



W V McEnnerney-Whittle  
7, Bilsborough Meadow  
Lea  
PRESTON  
PR2 1YY

Tel : 01772 733829 E-mail : clerk@leacottam-pc.gov.uk

28<sup>th</sup> April 2021

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Wednesday the 5<sup>th</sup> May 2021 by way of a virtual meeting commencing at 7.30pm

W V Mcennerney-Whittle Clerk and RFO

## A G E N D A

1. To elect a Chairman for the following 12 months and resolve that the Acceptance of Office form should be signed as soon as practicable
2. To elect a Vice Chairman for the following 12 months
3. To receive Apologies
4. To consider and approve the Minutes of the Meeting held on the 12<sup>th</sup> April 2021 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public participation

*Please note that this is a virtual meeting. Members of the public wishing to make representation or observe proceedings should contact the Clerk.*

*Members of the public may make representation during this period and raise issues of local concern however please note that the Council cannot make any decision on any matter raised which has not already been included on the formal agenda for the meeting. Such items may be considered for a future meeting.*

*Members of the public are defined as any persons present other than Parish Council members or officials.*

7. To receive and approve the enclosed end of year Financial Statement as of 31<sup>st</sup> March 2021
8. To consider and approve expenditure of £800.00 from CIL funds to redevelop an area of land in Cottam on the Evergreens adjacent Valentine's pond which has become overgrown. Works would include removal of overgrown hedge which causes sight line issues for vehicles, the laying of turf and planting of various low-level shrubs. Proposal is at request of local residents and permission of PCC has been verbally obtained. Ongoing maintenance to be undertaken by lengthsman team.
9. To approve Section 1 Annual Governance Statement 2020/21 and Section 2 Accounting Statements 2020/21 being part of the Annual Governance and Accountability Return 2020/21 (enclosed) and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
10. To consider the enclosed grant request from St Mary's Catholic Primary School
11. To consider the attached report concerning the purchase of a Speed Indicator Device approved at the last meeting and decide in the light of information received from LCC whether it would now be more appropriate to purchase the alternative device as per attached quotation once LCC have undertaken and confirmed approval for its use on the sites already identified. Please note that the quotation is only valid for 30 days after which there might be an increase in price. The total cost is £2472 being £255 more than previously agreed.

12. To consider writing to LCC asking them to:
- Evaluate the possibility of resurfacing Cottam Way, as due to the increased HGV and Construction traffic over the last 3 years the road surface has suffered considerable deterioration with more wear and tear than over the previous 20 years
  - Replace the Speed Humps on Cottam Way with Speed Tables since:
    - a) The speed humps are not doing their job since HGVs and Construction Traffic are able to avoid the humps due to their wider wheelbase whereas they have to slow down for speed tables
    - b) The increased traffic on this road has caused the speed humps to start breaking up even though they are less than 3 years old.
13. To note that the next meeting is scheduled to take place on the 5<sup>th</sup> July 2021



Minutes of the **PARISH COUNCIL MEETING** held on

Monday the 12<sup>th</sup> April 2021 by way of a virtual meeting commencing at 7.30pm

Present: Cllrs Brizland, Lambert, C Abram, N Abram, Butler, Coward, Fleming, Smith, Bowyer,  
Parker, Brown, Foster and Helvin

**A minutes silence was held in remembrance of HRH Prince Philip, Duke of Edinburgh 1921 - 2021**

27/21 To receive Apologies

*None*

28/21 To consider and approve the Minutes of the Meeting held on the 1<sup>st</sup> March 2021 (enclosed)

*It was resolved that the minutes of the meeting held on the 1<sup>st</sup> March 2021 should be approved and signed by the Chairman as a true and accurate record.*

29/21 To receive Declarations of Interest

*None*

30/21 To adjourn the meeting for a period of public participation

*The meeting was adjourned*

*Thanks, were again expressed for the good work done by our lengthsman team in our open space areas.*

