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17th January 2022

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Monday the 24th January 2022 at Cottam Community Centre commencing at 7.30pm.

W V McEnnerney-Whittle Clerk and RFO

AGENDA

1. To receive Apologies
2. To consider and approve the Minutes of the Meeting held on the 29th November 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:

10/11/2021	GGs LENGTHSMAN	79	1155.80
10/11/2021	STOCK SIGNS SPID BRACKETS	80	792.00
10/11/2021	MILJUE GS ASSIST LENGTHSMAN	81	703.50
10/11/2021	SAR SERVICES ASSIST LENGTHSMAN	82	325.50
22/11/2021	PCC OPEN SPACE CONTRIBUTION	83	16406.00
22/11/2021	PRINTING WORLS NEWSLETTER	84	272.50
22/11/2021	GGs LENGTHSMAN	85	1258.85
22/11/2021	NEWGATE NURSERIES	86	154.32
07/12/2021	SAR SERVICES ASSISTANT LENGTHSMAN	87	304.50
07/12/2021	COTTAM COMMUNITY ASSOCIATION - ROOM HIRE	88	45.00
07/12/2021	GGs LENGTHSMAN	89	1332.90
07/12/2021	MILJUE GS ASSISTANT LENGTHSMAN	90	840.00
07/12/2021	DBS SERVICES ASSISTANT LENGTHSMAN	91	493.50
07/12/2021	VISON ICT WEB SITE SUPPORT AND DOMAIN RENEWAL	92	318.00
07/12/2021	SLCC 1/3 CLERK SUBSCRIPTION	93	90.00
17/12/2021	GGs LENGTHSMAN	94	1214.42
17/12/2021	NEWGATE NURSERIES PLANTING LEA TOWN	95	120.60
17/12/2021	C ABRAM - REIMBURSE XMAS EVENTS COSTS	96	40.70
17/12/2021	D FOSTER REIMBURSE XMAS EVENT COSTS	97	17.76
17/12/2021	BG FENCING - LENGTHSMAN MATERIALS	98	119.80
17/12/2021	W V WHITTLE SALARY 3RD QTR	99	2410.48
17/12/2021	HMRC 3RD QTR	100	1764.14
31/12/2021	BANK CHARGES	101	18.00

6. To approve the enclosed Financial Statement of Accounts up to 30th December 2022
7. To formally resolve that Councillors, Whitham, Smith should be appointed to the authorised signatory list for the purposes of authorising transactions on this Council's Public Sector Deposit Fund with CCLA.

8. To consider a request from Cllrs Brown and Whitham as outlined on the report below and on the attached not to scale plans for enhancements to the Dodney Drive greens with works being undertaken primarily by our own lengthsman team at the appropriate times of year for planting.

Report:

Cllrs Brown and Whitham have been considering for some time potential enhancements to the Dodney Drive greens. Initially consideration was given to trying to level them and install drainage on the circular green which becomes excessively wet during winter and following substantial rain which would encourage more use of the greens by local residents and also to incorporate some planting and re-siting of the existing benches, which were not easily accessible during wet weather due to their location towards the centre of the greens.

Estimates were obtained for Barton Grange which indicated that to do such works of levelling and installing drainage would cost £80K.

On the basis of this the immediate request has been re-evaluated and now only includes the planting of trees and bulbs, the re-location of the benches including easier and dryer access and the installation of litter bins at an upfront project cost of £4300 with general maintenance then being undertaken by the lengthsman team as required.

In addition, it is suggested that the greens should be rolled from time to time in an attempt to reduce undulations and provide a better more level surface – as the lengthsman team do not have the facilities to undertake this work it will need to be contracted out, the cost will be dependent on how often rolling should take place but is estimated at around £200 per occasion (similar to current grass cutting prices)

It is difficult to know how often would be appropriate since rolling has no effect when the ground is dry and hard, nor can it be undertaken when the ground is very wet. Assuming we were to roll four times a year this would incur cost of £800 per annum

Total project costs are therefore estimated as:

£4300 up front capital costs (CIL funded) and £800 annual external ongoing maintenance costs with the areas generally looked after by the in house lengthsman team as now.

9. To consider whether any response is required at this stage to the pre-application consultation concerning the proposed Cottam Parkway Railway Station details of which were sent to all members in mid December 2020. The formal detailed application is scheduled to be submitted during 2022.
10. To consider the following report submitted by the Cottam Grounds Maintenance Group for a Queens Jubilee Project as part of Lea and Cottam Parish Council's contribution to the Jubilee and approve an investigation into long term pond maintenance as set out in the report below.

