

STALMINE-WITH-STAYNALL PARISH COUNCIL

Minutes of the meeting of the Parish Council held on Tuesday 10 September 2019 at 7.00pm at the Village Hall, Stalmine

Present: Cllr T Williams (Chairman), D Booth, F Cardwell, A Haydock, S Pelham.

In attendance: Alison May, Clerk to the council, and two members of the public.

72(1) Apologies for absence

Cllr J Wilson

73(2) Declaration of interests and dispensations

None

74(3) Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes of the meeting held on 13 August 2019.

75(4) Public participation

Councillors **resolved** to adjourn the meeting at 7.03pm to allow members of the public to speak.

Members of the public

- Spoke regarding planning applications 19/00841/COUQ and 19/00842/COUQ and provided councillors with further information on the proposed change of use.
- Raised the issue of improper use of Stalmine playing fields by someone riding a motor bike or quad bike, as damage had been caused to the grass on the playing field. It was suggested that the access gates should be chained.
- Commented on the softness of the ground on the playing field and its vulnerability to damage from rugby.

Councillors **resolved** to reopen the meeting at 7.30pm.

76(5) Planning

Application Number: 19/00841/COUQ Proposal: Prior approval application for change of use of existing agricultural building to form two residential dwellings (under Class Q of the GPDO) Phase 1 of 2

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

Resolved: The council was unanimous in having no objections to the proposal.

Application Number: 19/00842/COUQ Proposal: Prior approval application for change of use of existing agricultural building to form three residential dwellings (under Class Q of the GPDO) Phase 2 of 2

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

Resolved: The council was unanimous in having no objections to the proposal.

Application Number: 19/00853/FUL

Proposal: Conversion and alterations to existing building (including increase in roof height, dormers and feature gable), to form one holiday cottage and domestic garage

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

Resolved: The council was unanimous in having no objections to the proposal.

77(6) Finance

Councillors **resolved:**

a) To note no receipts in August	
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b) To approve the following payments:	Cheque	
Payroll	01609,01610,01612	1702.86
Clerk's expenses (on behalf of council)	01611	
Lengthsman's expenses (SLN on behalf of council)	01613	19.01
PKF Littlejohn LLP (Inv. SB20190980)	01614	360.00
Cheshire SLCC – clerk's training	01615	15.00
Fylde Mower Care and Cycles	01616	321.50
B Hutchinson	01617	57.48
S Raby	01618	57.48

c) To note the following payments by direct debit:	
Easy Websites (monthly hosting fee)	39.60

e) To note the statement of accounts for month ending 31 August 2019	
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78(7) Memorial for the late Cllr Jackson

Councillors had viewed other benches and discussed the possible location of the bench.

Resolved: to bring ideas back to the next meeting.

79(8) Long service marker

Councillors discussed possible suitable options.

Resolved: to bring ideas and costs to the next meeting.

80(9) LALC – 75th annual general meeting 2019

Resolved: to check diaries and make a decision at the October meeting.

81(10) Audit for year ended 31 March 2019

Councillors thanked the clerk for her hard work with the audit. They also **resolved** to approve and accept the annual return and certificate and for the relevant notices to be placed on the notice board and uploaded on to the website on 11 September 2019. They **noted** the comment stating the loan repayment should have been entered in box 5, not box 6.

82(11) Projects for 2020/21

Councillors noted that the draft budget for 2020/21 would be considered at the November meeting and the requirement for costed projects to be raised by the October meeting. Projects suggested for consideration were - improvements to the woodland including creation of a forest school and bird boxes, VE Day 75.

83(12) Financial Regulations

Resolved: to accept the changes presented by the clerk subject to the figure at 4.1 bullet point three being amended to read 'for any items between £251 and £500'; to remove the requirement for financial checks on bank signatories and to increase the limit at 11h to 'where the value is below £3000 and above £500 the Clerk or RFO shall strive to obtain three estimates'.

ITEMS FOR INFORMATION ONLY

84(13) Reports from outside bodies

None

85(14) Clerk's report

Stalmine wood

Wyre's tree officer's annual survey of the wood didn't take place on 13 August and is now scheduled for Tuesday 3 September. A report should be made available once the inspection has taken place.

Highways – speed limit reductions

A response has been received from Lancashire County Council to Stalmine Council's letter requesting a reduction in speed limits:

'I refer to your letter about the parish council concerns over the speed limit on a number of roads in Stalmine.

We are currently considering a reduction to 30mph speed limit on an initial section of Moss Side Lane as well as a small initial section of Back Lane and Brickhouse Lane.

Additionally, Staynall Lane will be made 30mph for the extent of the street lighting. We must point out, however, that the proposed reduction on Moss Side Lane, Back Lane and Brickhouse Lane are only being considered due to a speed limit review funded by central government on the A588. Under normal circumstances, these speed limit reductions would not meet our criteria.

Moving forward, we would welcome the parish council's input on highway improvements such as lowering speed limits, street lighting and footways. An ideal time to do this is by participating in any new planning applications so that these works can be funded by developers/builders rather than the public purse.'

Data protection

It is more than twelve months since the new data protection regulations came into force. The Information Commissioner's Office has issued further guidance to town and parish councils to help ensure that they are fully compliant. Two areas of concern have been highlighted – the use of personal email addresses for council business and the use of personal electronic devices.

Councillors are asked to make sure they have read and understood the council's policies and guidance on data protection and are ensuring that they are compliant. All councillors have been allocated an official email address and they should use this address only for matters relating to the council.

Personal devices include all personally owned electronic devices. Councillors are asked to consider:

- How secure the devices are (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Does another person have access to use the device?

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability. As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account. The council has a right to request access to this data. The clerk will issue all councillors with a questionnaire for them to complete detailing their personal devices.

Tree Charter Day

This will be held on 30 November – the focus is to be on planting trees. Last year Stalmine Council signed up to becoming a supporter of the tree charter and is being encouraged to plant a tree to mark the day.

Dementia awareness

NALC has signed up to become a [dementia-friendly organisation](#) and is calling on all local (parish and town) councils to follow suit by becoming [Dementia Friends](#). A dementia-friendly community can be defined as a place or culture in which people with dementia and their carers are empowered, supported and included in society, understand their rights and recognise their full potential.

86(15) 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 (**Friday 27 September 2019**). A summary of the reason for raising the matter should be provided. Request for Woodland item.

87(16) Date and time of next meeting

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

There being no other business, the chairman closed the meeting at 8.45pm.