*The meeting was reconvened*

31/21 To approve payment of the following accounts:

|            |                                    |        |     |         |
|------------|------------------------------------|--------|-----|---------|
| 01/03/2021 | PRINTING WORLD                     | ONLINE | 113 | 235.00  |
| 01/03/2021 | DBS SERVICES                       | ONLINE | 114 | 300.00  |
| 01/03/2021 | SAR SERVICES                       | ONLINE | 115 | 315.00  |
| 01/03/2021 | JUBILEE ACTION GROUP GRANT         | ONLINE | 116 | 8000.00 |
| 01/03/2021 | GGs                                | ONLINE | 117 | 2188.50 |
| 01/03/2021 | MILJUE SERVICES                    | ONLINE | 118 | 710.00  |
| 01/03/2021 | W CADWALLADER                      | ONLINE | 119 | 200.00  |
| 26/03/2021 | LOST ART CLEANING CROSS COTTAM WAY | ONLINE | 120 | 1673.28 |
| 26/03/2021 | SAVOY TIMBER                       | ONLINE | 121 | 308.37  |
| 26/03/2021 | BG FENCING                         | ONLINE | 122 | 315.35  |
| 26/03/2021 | PCC XMAS TREES                     | ONLINE | 123 | 4547.36 |
| 26/03/2021 | SAR SERVICES                       | ONLINE | 124 | 280.00  |
| 26/03/2021 | PRESTOC CC OPEN SPACE CONTRIBUTION | ONLINE | 125 | 8203.00 |
| 26/03/2021 | W V MCWHITTLE SALARY 4TH QTR       | ONLINE | 126 | 2433.18 |
| 26/03/2021 | HMRC 4TH QTR                       | ONLINE | 127 | 1777.23 |
| 26/03/2021 | W CADWALLADER                      | ONLINE | 128 | 200.00  |
| 26/03/2021 | MIJUE GS                           | ONLINE | 129 | 800.00  |
| 26/03/2021 | DBS SERVICES                       | ONLINE | 130 | 500.00  |
| 26/03/2021 | GGs                                | ONLINE | 131 | 2179.63 |
| 26/03/2021 | BANK CHARGES                       | ONLINE | 132 | 18.00   |



*It was resolved that the payments referred to above should be approved.*

32/21 To consider the enclosed report and decide which option it wishes to take forward.

*It was resolved that this Council did wish to replace the existing SIDs, which were to be written off, with one new one and that the model chosen should be the Elan Evolis at an approx cost of £2217.00 plus necessary bracket fitting costs.*

33/21 To resolve to exclude the public and press from the following item under the Public Bodies (Admission to Meetings ) Act 1960 due to the confidential nature of the item to be discussed.

*It was resolved that the public and press should be excluded from the following agenda item a due to the confidential nature of the business to be transacted.*

34/21 To consider the applications to fill the one current Council Member vacancy details of which will be circulated to Members before the meeting.

*It was resolved that Jeanette Whitham should be co-opted to this Council to fill the one current vacancy.*

35/21 To note that the next meeting is still under discussion and will be advised shortly

*It was noted that the date of the next meeting had now been scheduled for the 5<sup>th</sup> May 2021*

| FINANCIAL STATEMENT 1ST APRIL 2020 TO 31 MARCH 2021 |                                     |   |                  |  |
|---|-------------------------------------|---|------------------|--|
| BUDGET  | INCOME                              | £ | £                |  |
| 45787   | Balance b/f 1st April 2020          |   | 77716.16         |  |
| 112000  | Precept                             |   | 112000.00        |  |
| 350   | Bank Interest                       |   | 186.65           |  |
| 1366  | V A T Recovered                     |   | 2836.10          |  |
|   | CIL                                 |   | 81592.08         |  |
|   | OTHER                               |   | 107.62           |  |
| <b>159503</b>                                       |                                     |   | <b>274438.61</b> |  |
| 1000  | Donations/Sponsorship               |   | 753.65           |  |
| 8000  | Jubilee Action Group                |   | 8000.00          |  |
| 240   | Hire of Hall for Meetings           |   |                  |  |
| 550   | Subs/Registrations/Training         |   | 418.52           |  |
| 6200  | Grass Cutting                       |   | 4832.00          |  |
| 50000   | Lengthsmen                          |   | 44040.83         |  |
| 600   | Insurance                           |   | 542.58           |  |
| 4000  | Open Space - Plants Bulbs Hang Bask |   | 3769.91          |  |
|   | VAT recoverable                     |   | 3650.99          |  |
| 15000   | Clerk salary & Office Allow         |   | 15018.35         |  |
| 950   | National Insurance                  |   | 902.88           |  |
| 600   | Postage, Telephone & Stationery     |   | 500.85           |  |
| 400   | Petrol Costs                        |   | 252.85           |  |
| 550   | Audit / Legal                       |   | 510.00           |  |
| 1500  | Newsletter                          |   | 705.00           |  |
| 72  | Bank Charges                        |   | 72.00            |  |
| 3600  | Xmas Tree                           |   | 3789.47          |  |
| 1400  | Cleaning Cross                      |   | 1394.40          |  |
| 2500  | Projects - Lea Town                 |   | 2371.06          |  |
| 1800  | Projects - Bridge Repairs           |   | 1001.57          |  |
| 41250   | PCC Open Space Contribution         |   | 32812.00         |  |
| 6000  | Projects - Bridge Rebuild X 2       |   |                  |  |
| 800   | Projects - Planters Cottam Way      |   | 641.00           |  |
| 400   | Projects - Wooden Fence Cottam      |   |                  |  |
| 500   | Cottam Way Monument                 |   | 304.30           |  |
| 4500  | Canberra Project                    |   |                  |  |
|   |                                     |   |                  |  |
|   |                                     |   |                  |  |
|   |                                     |   |                  |  |
|   |                                     |   |                  |  |
|   |                                     |   |                  |  |
| <b>152412</b>                                       | <b>Total</b>                        |   | <b>126284.21</b> |  |
| <b>7091</b>   | <b>Balance in hand</b>              |   | <b>148154.40</b> |  |
|   |                                     |   |                  |  |
|   | <b>BANK BALANCE</b>                 |   | <b>16673.76</b>  |  |
|   |                                     |   | <b>50916.19</b>  |  |
|   |                                     |   | <b>80564.45</b>  |  |
|   |                                     |   |                  |  |
|   |                                     |   | <b>148154.40</b> |  |
|   |                                     |   |                  |  |
|   | <b>LESS O/S</b>                     |   | <b>0.00</b>      |  |
|   |                                     |   |                  |  |
|   |                                     |   | <b>148154.40</b> |  |



