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22<sup>nd</sup> November 2021

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Monday the 29<sup>th</sup> November 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 11<sup>th</sup> October 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:

14/09/2021	BG FENCING MATERIALS	53	171.60
14/09/2021	SAR SERVICES	54	346.50
14/09/2021	MILJUE GS	55	525.00
14/09/2021	GGs LENGTHSMAN	56	2232.74
14/09/2021	DBS SERVICES	57	546.00
14/09/2021	W V MCWHITTLE STONE REIMBURSE	58	785.28
14/09/2021	SANDERSONS GRASS CUTTING	59	912.00
14/09/2021	W V MCWHITTLE SALARY	60	2403.09
14/09/2021	HMRC	61	1764.11
28/09/2021	VIKING DIRECT STATIONERY	62	37.48
28/09/2021	GGs LENGTHSMAN	63	1110.75
28/09/2021	NEWGATE NURSERIES	64	57.85
28/09/2021	BANK CHARGES	65	18.00
15/10/2021	SAR SERVICES ASSIT LENGTHSMAN	66	210.00
15/10/2021	NEWGATE NURSERIES PLANTS FOR BEDS PLANTERS	67	1050.62
15/10/2021	W V WHITTLE PATH STONE	68	785.28
15/10/2021	SAVOY TIMBER MATERIALS LENGTHSMAN	69	76.09
15/10/2021	GGs LENGTHSMAN	70	1313.73
15/10/2021	MILJUE GS ASSIST LENGTHSMAN	71	782.25
15/10/2021	DBS SERVICES ASSIT LENGTHSMAN	72	388.50
25/10/2021	STOCKSIGNS SPID DEVICE	73	2966.40
25/10/2021	AMBEROL 3 X PLANTERS	74	1428.94
25/10/2021	FRETFOIL WASTE BAGS	75	121.20
25/10/2021	COTTAM COMMUNITY ASSOCIATION ROOM HIRE	76	60.00
25/10/2021	SANDERSONS GRASS CUTTING	77	891.60
25/10/2021	GGs LENGTHSMAN	78	1184.80

6. To approve the enclosed Financial Statement of Accounts up to 30<sup>th</sup> September 2021
7. To consider the draft budget proposals for 2022/23 and set the Precept for that same year
8. To consider appointing up to 2 representatives to attend the Larches PACT meetings now that Lea is covered at these meetings. Those appointed will be required to provide feedback to the Clerk for distribution to Members for information purposes by email however those appointed must note that they cannot make and decision on behalf of the Council or commit the Council in any way at these meetings.
9. To consider whether this Council should 'do something green' as part of PCC becoming a Champion City for the Queens Platinum Jubilee. This could be one combined project for the whole parish or perhaps something in each ward. It is suggested that 'working groups' as appropriate should be appointed who would undertake investigation and draw up plans including costs, for submission to this Council at a future meeting. Such project(s) will be eligible for the use of our 'restricted funds' (CIL)
10. 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.
11. To consider the application to fill the one of the current Council Member vacancies (South Ward) , details of which will be circulated to Members before the meeting.
12. To note that the next meeting is scheduled to take place on the 24<sup>th</sup> January 2022





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

Monday the 11<sup>th</sup> October 2021 at Cottam Community Centre commencing at 7.30pm.

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

There were no members of the public present at the commencement of the meeting – a resident arrived part way through proceedings.

69/21 To receive Apologies

*None*

70/21 To consider and approve the Minutes of the Meeting held on the 6<sup>th</sup> September 2021 (enclosed)

*It was resolved that the minutes of the meeting held on the 6<sup>th</sup> September 2021 should be approved and signed by the Chairman as a true and accurate record.*

71/21 To receive Declarations of Interest

*Cllrs C Abram and N Abram both declared personal and prejudicial interests in item 9 on the agenda being a grant request from Lea St Mary's Primary School, as Cllr C Abram is on the Board of Governors of the school concerned and Cllr N Abram her spouse. Both left the room and did not take part in the debate or voting on this item*

*Cllr Brown declared a personal and prejudicial interest in items 10 and 11 on the agenda since he is a contractor to the Council and a decision was to be made with regard to future contracts of which he has an interest. He left the room and did not take part in the debate or voting on these matters.*

72/21 To adjourn the meeting for a period of public participation

*There were no members of the public present at this time*

73/21 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

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



- 74/21 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.

*It was resolved that the letter referred to above should be sent to all five primary schools inviting them to take part in the competition sponsored by the Council and that an overall budget to £1000 should be set.*

- 75/21 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.*

*It was resolved following a requested amendment that the Grant Awarding Policy should be approved subject to the removal of the line 'Only one approved application per organisation is permitted within each Council financial year'*

*It was further resolved that the Grant Application form should be approved subject to the addition of space for the name of the applying organisation, the date of application, signature and reference to estimates or quotations for cost.*

- 76/21 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.