REPORT TO LEA AND COTTAM PARISH COUNCIL

Whilst we are on-going with our review of the grounds maintenance in the Cottam part of the Parish, we have agreed on a possible suitable project that meets the criteria for the Queen's Platinum Jubilee and a longer-term enhancement:

Proposals

1] The footpath from the Lancaster Canal which runs between the Barrett Homes and Storey Homes sites and meets Cottam Way at the Pelican Crossing and then goes on to Greenside has 35 diseased crab apple trees. These trees need to be removed because of the disease as well as being unsightly.

We are proposing that these trees are removed, and alternative ornamental trees be planted at strategic points along this path.

Between 20 and 24 trees would be suitable and Japanese Flowering Cherry trees would be a possible variety as these would enhance the area by creating a colourful display with a pleasant scent in the Springtime. By mixing the

varieties we would be able to have a combination of colours and scents as well as extending the flowering season over a longer period.

These trees have heights of between 20-30 feet when at their peak so would not dominate the area and by judicious spacing, we could use a lower number of trees in that area.

Initial costs:

Japanese Flowering Cherry trees range in price from £28 - £100 dependent on the age and height and we would recommend the bigger specimens as they would be less likely to suffer from vandalism and should give a better initial impact.

Trees	24 x £100 = £2400
Stakes and Protection	24 x £40 = £960
10% Contingency	= £340
Total estimated cost	= £3700 (CIL Funded)

Labour undertaken by the lengthsman team

As the pond adjacent to this path is being cleared and opened up, we feel that this would enhance the whole area and complement the ongoing pond enhancement.

This project also meets the criteria for "Planting for the Jubilee", so we recommend this project to the Council.

2] We also recommend that we investigate the state of the ponds in Cottam which have been allowed to fall into disrepair and put forward an action plan to bring them back to an acceptable standard for the residents of the Parish.

This is a more longer-term project and costings can be prepared after the initial identification of where the ponds are, what state they are in and what action needs to take place

Both projects above are dependant on PCC approval as landowners.

Chris Abram

Chris Smith

John Coward

11. To consider the appointment of a further Assistant Lengthsman on a 10 hour per week contract over 48 weeks per annum at £10.50 per hour as per below recommendation at an annual cost of £4824 per annum starting asap and until 31st March 2023 and accept the panel recommendation as set out below.

Following minute number 79/21 the panel met to interview candidates and appoint the contractor for the newly agreed assistant lengthsman role. At the interviews there were two particularly strong candidates who had final scores within three points of each other. The panel unanimously feel that in view of the increased projects likely to be brought forward from the working groups it would be appropriate to also offer the candidate who came such a close second at the interviews a contract as set out above.

12. 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.
13. To consider the application to fill the current Council Member vacancy (Cottam Ward) , details of which will be circulated to Members before the meeting.
14. To note that the next meeting is scheduled to take place on the 7th March 2022



Minutes of the **PARISH COUNCIL MEETING** held on
Monday the 29th November 2021 at Cottam Community Centre commencing at 7.30pm.

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

There was one member of the public present

81/21 To receive Apologies

Cllrs N Abram, Brown, Gibson and Parker

82/21 To consider and approve the Minutes of the Meeting held on the 11th October 2021 (enclosed)

It was resolved that the minutes of the meeting held on the 11th October 2021 should be approved and signed by the Chairman as a true and accurate record.

83/21 To receive Declarations of Interest

None

84/21 To adjourn the meeting for a period of public participation

The meeting was adjourned

It was mentioned that the land adjacent to the Community Centre had been sold at auction. The new land owners had been in discussion with a local ward councillor, and it is understood that there may be proposals put forward for the erection of a row of shops, possibly with a doctor's surgery and one bed flats above. Access would be through the existing PCC owned car park behind the Community Centre. It was stressed however that this information was as a result of an informal conversation and that no planning application had yet been submitted.

In response to questions concerning the Council's new grant policy it was confirmed that there was no upper or lower limit to the amount that could be applied for, that sight of the accounts of organisations applying was to ensure that grants were not made to organisations who had substantial available funds of their own, that each application would be considered on its merits in line with the policy and that whether the new policy would attract more or less applications could not be determined at this time.

The meeting was re-convened

85/21 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 MATERILAS 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 LENGTHSAMN	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

86/21 To approve the enclosed Financial Statement of Accounts up to 30th September 2021

It was resolved that the Financial Statement referred to above should be approved

87/21 To consider the draft budget proposals for 2022/23 and set the Precept for that same year

It was resolved that the Precept for 2022/23 should be set at the same figure as last year namely £116000.00

88/21 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.