[illegible][illegible]



## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### LEA AND COTTAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

|   | Agreed |     |   |   |
|---|--------|-----|---|---|
|   | Yes    | No* |   |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | ‘Yes’ means that this authority: prepared its accounting statements in accordance with the Accounts and Audit Regulations.  |   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |   |
| 4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.   |   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.  |   |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |   |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A   | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
|   |        |     | ✓   |   |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2020/21 for

### LEA AND COTTAM PARISH COUNCIL

|   | Year ending           |                       | Notes and guidance  |
|---|-----------------------|-----------------------|---|
|   | 31 March<br>2020<br>£ | 31 March<br>2021<br>£ |   |
| 1. Balances brought forward   | 58,672                | 77,716                | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies  | 107,300               | 112,000               | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts   | 17,337                | 84,722                | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 15,607                | 15,921                | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments   | 0                     | 0                     | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments   | 89,986                | 110,363               | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward   | 77,716                | 148,154               | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments                                   | 77,716                | 148,154               | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets                         | 31,362                | 32,313                | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 0                     | 0                     | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes                   | No                    | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.   |
|   |                       | ✓                     | N.B. The figures in the accounting statements above do not include any Trust transactions.  |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

**SIGNATURE REQUIRED**

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

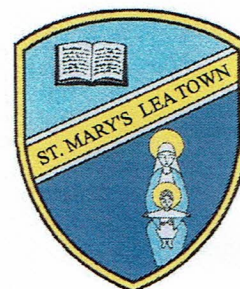
Signed by Chairman of the meeting where the Accounting Statements were approved

**SIGNATURE REQUIRED**



*Head Teacher - Mrs A M Brogden*  
*e-mail: [head@lea-st-marys.lancs.sch.uk](mailto:head@lea-st-marys.lancs.sch.uk)*

St. Mary's Catholic Primary School  
Darkinson Lane  
Lea Town  
Preston  
PR4 0RJ  
Tel: 01772 729881  
[www.lea-st-marys.lancs.sch.uk](http://www.lea-st-marys.lancs.sch.uk)



*'Happy are those who hear the word of  
God and keep it' Luke 11:28*

Wednesday 10<sup>th</sup> March 2021

Request for support

Dear Mr. Whittle and Members of the Parish Council,

I write to ask if you would consider supporting us through a grant /donation to purchase a notice board for our school. The existing board is in a very poor and inadequate state and as such we are unable to display information for our families

As you will appreciate these are extremely challenging and unprecedented times for all. In line with our Risk Assessments we have many additional measures in place such as minimising the items transferred between Home and School..so for example no leaflets, newsletters etc. Parents/Carers are unable to enter the School grounds in the normal way so it is imperative we are able to display key safety information.