*It was resolved that Cllrs Whitham, Gibson and Smith should be added to the above accounts referred to above and that Cllr Coward should be removed at his request.*

- 77/21 To consider the enclosed grant application from St Mary's Catholic Primary School.

*It was resolved that in the light of the previously considered Grant Awarding Policy having been approved that the request referred to above should be deferred until such time as a formal application could be obtained from the school in line with resolution 75/21. It was agreed that for the purposes of production of accounts this referred in the case of schools to their Unofficial School Funds Accounts.*

- 78/21 To consider extending the assistant lengthsman contract for DBS Services until the 31<sup>st</sup> March 2022.

*It was resolved that the contract referred to above should be extended as requested until the 31<sup>st</sup> March 2022*

- 79/21 To consider the following report and approve that an additional assistant lengthsman should be sought and that future lengthsman/assistant lengthsman 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 lengthsman and assistant lengthsman 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 lengthsman 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 lengthsman 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 lengthsman.*

*It is anticipated that as we have already budgeted for these lost hours there will be no overspend on our overall lengthsman 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.*

***It was resolved that this Council should seek an additional assistant lengthsman as outlined above, that future contracts would only cover a 48-week period and that the Clerk in conjunction with Cllrs C Abram and Coward should be appointed to assist the Clerk in undertaking interviews with applicants and appointing an appropriate contractor.***

80/21      To note that the next meeting is scheduled to take place on the 29<sup>th</sup> November 2021

***It was noted that the next meeting is scheduled for the 29<sup>th</sup> November 2021***



FINANCIAL STATEMENT 1ST APRIL 2021 TO 30 SEPT 2021				
BUDGET	INCOME	£		
148154	Balance b/f 1st April 2021	148154.40		
116000	Precept	116000.00		
50	Bank Interest	9.24		
1304	V A T Recovered	3650.99		
	CIL	39977.84		
	OTHER	17.40		
265508		307809.87		
1000	Donations/Sponsorship	300.00		
240	Hire of Hall for Meetings			
300	Subs/Registrations/Training	102.21		
6500	Grass Cutting	4768.00		
52000	Lengthsmen	23805.74		
600	Insurance	445.44		
4000	Open Space - Plants Bulbs General Repairs etc	738.95		
	VAT recoverable	1817.45		
15500	Clerk salary & Office Allow	7558.00		
950	National Insurance	452.69		
500	Postage, Telephone & Stationery	173.68		
400	Petrol Costs	111.80		
600	Audit / Legal	510.00		
1500	Newsletter	485.00		
72	Bank Charges	36.00		
4000	Xmas Tree			
250	Web Site Support			
33000	PCC Open Space Contribution	8203.00		
6000	Path Project	2936.01		
	Spid device			
	3 x Planters			
	Basketball Hoops			
127412	Total	52443.97		
138096	Balance in hand	255365.90		
82999	less Restricted Funds (CIL)			
55097	Reserves (General)			
	BANK BALANCE	123876.02		
		80564.45		
		50925.43		
		255365.90		
	LESS O/S	0.00		
		255365.90		



FINANCIAL STATEMENT 1ST APRIL 2021 TO 30 SEPT 2021			OUTTURN	PRECEPT
				2022 -2023
BUDGET	INCOME	£		
148154	Balance b/f 1st April 2021	148154.40	148154	186346
116000	Precept	116000.00	116000	116000
50	Bank Interest	9.24	20	20
1304	V A T Recovered	3650.99	3651	4166
	CIL	39977.84	56349	
	OTHER	17.40	17	
265508		307809.87	324191	306532
1000	Donations/Sponsorship	300.00	1000	1000
240	Hire of Hall for Meetings		120	240
300	Subs/Registrations/Training	102.21	300	300
6500	Grass Cutting	4768.00	6000	6500
52000	Lengthsmen	23805.74	52000	55000
600	Insurance	445.44	445	600
4000	Open Space - Plants Bulbs General Repairs etc	738.95	3500	4000
	VAT recoverable	1817.45	4166	
15500	Clerk salary & Office Allow	7558.00	15500	16000
950	National Insurance	452.69	950	1000
500	Postage, Telephone & Stationery	173.68	500	500
400	Petrol Costs	111.80	300	400
600	Audit / Legal	510.00	510	600
1500	Newsletter	485.00	1000	1500
72	Bank Charges	36.00	72	100
4000	Xmas Tree		4000	4500
250	Web Site Support		250	250
33000	PCC Open Space Contribution	8203.00	33000	33000
6000	Path Project	2936.01	4000	
	Spid device		3200	
	3 x Planters		1200	
	Basketball Hoops		5832	
127412	Total	52443.97	137845	125490
138096	Balance in hand	255365.90	186346	181042
82999	less Restricted Funds (CIL)		132095	132095
55097	Reserves (General)		54251	48947
	BANK BALANCE	123876.02		
		80564.45		
		50925.43		
		255365.90		
	LESS O/S	0.00		
		255365.90		