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4th April 2022

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
 Monday the 11th April 2022 at Cottam Community Centre commencing at 7.30pm.

(Signature)
 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 7th March 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:

02/02/2022	COTTAM CC ROOM HIRE	106	30.00
	MILJUE GS ASSISTANT LENGTHSMAN	107	577.50
	S FITZPATRICK ASSISTANT LENGTHSMAN	108	472.50
	DBS SERVICES ASSISTANT LENGTHSMAN	109	136.50
	GGG LENGTHSMAN	110	1215.18
15/02/2022	BG FENCING - FENCING POND COTTAM WAY	111	214.85
	GGG LENGTHSMAN	112	1177.79
23/02/2022	AMBEROL MATERIALS BASKET SAMPLE	113	56.40
02/03/2022	G THOMPSON ASSISTANT LENGTHSMAN	114	157.50
	NEWGATE NURSERIES COMPOST PLANTS	115	84.72
	SAR SERVICES ASSISTANT LENGTHSMAN	116	367.50
	STEVEN FITZPATRICK ASSISTANT LENGTHSMAN	117	630.00
	MILJUE GS ASSISTANT LENGTHSMAN	118	472.50
	GGG LENGTHSMAN	119	1244.04
16/03/2022	PRESTON CC GLADIATOR UNITS	120	6998.83
	ST MARYS SCHOOL BOOK COMPETITION GRANT	121	250.00
	STOCKSIGNS LTD SPID BATTERY AND CHARGER	122	174.18
	SCREWFIX SPID LADDER	123	238.20
	GGG LENGTHSMAN	124	1140.37
	ST BERNARDS BOOK COMPETITION GRANT	125	100.00
30/03/2022	S FITZPATRICK ASSIST LENGTHSMAN	126	315.00
	HMRC 4TH QTR	127	1902.97
	G THOMPSON ASSIST LENGTHSMAN	128	472.50
	PRESTON CC XMAS TREES	129	4769.44
	SAR SERVICES ASSIST LENGTHSMAN	130	189.00
	COTTAM COMMUNITY ASSOC ROOM HIRE	131	30.00
	W MCENNERNEY-WHITTLE SALARY 4TH QTR	132	2764.49
	PRESTON CC OPEN SPACE CONTRIBUTION 3 & 4 QTRS	133	16406.00
	MILJUE GS ASSISTANT LENGTHSMAN	134	840.00
	GGG LENGTHSMAN	135	1155.18

6. To consider a proposal put forward by Cllr Gibson to install two benches on land close to the pond on Cottam Way which has recently been opened up. The proposal will involve benches similar to those on Miller Green, which have proved to be very sturdy, and will cost approx £500 each which together with installation material costs of approx £100 will require a project budget of £1100. Permission of Preston City Council will be required.
7. To consider whether this Council wishes to enter a Long-Term Agreement with Zurich who are the Council's insurers. The current 5-year LTA will expire upon renewal shortly. Last years renewal premium was £445.44 with additions during the year amounting to £51 for new asset purchases during the year being a total of £496.44. The proposed options are:
 - One year standard renewal at £551.08 which represents an increase of approx 11%
 - Three-year LTA renewal at £531.24 per year an increase of approx 7%
 - Another 5 five-year LTA at £511.37 per year representing an increase of only approx 3%
8. To consider the attached Grant request from Cottam Community Centre as part of their refurbishment of the outdoor space area at the Centre as fully explained in the completed application form. Approval would involve the provision of lengthsman time and equipment hire costs of approx £320. The lengthsman team have confirmed their ability to undertake work over approx 2 days. CCC have provided a copy of their current Bank statements and latest audited accounts which have been sent to members under separate cover for information. A copy of the Constitution of CCA has been seen and is held on file.
9. To consider the purchase of up to 22 Self Watering Half Unit planters to be erected on lamp posts on Darkinson Lane Tea Town to replace previous hanging baskets which can no longer be used due to their excessive weight. Permission of LCC will be required and 5 of the proposed lamp posts will need to have a structural assessment, if approved the vast majority of lamp posts would bear a planter in the same way that they previously held hanging baskets. Feedback has been obtained for residents in the area who are keen to have the new replacements a sample of which was shown to members after the last meeting. It is hoped that permission would be given in time for erection this spring. No purchase will be made until permission has been granted. A project budget of up to £3000 will be required to cover purchase of planters and their associated liners, brackets for attachment to posts, structural testing by LCC, compost and planting out including delivery charges. In future years ongoing costs would be for planting out each year in the region of £1000 based on current prices. The planters will require topping up with water from time to time dependent on weather conditions, this to be undertaken by our own lengthsman team as previously with the hanging baskets.
10. To note that the date of the next meeting is scheduled for the 9th May 2022 and will be the Annual Parish Council meeting at which the first items of business will be the election of a Chairman and Vice Chairman for the following 12 months.