Usually, as a school with a small Budget, we would look to plan a fundraising activity.....cake sale etc. but of course at present are unable to do so.

The cost for a new board (with a suitable display area and lock) would be £600.00. I would therefore ask if you would consider a contribution of £250 so we could purchase this and display key information for our families.

I thank you for taking the time to consider this donation and helping to ensure the safety of all member of the St. Mary's School Family.

Kind Regards

Mrs. A. Brogden  
Head Teacher



**SPEED INDICATOR DEVICE**

From: clerk@leacottam-pc.gov.uk <clerk@leacottam-pc.gov.uk>

Sent: Tue, 27 Apr, 2021 at 15:16

To: davelamy@blueyonder.co.uk, butleraj52@btinternet.com, judithparker39@hotmail.com, CSmith@uclan.ac.uk, mattbee94@gmail.com, norman.abram.red@gmail.com, christine.abram@btinternet.com, jcoward@btconnect.com, philip.helvin@btinternet.com, kenbrizland@gmail.com, ronfleming@blueyonder.co.uk, d.foste2880@hotmail.co.uk, davebrown.brown9@gmail.com, jlwhitham@icloud.com

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All

Following the disappointment that the SID we were to purchase is not suitable for lamp post (22kg is too heavy) I have made several enquiries.

1. LCC will require weight below 20 KG to even consider using a device on lamppost
2. Bespoke posts might be used but install cost may be up to £250 per site which is more than device cost in first place
3. LCC must risk assess all sites irrespective as to whether they have been used before or not
4. The Elan device we approved will not function properly with only one battery (reduces weight) so is only viable with posts (10 x £250) more cost
5. I have contacted SRBC re 'Messenger Device' which we also considered and went to see one in action today - works well and does as we said at meeting have the surprise effect that it only lights up when over limit but does record all vehicles.
6. This device was nearly £1000 more expensive due to bracket costs of £100 each
7. SRBC only bought one bracket and had rest manufactured by a local firm at a significantly reduced cost (£25 each)
8. I have asked for a quote for a messenger device with only one bracket plus data collection but without Bluetooth which I am told not essential.
9. Looks like this will come out around £2400 plus we will have to have manufactured 9 additional brackets from SRBC company at around £250 (total) which will hopefully go on lampposts because total weight is only 15KG

I will try get this on agenda for approval for next week otherwise we will have a 2 month delay before we can even start talking to LCC, since they will not agree anything unless they know which device we are planning to buy.

Bill







William Mcennerney-Whittle  
Lea and Cottam Parish Council  
Lea and Cottam Parish Council  
7 Bilsborough Meadow  
Preston  
Lancashire  
PR2 1YY  
United Kingdom

Re : SLR

**QUOTATION**

Ref No. EDE339688/4  
Dated 27/04/2021  
Contact William Mcennerney-W  
Tel 01772 733829  
Fax

| Item             | Image   | Part Code            | Description   | Qty | Unit Price | Total     |
|------------------|---|----------------------|---|-----|------------|-----------|
| 1                |   | SLR - Battery (Data) | SLR (Battery Powered) Speed Limit Reminder<br>Data Capture records:<br>Number of Overspeed Vehicles, Speeds, Time & Date<br>Red/White LED Speed Limit Sign Display<br>Displays Speed Limit Symbol + SLOW DOWN to over speed vehicles<br>Weight (excluding Batteries) 7Kgs<br>Trigger Speed 5-45Mph/KPH<br>Display Time 0 - 7.5secs<br>Operating Range 90metres<br>Auto Dimming for Nighttime use<br>Fully Weatherproof<br>Includes:<br>Internal 12V 22Ahr Rechargeable Battery<br>Battery Charger<br>Custom Post Mounting Plate<br>2 x Fixing Brackets for 76mm posts<br>USB Cable for data download<br>**5 Year Return to Base Warranty**<br>Dimensions: (660 x 430 x 110) | 1   | £2,350.00  | £2,350.00 |
| 2                |  | Battery              | Battery + Battery Cable assembly  | 1   | £72.00     | £72.00    |
| 3                |   | CAR-LED              | Delivery Charge for SID/SLR   | 1   | £50.00     | £50.00    |
| <b>Sub Total</b> |   |                      |   |     |            | £2,472.00 |
| <b>VAT</b>       |   |                      |   |     |            | £494.40   |
| <b>TOTAL</b>     |   |                      |   |     |            | £2,966.40 |