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4<sup>th</sup> October 2021

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Monday the 11<sup>th</sup> October 2021 at Cottam Community Centre commencing at 7.30pm.

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 6<sup>th</sup> September 2021 (enclosed)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public participation

*Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than parish council members or officials.*

5. To approve the following payments:

02/08/2021	SANDERSONS GRASS CUTTING	ONLINE	42	2007.60
02/08/2021	VIKING STATIONERY	ONLINE	43	41.34
02/08/2021	SAVOY TIMBER FENCE REPAIR	ONLINE	44	94.13
02/08/2021	GGG LENGTHSMAN	ONLINE	45	1066.82
16/08/2021	PFK LITTLEJOHN EXTERNAL AUDIT	ONLINE	46	480.00
16/08/2021	GGG LENGTHSMAN	ONLINE	47	1076.82
16/08/2021	DBS SERVICES ASSISTANT LENGTHSMAN	ONLINE	48	577.50
16/08/2021	SAR SERVICES ASSISTANT LENGTHSMAN	ONLINE	49	178.50
16/08/2021	MILJUE SERVICES ASSISTANT LENGTHSMAN	ONLINE	50	577.50
23/08/2021	GGG LENGTHSMAN	ONLINE	51	128.92
23/08/2021	PRINTING WORLD NEWSLETTER	ONLINE	52	250.00

6. To consider the enclosed letter proposed by the working group, who were tasked to look at the detailed format of a school competition sponsored by this Council involving book tokens/book purchases and agree a budget of £1000 on the assumption that all five primary schools will wish to take part.
7. To consider and approve the enclosed draft Grant Awarding Policy and Grant Application Form

*A request was received from some Members to review our existing policy which it was felt was not necessarily being followed since a number of grants were well outside the normal guidelines, the accounts of applicants were not being scrutinised, grants were often awarded to the same applicant, and it was felt that there was a level of inconsistency in determining applications. The draft proposals agreed by the requestors have removed the normal limit of £200, restricted applications from the same group, clarified the need for sight of accounts for established groups and introduced an application form in order to improve consistency.*

8. To appoint additional signatories to the Parish Council Bank Account with Unity Trust and Public Sector Deposit Fund, who will also be required to access our Unity Trust Bank Account from time to time to authorise on line payments.
9. To consider the enclosed grant application from St Mary's Catholic Primary School.
10. To consider extending the assistant lengthsmen contract for DBS Services until the 31<sup>st</sup> March 2022.
11. To consider the following report and approve that an additional assistant lengthsmen should be sought and that future lengthsmen/assistant lengthsmen contracts will be based on 48 weeks rather than the historical arrangement for 52 weeks and if approved appoint two members to assist the Clerk in undertaking interviews with potential contractors.

## REPORT

*Historically lengthsmen and assistant lengthsmen contracts have been based on the weekly hours spread over 52 weeks. When this Council only had one contractor on far less hours than now this was not a problem since when the contractor took holidays the number of resource hours lost was not that great.*

*Now that we have a lengthsmen and three assistants contracted in total to cover 85 hours per week their absence hours due to holidays or sickness is quite substantial and means that we lose 9 hours per week resource on average which equals 468 hours per year. In addition, we have not replaced our previous assistant lengthsmen who undertook 5 hours per week which equals 260 hours per year.*

*728 hours shortfall equates to 15 hours per week.*

*It is proposed that we replace these lost resource hours by seeking an additional assistant lengthsmen.*

*It is anticipated that as we have already budgeted for these lost hours there will be no overspend on our overall lengthsmen resource. The proposal is anticipated to be cost neutral.*

*It is further proposed that future contracts will only cover 48 weeks so as to ensure that no increase will be necessary to future budgets except for hourly rate increases which will be considered on an annual basis or agreed in advance in longer term contracts.*

*It is anticipated that an advertisement can be placed in the next newsletter with a view to having someone in place early in the New Year.*

12. To note that the next meeting is scheduled to take place on the 29<sup>th</sup> November 2021





Minutes of the **PARISH COUNCIL MEETING** held on  
Monday the 6<sup>th</sup> September 2021 at Cottam Community Centre commencing at 7.30pm

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

There were two members of the public present.

