillors are also asked **to note** that no changes have been made to the Complaints Procedure.

## **8 Summer planting**

Plants for the summer bedding schemes will need to be ordered shortly. Councillors are asked **to delegate** the choice of plants to the clerk and the new plantsman.

## **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. Last year the Annual Parish meeting started at 6.30pm and the Annual Meeting of the Council started at 7pm. Councillors are asked **to determine** the start times of the two meetings to be held on 14 May 2019.

## **10 SLCC**

The clerk's membership of SLCC is due for renewal on 1 April 2019. Councillors are asked **to agree** to the renewal of the membership at a total cost of £196 for 2019/20, with the cost being shared 50/50 with Preesall Town Council (£98 each).

## **11 Councillor contact by email**

Following GDPR the council resolved that all councillors would have an individual email address linked to the council's website. The clerk uses this to communicate information to councillors between meetings and to raise issues that may need to be put on the next month's agenda - the chairman for similar purposes. It is also the address that councillors should use when communicating with members of the public. This is not a free resource and is funded out of the precept. Cllr Forshaw wishes to ask councillors how easy they find this form of email to use and to highlight any reasons preventing them from using it more often.

## **12 RBS switching**

The nearest RBS branch at which the clerk can conduct banking on behalf of the council is Preston. RBS has now provided a list of other banks offering business accounts that it is recommending the council transfers its business to. Details of the offers and the banks involved are being investigated by the Finance Committee. Councillors will be provided with an update once a shortlist has been agreed.

### 13 Planning applications

**Application Number: 19/00021/FUL**

**Proposal:** Proposed detached bungalow with integral garage and garden shed

**Location:** 7 Pennine Gardens, Stalmine-With-Staynall, Poulton-Le-Fylde.  
Lancashire FY6 0FH

**Application Number: 19/00087/FUL**

**Proposal:** Change of use of part of field to outdoor caravan storage area (B8)

**Location:** Grange Lane, Stalmine FY6 0JQ

**Application Number: 19/00092/FUL**

**Proposal:** Replacement dwelling and change of use of existing dwelling to holiday cottage (resubmission of 18/00665/FUL)

**Location:** Ingle Nook 11 Staynall Lane, Hambleton, Poulton-Le-Fylde, Lancashire

### 14 Finance

Councillors are asked:

|   |  |
|---|--|
| <b>a) To note</b> receipts at the meeting |  |
|---|--|

| <b>b) To approve</b> the following payments:                      | Cheque           |        |
|---|------------------|--------|
| Payroll   | 1554, 1556, 1558 | 859.59 |
| Clerk's expenses (on behalf of council)                           | 1555             | 43.60  |
| Lengthsman's expenses (on behalf of council)                      | 1557             | 31.70  |
| Wyre Building Supplies Ltd (inv. 0191791,0192607,0193902,0196562) | 1559             | 22.28  |
| SLCC (confirmatory email)   | 1560             | 98.00  |
|   |                  |        |

|   |       |
|---|-------|
| <b>c) To note</b> the following payments by direct debit: |       |
| Easy Websites (monthly hosting fee)                       | 39.60 |

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| <b>d) To note</b> the statement of accounts for month ending 28 February 2019 at the meeting |  |
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### 15 Clerk's report (for information)

Councillors are asked **to note** the information contained in the clerk's report (**enclosed**).

### 16 Items for next agenda

Councillors are asked to raise matters to be included on the agenda for the next meeting of the Parish Council either at this meeting or by notifying the clerk at least 10 days prior to the next meeting (**29 March at the latest**). A summary of the reason for raising the matter should be provided.

### 17 Date and time of next meeting

The next meeting of the Parish Council will be on **Tuesday 8 April 2019** at 7.00pm.