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28th February 2022

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Monday the 7th March 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 24th January 2022 (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:

06/01/2022	MILJUE GS ASSISTANT LENGTHSMAN	102	378.00
06/01/2022	GGs LENGTHSMAN	103	1136.70
06/01/2022	SAR SERVICES ASSISTANT LENGTHSMAN	104	84.00
17/01/2022	GGs LENGTHSMAN	105	1110.75

6. To appoint Len Slade as the internal auditor for 2021/22 at a fee of £115.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated
7. To consider and approve the following documents which have already been circulated
 - The Councils Risk Management Policy Statement 2022
 - The Councils Risk Management Register 2022
 - The Councils Asset Register 2022
 - The Review of the Effectiveness of the Internal Audit and Internal Control 2022
8. To consider the request for a contribution of £32812 for 2022/23 towards greenspace maintenance as per the enclosed letter. This figure is the same as last year.
9. To consider renewal of the following assistant lengthsman contracts for a further period of 12 months at the same rate as last year being £10.50 per hour.

SAR SERVICES – 10 HOURS PER WEEK OVER 48 WEEKS

MILJUE GARDENING SERVICES – 20 HOURS PER WEEK OVER 48 WEEKS

10. To consider the following proposal put forward by the Lea Open Space Working Group.

INSTALLATION OF MIXED HEDGEROW ON JUBILEE PARK

Purpose of installation is to improve visual aspect of the southern boundary of Jubilee Park recreation ground, whilst creating an environmentally friendly hedgerow which will attract many species of wildlife and contribute to the green agenda.

The works which carry the support of Preston CC (landowners) involve the installation of a mixed hedgerow comprising five hundred mixed species hedging including field maple, hazel, hawthorn, bird cherry, blackthorn, dog rose and elder. It will be necessary to create a planting trench (150m x 0.5m) for the whole length of the proposed hedgerow to be filled with appropriate drainage material, compost fertilizer and mulch to encourage development of the young (90-120 cm) whips. It is anticipated that over a period of time these whips will develop to create a full hedgerow thereby achieving the objective of the project. The planting to be undertaken by our lengthsman team.

On going maintenance will be required and whilst PCC will commit to occasional maintenance such as weed control, spraying and occasional cut back it is likely that our own lengthsman team will need to be involved on a regular basis to ensure a successful project.

The costs have been estimated as follows:

500 Mixed native hedge whips	750.00
500 60cm Guards	120.00
500 90cm Stakes and ties	100.00
Mulch, Compost / Fertiliser	200.00
Hire of Digger for Trenching	150.00
Project contingency	280.00
Total Cost / Budget	£1600.00

11. To consider a request from Cllr Smith that this Council write to LCC to seek up to date information relating to the building of new schools in the area given the significant increase in population in NW Preston
12. To note that the next meeting is scheduled to take place on the 11th April 2022



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

Monday the 24th January 2022 at Cottam Community Centre commencing at 7.30pm.

Present: Cllrs C Abram, N Abram, Brown, Gibson, Parker, Smith, Foster, Helvin, Lambert,

Coward, O'Donnell and Whitham

There were no members of the public present

01/22 To receive Apologies

Cllr Butler

02/22 To consider and approve the Minutes of the Meeting held on the 29th November 2021 (enclosed)

It was resolved that the minutes of the meeting held on the 29th November 2021 should be approved and signed by the Chairman as a true and accurate record.

03/22 To receive Declarations of Interest

Cllr Witham declared a personal and prejudicial interest in item 8 on the agenda due her living in the immediate proximity to one of the Dodney Drive Greens under discussion, she left the room and did not take part in the debate or voting on this item.

04/22 To adjourn the meeting for a period of public participation

There were no members of the public present

05/22 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 one-third 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

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

06/22 To approve the enclosed Financial Statement of Accounts up to 30th December 2022

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

07/22 To formally resolve that Councillors, Whitham, Smith and Gibson should be appointed to the authorised signatory list for the purposes of authorising transactions on this Council's Public Sector Deposit Fund with CCLA.

It was resolved that Cllrs Witham, Smith and Gibson should be appointed to the authorised signatory list for the purposes of authorising transactions on this Council's Public Sector Deposit Fund with CCLA

08/22 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.

It was resolved that the works outlined above should be undertaken and it was noted that enquiries were still being made regarding the potential to level and install drainage as appropriate.

09/22 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.

It was resolved that the following observations should be made:

1. That as the land is believed to be subject to a future planning application by Storey Homes to build houses on the site how would this fit in with the upcoming planning application?

2. That with a potential increase in traffic on Lea road, even if the main access to the station is via the Cottam link road, has any proposal been considered for the widening of the road between the rail line and Lancaster Canal

3. That as there are no footpaths on both sides of Lea Road between the rail line and Lancaster canal and only partial footpaths on one side how will pedestrians gain access to the station? In addition, the footpaths from Blackpool Road to the rail line are inadequate and unsafe as also are the ones from Lancaster canal to Cottam Way, should this not be taken into account as part of the future planning application?

4. That as LCC are in favour of encouraging cycling it should be realised that this section of Lea Road is already dangerous for cyclists, so with an increase in traffic due to the proposed Storey Development and rail station what provision is being made to make Lea Road safer for cyclist and pedestrians?

5. That if it is envisaged that the site will be a bus/rail interchange then there will be a need for bus layby provision on Lea Road as well as widening. This will be relevant even if buses use the station car park as the interchange since there will be through bus traffic using Lea road as part of the existing and future routes which will need to stop at this point

6. That the name of the station should be Lea and Cottam Parkway due to its close location to these areas and the historic location of the old Lea Station which was closed in 1938 at this site.

10/22 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 thirty-five 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)

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

It was resolved that:

1. The proposed works detailed above should be undertaken subject to the permission of Preston City Council including confirmation from their arboriculturist that it was appropriate to remove the proposed trees due to disease.

2. That the working group 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.

11/22 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.

Prior to the debate it was noted that DBS Services had earlier in the day resigned from the service contract with the Parish Council which was for 15 hours per week.

It was resolved that the motion under consideration should be amended to 15 hours per week in the light of the information above.

It was then resolved to approve the new substantive motion for the appointment of a further Assistant Lengthsman on a 15 hour per week contract over 48 weeks per annum at £10.50 per hour at an annual cost of £4824 per annum starting asap and until 31st March 2023 and offer the position to the candidate recommended by the interview panel as referred to above.

12/22 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.

There were no members of the public present

13/22 To consider the application to fill the current Council Member vacancy (Cottam Ward) , details of which will be circulated to Members before the meeting.

It was resolved that Dr A C Bielas-Barnes should be co-opted onto this Council

14/22 To note that the next meeting is scheduled to take place on the 7th March 2022

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