57/21 To receive Apologies

*None*

58/21 To consider and approve the Minutes of the Meeting held on the 5<sup>th</sup> July 2021 (enclosed)

*It was resolved that the minutes of the meeting held on the 5<sup>th</sup> July 2021 should be approved and signed by the Chairman as a true and accurate record.*

59/21 To receive Declarations of Interest

*Cllrs Parker and Smith both declared personal and prejudicial interests in the item referring to the co-option of a new member because they are both on the Committee of Cottam Community Association along with the applicant. They left the room and did not take part in the debate and voting on this matter.*

60/21 To adjourn the meeting for a period of public participation

*Members were advised that 6 Afghan families are to be relocated in the Preston area.*

*Concern was raised that local schools are full to capacity and that local children are having to travel to get school places. There is provision for a high school and 2 primary schools in the Local Plan however no work has yet commenced despite they are needed now.*

*It was mentioned that no decision had yet been made concerning refurbishment of the Tram Bridge in Preston due to costs and lack of available funding.*

*The Clerk confirmed that the removal of hedges and trees on the Cottam Way Barratt development was in line with the planning permission. It was suggested that this sort of thing should be looked at by members when considering future applications. Mention was then made that under the Government White Paper proposals there might be less involvement at local level in approving future applications.*

*An update was read out on behalf of the Chairman of the Community Centre in response to the deferment of their application for the funding of an external defibrillator suggesting that the rationale behind the deferment were not viable, that to have approached the Co-op would only have delayed matters and that the request was simply a request for funding rather than about the how or why. It was noted that residents had raised the funds themselves.*

*A report was read out concerning Phase 5 Cottam Development to be considered later on the agenda. Broadly speaking local affected residents had been engaged with and as a result the developers had amended the plans by widening the space between new houses and existing, relocating some dwellings and agreeing to put in a french drain to take away surface water. It was felt that the plan was much better, and that considerable progress had been made in response to resident concerns. The revised plans as shown with agenda papers were now to be submitted by the developer which might include further amendments which were currently under discussion with residents.*



61/21 To consider the following planning applications full details available on Preston CC web site:

06/2021/1022 – Reserved matters application approval being sought for access, appearance, landscaping, layout and scale only since outline permission has already been approved 06/2016/0046 for the development of up to 210 dwellings on this site referred to as Phase 5 Cottam Development. The revised plan is attached following initial consultation with residents.

*It was resolved that whilst the Council was in agreement with revised plans that comment should be made asking that:*

- 1. All existing hedgerows on the boundary of the site be retained to protect the environment and existing wildlife habitat and that where this was not possible, due to access points, then it be limited to 10% of the existing and alternate natural screening be provided.*
- 2. That all oak trees on the site be retained and a TPO placed on them by Preston CC.*
- 3. That the proposal to incorporate 'low cut' grass pathways be amended and replaced by more substantial paths so as to cater for the needs of less able-bodied residents, especially wheel chair users.*

06/2021/1122 – Demolition of existing public house and erection of roadside services development, including petrol filling station and a drive through coffee shop at Saddle Inn Sidgreaves Lane PR4 0RS

*It was resolved that this Council should object to the proposals set out in the application above for the following reasons:*

- 1. That the site is classed as a non-designated heritage asset locally and should therefore be preserved.*
- 2. That with the substantial growth in development around the area there is a significant potential for the site to prosper in the future in its current usage.*
- 3. That a Petrol Station at this location is out of character with the immediate area*
- 4. That with Government policy being to remove petrol driven vehicles over the next few years, a large part of the site would soon become redundant and whilst the installation of electric charging points could be a replacement, such points could just as easily be incorporated into the existing site whilst it remains as a public house / eating establishment and thus cater for both motorists, and the local community as an eating and drinking venue.*

62/21 To approve the following payments:

