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29<sup>th</sup> June 2021

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Wednesday the 5<sup>th</sup> July 2021 at Cottam Community Centre

W V Mcennerney-Whittle Clerk and RFO

## A G E N D A

1. To receive Apologies
2. To consider and approve the Minutes of the Meeting held on the 5<sup>th</sup> May 2021 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

*Please note that there is an attendance limitation due to Covid Guidelines for the building. Members of the public wishing to make representation or observe proceedings must contact the Clerk in advance to discuss how best to deal with any issue they wish to raise or representation they wish to make.*

*Subject to the above 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.*

5. To approve the undermentioned payments.

26/04/2021	PRINTING WORLD NEWSLETTER	1	235.00
26/04/2021	DBS SERVICES	2	622.50
26/04/2021	MILJUE GS	3	779.50
26/04/2021	ZURICH INSURANCE	4	445.44
26/04/2021	SAR SERVICES	5	415.00
26/04/2021	LEN SLADE INTERNAL AUDIT	6	110.00
26/04/2021	SAVOY TIMBER MATERIALS	7	32.71
26/04/2021	BG FENCING MATERIALS DRAIN BEHIND SCHOOL	8	415.40
26/04/2021	PRESTON CC OPEN SPACE CONTRIBUTION	9	8203.00
26/04/2021	GGs	10	2103.50
30/04/2021	INFORMATION COMMISSIONERS OFFICE	11	35.00
10/05/2021	W V MCWHITTLE REIMBURSE PATH STONE PROJECT	12	785.57
10/05/2021	COTTAM COMM ASSOC LITTER GRABBERS	13	50.00
24/05/2021	FRETFOIL LITTER BAGS	14	99.00
24/05/2021	SAR SERVICES	15	273.00
24/05/2021	DBS SERVICES	16	451.50
24/05/2021	MILJUE GARDEN SERVICES	17	824.25
24/05/2021	GGs	18	2338.57
24/05/2021	NEWGATE - PLANTS	19	60.60

6. To consider the enclosed grant request from Cottam Community Centre for the purchase and installation of an outside defibrillator housing at an estimated cost of £750.
7. To consider the enclosed report and decide if this Council wishes to facilitate the competitions as proposed, allocate a budget of £1000 for prizes and whether they wish to be involved in judging the competitions as well as presenting the prizes at the schools taking part, subject to any Covid restrictions.
8. To note that the next meeting is scheduled to take place on the 6<sup>th</sup> September 2021



Minutes of the **ANNUAL PARISH COUNCIL MEETING** held on  
Wednesday the 5<sup>th</sup> May 2021 by way of a virtual meeting commencing at 7.30pm

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

There was one member of the public present.

- 36/21 To elect a Chairman for the following 12 months and resolve that the Acceptance of Office form should be signed as soon as practicable

*Cllr C Abram was elected as Chairman for the following 12 months – it was resolved that the Acceptance of Office should be signed as soon as practicable*

- 37/21 To elect a Vice Chairman for the following 12 months

*Cllr Helvin was elected Vice Chairman for the following 12 months*

- 38/21 To receive Apologies

*Cllrs Parker, Bowyer and Brizland*

- 39/21 To consider and approve the Minutes of the Meeting held on the 12<sup>th</sup> April 2021 (enclosed)

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

- 40/21 To receive Declarations of Interest

*Cllrs N Abram and C Abram declared personal and prejudicial interests in item 10 on the agenda since Cllr C Abram is a school governor at the school concerned and Cllr N Abram her husband. They left the meeting and did not take part in the debate or voting on this item.*

- 41/21 To adjourn the meeting for a period of public participation

*The meeting was adjourned*

*Thanks were expressed for the repair work done by the lengthsman team on a broken gate in the Cottam area.*

*The do not feed the ducks sign by the pond on Haydock's Lane has been vandalised. Despite the sign residents are still feeding bread to the ducks which is attracting numerous rats.*

*The litter grabbers to which the Parish Council contributed are being well used.*

*A reduced number of contractors are still using the Community Centre car park however at this stage it has not caused any problem – now work has commenced on the new Coop store there may be future issues which will need to be considered.*

*The meeting was reconvened*

42/21 To receive and approve the enclosed end of year Financial Statement as of 31<sup>st</sup> March 2021

*It was resolved that the Financial Statement as of 31<sup>st</sup> March 2021 should be approved*

43/21 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.

*It was resolved that the expenditure outlined above should be approved.*

44/21 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.

*It was resolved that 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 should be approved and that the Chairman and Clerk/RFO should be authorised to sign them on behalf of this Council.*

45/21 To consider the enclosed grant request from St Mary's Catholic Primary School

*It was resolved that a grant of £250 should be approved towards the cost of a new notice board at Lea St Mary's School.*

46/21 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.

*It was resolved that an alternative device as per the quotation referred to above should be purchased by this Council once agreement has been reached with LCC as to the siting of the brackets on existing lamp posts and/or new posts as required. It was further resolved that any price increase due to delays should be accepted up to a figure of 10%.*

47/21 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.

*It was resolved that the requests proposed above should be made to LCC*

48/21 To note that the next meeting is scheduled to take place on the 5<sup>th</sup> July 2021

*It was noted that the next meeting is scheduled for the 5<sup>th</sup> July 2021*

## **PROPOSALS FOR SCHOOL COMPETITIONS JUNE 2021**

A proposal has been put forward by Cllr Smith aimed at enhancing our profile within the community by involving local schools in competitions for which the Parish Council will donate book token prizes and potentially be involved in some way with the judging and presentation of prizes. The competitions also aim to help educate children about good behaviours and/or environmental issues.

It is proposed that the Primary schools in our area are invited to organise within each school a competition covering all their classes on any subject that they feel appropriate by way of each child entering a story, flyer or other suitable entry relating perhaps to a subject tied in with encouraging excellent behaviour and attitudes to others or perhaps encouraging environmentally friendly behaviours generally. Each school to select their own subject.

It would be expected that each child in each class would put together an individual entry and that book tokens would be provided by the Parish Council for the best entry and runner up in each class.

A similar competition was successfully undertaken in Lea Community School in the past and judging was undertaken by Parish Councillors and the prizes awarded at a school assembly by the Chairman of the Parish Council.

The competitions in each school to be run on dates to be decided by the schools themselves.

The Parish Council are aware of the extra work required by each school to facilitate this community involvement project and they would therefore provide each school with book tokens to the equivalent value of prizes awarded to the children.

It is suggested that each best entry award would be a £10 book token and runner up a £5 book token for each class.

Total cost including award to schools themselves will be approx £1000 dependant on class numbers in each school.

**Council are asked to consider, amend as appropriate the proposals outlined and decide whether they would also wish to judge the competitions as well as present the prizes.**

**Defibrillator**

From: Trevor Hart <trev.hart@live.co.uk>  
Sent: Fri, 25 Jun, 2021 at 14:19  
To: LEA AND COTTAM PARISH COUNCIL  
Cc: Christine Abram

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Bill

As a community Centre we have been asked recently by residents about the location and access to equipment. We have decided to respond to requests and move our defibrillator outside to provide better Community access as we are just that set up to serve and support our Community. Of course that means we will need a box to put it in exactly as you did for the school in Lea Town. We of course have lost massively on funds due to a lack of lettings during the Pandemic so it is a cost we really can do without. As this is for Community use we are asking if the Parish Council could fund this in full. I am sure the cost will be similar to the one you supported in Lea Town. Please could you put this request on your agenda so as Councillors could discuss if even in principle they support or not.

Kind regards

Trevor

Cottam Community Centre Chair