It was resolved that Cllrs Lambert and Helvin should be appointed as representatives as outlined above.

89/21 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)

It was resolved that two working groups should be formed to investigate and bring forward proposals as outlined above, and such other projects as may be considered appropriate.

Lea working group: Cllrs Lambert, Helvin and Butler

Cottam working group: Cllrs C. Abram, Smith and Coward.

90/21 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.

91/21 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.

It was resolved that Mark O'Donnell should be co-opted to the vacant South Ward seat

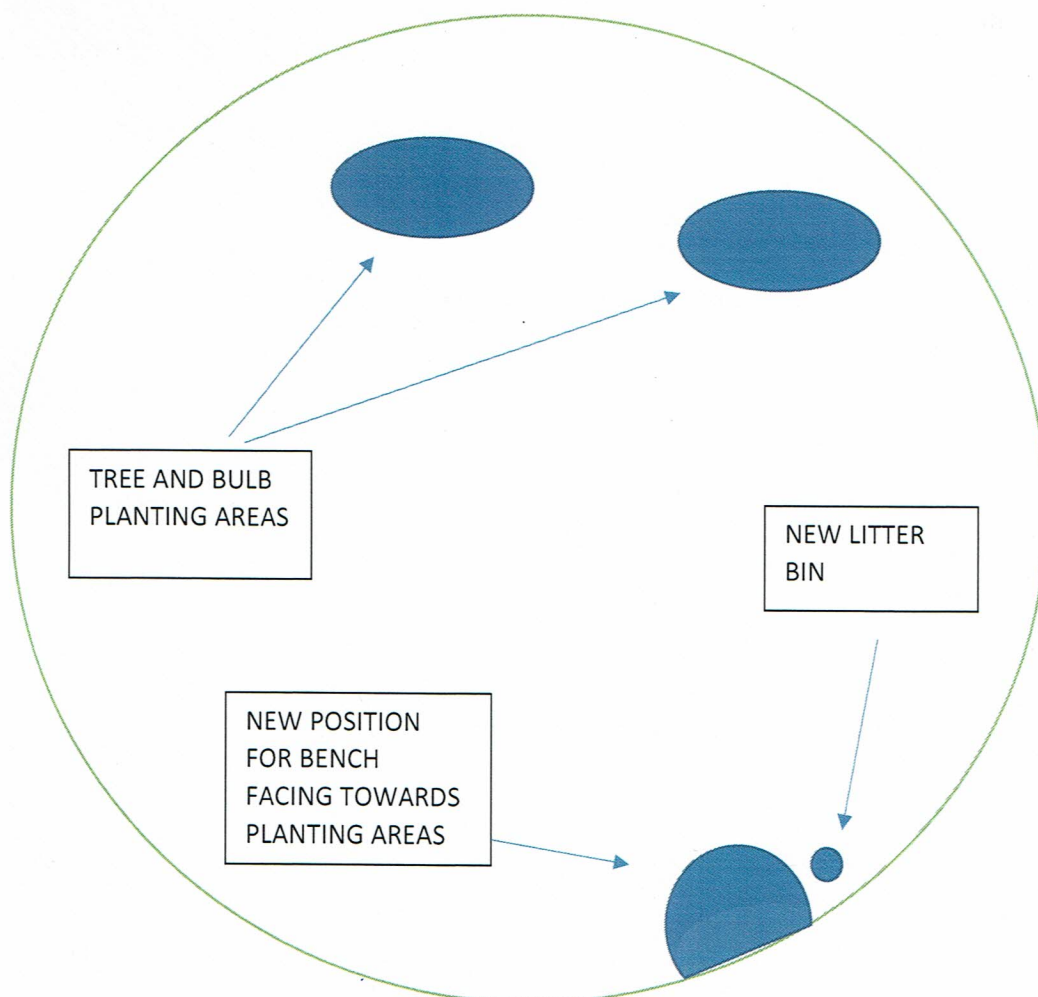
92/21 To note that the next meeting is scheduled to take place on the 24th January 2022

It was noted that the date of the next meeting is scheduled to take place on the 24th January 2022