04/06/2021	REIMBURSE CLERK STONE FOR PATH	20	751.68
04/06/2021	STEEROSE FAB HANGING BASKETS BRACKETS	21	84.00
14/06/2021	BG FENCING FENCE REPAIR	22	138.00
14/06/2021	FRETFOIL LITTER BAGS	23	121.20
14/06/2021	SANDERSONS GRASS CUTTING APRIL	24	794.40
21/06/2021	CLERKS SALARY WW MCWHITTLE 1ST QTR	25	2402.25
21/06/2021	ST MARYS SCHOOL DONATION NOTICE BOARD	26	250.00
21/06/2021	SANDERSONS GRASS CUTTING MAY	27	912.00
21/06/2021	HMRC	28	1768.58
21/06/2021	BDS SERVICES	29	555.79
21/06/2021	MILJUE GARDEN SERVICES	30	656.25
21/06/2021	GREENWOOD GARDEN SERVICES	31	2140.69
21/06/2021	NEWGATE NURSERIES PLANTS	32	23.04
23/06/2021	SAR SERVICES	33	420.00
28/06/2021	REIMBURSE CLERK STONE FOR PATH	34	785.28
30/06/2021	SERVICE CHARGE UNITY TRUST	35	18.00
05/07/2021	GGG LENGTHSMAN	36	164.25
19/07/2021	MILGUE GS ASSIST LENGTHSMAN	37	740.25
19/07/2021	SAR SERVICES ASSIT LENGTHSMAN	38	357.00
19/07/2021	GGG LENGTHSMAN	39	2134.64
19/07/2021	DBS SERVICES ASSIST LENGTHSMAN	40	462.00
19/07/2021	SANDERSONS GRASS CUTTING	41	1095.60

63/21 To approve the enclosed Financial Statement as at the 30<sup>th</sup> June 2021

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

- 64/21 To consider a suggestion from Cllr Lambert that three additional three tier planters should be purchased at a cost of approx £1200 and situated subject to LCC permission and the agreement of the neighbouring property on the grass verge at the top of Aldfield Ave adjacent to Blackpool Road so as to improve the visual aspects of the area. Maintenance of the planters and grass verge to then be undertaken by this Council.

*It was resolved that the suggestion detailed above being the purchase of three (green) 3 tier planters should be approved and installed subject to necessary permissions and that the area should then be maintained by this Council.*

- 65/21 To consider a suggestion from Cllr Smith that this Council purchase and instal two baskets ball nets on the fenced recreation area on the Storey Development adjacent to Cottam Way, once the park area has been adopted by PCC (due shortly). Permission has been given verbally by PCC subject to final approval of equipment type. Two estimates have been obtained (enclosed) for consideration however it is proposed that the more expensive equipment is provided since it is considered more robust. Total cost, if approved, as recommended is £5832.36 plus Vat (recoverable) including installation. Equipment will remain in ownership of Parish Council who will be responsible for any repairs and maintenance and will need to undertake weekly inspections for H and S purposes and undertake any statutory inspections as may be lawfully required from time to time.

*It was resolved that the suggestion outlined above should be approved at cost of £5832.36 (Net of Vat) subject to formal confirmation from PCC, including ongoing maintenance arrangements being undertaken by this Council.*

- 66/21 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 next item to be discussed.

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

- 67/21 To consider the application to fill the one current Council Member vacancy (Cottam Ward) , details of which will be circulated to Members before the meeting.

*It was resolved that Carolyn Gibson should be co-opted onto this Council*

- 68/21 To note that the next meeting is scheduled to take place on the 11<sup>th</sup> October 2021

*It was noted that the next meeting is scheduled for the 11<sup>th</sup> October 2021*



## **LEA AND COTAM PARISH COUNCIL**

Cottam Primary School – Lea County Primary School

St Bernard's Primary School – Lea Endowed – St Mary's Primary School

We would like to invite your school to take part in a POSTER competition. Each school can choose their own topic based on the headings below. The winner from each class/year group in your school will receive a £10 book token and the runner up a £5 book token. These are to be used by school with the winning pupils choosing books for their class/year group. The school will also receive book tokens to the value of the full amount awarded to their school winners.

BOOK TOKENS FOR WATERSTONES – unless school has a preferred supplier

The Parish Council will judge the entries and the Chairman will be happy to attend assembly to award the winners with their book tokens.

Suggestions for the posters: If your pupils wish to add their own subject within these headings then that is acceptable. Each entry to have the pupil's name and class/year group on the back so judging is anonymous.

### **Behaviour**

Anti Bullying – Kind Hands – Playing Together – Caring for Friends

### **Environment**

Litter – Dog Fouling – Plastics – Planting

The posters could be displayed in your schools afterwards.

If your school wishes to participate then please email:

[clerk@leacottam-pc.gov.uk](mailto:clerk@leacottam-pc.gov.uk)

# LEA & COTTAM PARISH COUNCIL GRANT AWARDING POLICY

**Lea & Cottam Parish Council** is committed to providing financial assistance and support to appropriate groups and organisations within the local community. This support is decided against criteria set by Lea & Cottam Parish Council and provided in the form of a grant. Grants will be awarded to organisations that can demonstrate that they are likely to bring benefit to the parish as a whole or a significant number or group of persons residing within the Parish. Lea & Cottam Parish Council are also committed to ensuring that any money is spent responsibly whilst ensuring value for money for local taxpayers.

## AIMS OF THE GRANT AWARDS

Lea & Cottam Parish Council awards grants to community organisations that can demonstrate that financial support will benefit the Parish by:

- Providing the opportunity for residents to take part in projects and activities
- Enhancing the Quality of Life of the residents of the Parish
- Improving the surroundings and environment
- Promoting Lea & Cottam in a positive way

## GENERAL GRANT CONDITIONS

Grant awards are funded directly from the Parish Precept and eligible groups must be a 'not for profit' making body and must be formally constituted.

The availability of funds to support appropriate activities is dependent on the Council's overall financial position and the amount of grant agreed may have to be restricted.

The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not used for the specified purpose.

Grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.

Only one approved application per organisation is permitted within each Council financial year

Organisations are responsible for ensuring that they are in compliance with all legal and statutory requirements.

Acknowledgement of the financial support received from the Council is required on documentation and any promotional material.

## **GRANT PROCESS**

To ensure a consistent approach is applied to all requests for grants, Lea & Cottam Parish Council will review applications using the following criteria: -

- The number of parishioners likely to benefit, or whether a specific category of residents would receive a specific benefit (eg. children, the elderly, etc.)
- The Parish Council will not fund events or activities which can be fully funded by the relevant participants, or which can or will be self supporting by means of donations, or grants from other organisations etc.
- Evidence of a well-managed group.
- Financial sustainability and viability of group and/or project
- Lea and Cottam Parish Council will not make general grants which cannot be specifically attributed to an identifiable project or activity.
- Lea and Cottam will not make grants which are solely for general revenue items

## **APPLYING FOR GRANTS**

- All organisations will be required to complete in full an application form.
- Established organisations will be required to submit copies of their accounts.
- For newly formed organisations a concise business plan will be required.
- All applications must be sent to the Clerk of the Parish Council
- All applications will be considered by the Council at its next available meeting following receipt of the fully completed application form.



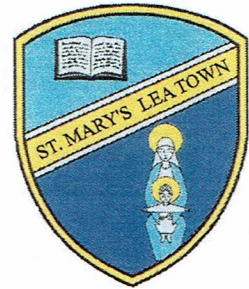
## LEA AND COTTAM PARISH COUNCIL GRANT APPLICATION FORM

<p>What is your project and how much are you requesting?</p> <p><i>Be specific as to what a grant if agreed would contribute to including overall costs and any other funding sources.</i></p>	
<p>Who will benefit as a result of the project?</p> <p><i>Be specific as to the number of beneficiaries or category of residents who will receive benefit</i></p>	
<p>Please supply a copy of your constitution or organisation rules and a brief history of your organisation.</p>	
<p>Please submit a copy of your most recent accounts</p> <p><i>For newly formed groups a short business plan will be required setting out its financial arrangements</i></p>	
<p>Please submit any further information that you feel is pertinent to your request</p>	

***Where needed you may add additional information sheets.***

*Head Teacher - Mrs A M Brogden*  
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*'Happy are those who hear the word of  
God and keep it' Luke 11.28*

Friday 10<sup>th</sup> September 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 Reading books for school. Through extended periods of remote learning and lockdowns we as a school have noticed a significant need and difficulty within this area. In order to ensure we support pupils of all age groups we will complete a number of fundraising events (Own clothes day, cake sale) and seek a variety of donations. We want to be able to buy books that are phonetically decodable and books that are exciting and engaging.

It would also be our long term goal to enhance the delivery of Phonics lessons and Guided Reading. Our Initial commitment to buy the books will be £1,900.00 which, for a small school like ours is a huge expense. We are therefore asking for a grant of £250.00 to help us with this ambitious goal and in turn you would be helping all pupils in school.

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