FINANCIAL STATEMENT 1ST APRIL 2021 TO 31 DECEMBER 2021					
BUDGET	INCOME	£	£		
132262	Balance b/f 1st April 2021		148154.40		
116000	Precept		116000.00		
50	Bank Interest		17.86		
1304	V A T Recovered		3650.99		
	CIL		56348.68		
	OTHER		17.40		
249616			324189.33		
1000	Donations/Sponsorship		300.00		
240	Hire of Hall for Meetings		105.00		
300	Subs/Registrations/Training		192.21		
6500	Grass Cutting		5480.40		
52000	Lengthsmen		35313.99		
600	Insurance		445.44		
4000	Open Space - Plants Bulbs General Repairs etc		2158.74		
	VAT recoverable		3335.11		
15500	Clerk salary & Office Allow		11337.00		
950	National Insurance		678.43		
500	Postage, Telephone & Stationery		293.24		
400	Petrol Costs		153.40		
600	Audit / Legal		510.00		
1500	Newsletter		757.50		
72	Bank Charges		54.00		
4000	Xmas Tree				
250	Web Site Support		265.00		
33000	PCC Open Space Contribution		24609.00		
6000	Path Project		3590.41		
	Spid		3132.00		
	Planters		1190.78		
127412	Total		93901.65		
122204	Balance in hand		230287.68		
	BANK BALANCE		98789.18		
			80569.42		
			50929.08		
			230287.68		
	LESS O/S		0.00		
			230287.68		

COMMUNITY INFRASTRUCTURE LEVY RECEIPTS AND PAYMENTS

DATE	REASON	PAYMENT	INCOME	BALANCE
28/10/2016			11386.47	11386.47
28/04/2017			12648.78	24035.25
02/04/2018			23086.01	47121.26
25/06/2018	Miller Green Path	5000.00		42121.26
11/07/2018	Miller Green Path	5000.00		37121.26
14/08/2018	Miller Green Path	5970.00		31151.26
17/09/2018	Jubille Rectreation Goal Posts	258.75		30892.51
17/09/2018	Miller Green Raised Beds	1750.78		29141.73
26/09/2018	Labour Miller Green Raised Beds	100.00		29041.73
08/10/2018	Miller Green Riased Beds	1886.50		27155.23
08/10/2018	Miller Green Trees	1364.65		25790.58
15/10/2018	Miller Green Shrubs	984.35		24806.23
15/10/2018	Replace Notice Boards x 2	2200.00		22606.23
25/10/2018			3208.09	25814.32
12/11/2018	Miller Green Gates Repair	269.72		25544.60
26/11/2018	Replace Notice Boards x 2	2254.00		23290.60
04/12/2018	Miller Green New Benches x 2	895.50		22395.10
07/12/2018	Pond Mulch For Maintenance	121.97		22273.13
18/12/2018	Jubilee Pond Project	638.40		21634.73
11/01/2019	Miller Green Riased Beds Mulch	307.88		21326.85
31/12/2019	Balance To Date			21326.85
21/06/2019	Bee/Wildflower Meadow Creation	313.23		21013.62
13/09/2019	Bee/Wildflower Meadow Creation	150.00		20863.62
25/11/2019	Blackpool Rd Wildlife Area Creation	60.04		20803.58
23/12/2019	Blackpool Rd Wildlife Area Creation	286.15		20517.43
25/10/2019			8663.30	29180.73
28/04/2020			61818.87	90999.60
01/03/2021	Jubilee Recreation Ground Grant	8000.00		82999.60
23/04/2021			39977.84	122977.44
30/09/2021	Cottam Path Project to Date	2936.01		120041.43
15/10/2021	Cottam Path Project Further Stone	654.40		119387.03
22/10/2021			16370.84	135757.87
25/10/2021	SPID Replacement	3132.00		132625.87
25/10/2021	3 x Planters Aldfield Avenue	1190.78		131435.09
31/12/2021	Balance To Date			131435.09



Dodney Drive Circular Green

PROPOSAL

Re-site existing bench nearer to existing path on Dodney Drive side and create stoned area so that use can be made without having to traverse wet ground which restricts current usage – stoned area approx 12-foot radius circle – cost approx £250 plus base materials and wooden edging estimate £500

Planting to top side of green 5/6 ornamental trees in two groups (12 in all) and plant into grass area range of bulbs to come up early through late spring. Crocus, daffodil and tulip – estimated cost 12 x £80 (trees) plus bulbs £340 = £1300

Provision of litter bin ● at cost of £350 approx

Total Budget required for project £2150

Dodney Drive Rectangular Green

PROPOSAL

Re-site existing bench nearer to existing path and create wider flagged area so that use can be made without having to traverse wet ground which restricts current usage – flagged area approx 16-foot x 8 foot – cost approx £250 plus base materials and wooden edging estimate £500

Plant to side of bench location 5/6 ornamental trees (12 in all) and plant into grass area range of bulbs to come up early through late spring. Crocus, daffodil and tulip – estimated cost 12 x £80 (trees) plus bulbs £340 = £1300

Provision of litter bin ● at cost of £350 approx

Total Budget required for project £2150