MINUTES of the **PARISH COUNCIL MEETING** held on
Monday the 7th March 2022 at Cottam Community Centre commencing at 7.30pm.

Present: Cllrs C Abram, Brown, Gibson, Parker, Foster, Helvin, Lambert,
Coward, Bielas-Barnes and Butler
There were two members of the public present

15/22 To receive Apologies

Cllrs N Abram, O'Donnell and Smith

16/22 To consider and approve the Minutes of the Meeting held on the 24th January 2022 (enclosed)

It was resolved that the minutes of the meeting held on the 24th January 2022 should be approved and signed by the Chairman as a true and correct record.

17/22 To receive Declarations of Interest

None

18/22 To adjourn the meeting for a period of public participation

The meeting was adjourned

A local City councillor spoke in support of the Parish Council writing to LCC to establish the position with regard to new schools, both secondary and primary, in the area. He was aware of issues in local residents obtaining places and was himself in contact with the LCC Cabinet member of education. It was also mentioned that whilst places may be available across Preston this did not resolve the local issue and that by having children going to more distant schools was contrary to local policies to encourage walking rather than the use of cars.

It was mentioned that it was thought that bus route 88 (Larches to Hospital) was being discontinued from the 1st April 2022 – the local City councillor present was to make further enquiries.

A member of the public mentioned that she was part of the Climate Action Group Preston and would like to work closely with all Council levels on issues such as transport.

The meeting was re-convened

19/22 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

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

20/22 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

It was resolved that Len Slade should be appointed as the Internal Auditor as set out above and that the documentation referred to above should be approved

21/22 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

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

22/22 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.

It was resolved that the contribution requested above should be approved.

23/22 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

It was resolved that the contracts referred to above should be renewed for a further period of 12 months.

24/22 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

It was resolved that the above proposal should be approved and a budget of £1600 allocated

25/22 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

It was resolved that this Council should contact LCC's cabinet Member for Education to seek up to date information relating to the building of new schools in the area and express the concerns of this Council as highlighted during public participation and copy our MP into the correspondence.

26/22 To note that the next meeting is scheduled to take place on the 11th April 2022

It was noted that the next meeting is scheduled for the 11th April 2022

LEA AND COTTAM PARISH COUNCIL GRANT APPLICATION FORM

NAME OF APPLICANT: Cottam Community Association (Trevor Hart – Chair)

DATE 30th March 2022

<p>What is your project and how much are you requesting?</p>	<p>Cottam Community Centre acts as a neighbourhood hub serving an increasingly diverse area of Preston but specifically Cottam, Ingol, Tanterton, Lea, Larches and Fulwood. It has become apparent following the last two years of Covid the need for better more practical and useable outdoor space, providing fresh air and exercise opportunities. This project will bring our outdoor enclosed space back into use providing a play area for the young, and exercise and activity space for others. It will provide a play area with safe cushioned flooring, seating space, play equipment where all ages can play or exercise. This project will reduce social isolation, bring people back together in a safe environment and make links with the wider community. Evidence has shown that increased social opportunities in a central location which provides outdoor space gives individuals better chances in life to experience new activities, improve physical and mental good health and generally improve their well being. Being in the year of the Queen's Jubilee this will mark a significant milestone in the area and will be promoted and opened in the same year with social media announcements, open day presentations and press announcements. We will then take regular feedback from groups using it to add to enhance and improve play, health, wellbeing and exercise opportunities. Our present outdoor space is no longer safe and the equipment is old, this compromises the use of the area. Details of cost have been supplied in supporting information and we estimate the project costing £11,400, however we are asking for time of approximately 2 days from your lengths men and the cost of a skip and mini digger at approximately £320. We aim to cover all other costs.</p>
<p><i>Be specific as to what a grant if agreed would contribute to including overall costs, estimates and any other funding sources.</i></p>	<p><i>Be specific as to the number of beneficiaries or category of residents who will receive benefit</i></p> <p>A variety of groups will be able to use it including, Cottam Tots, Headway Brain Injury, Parkinson's, Scouting associations, dance and fitness groups and local residents using the centre to name but a few. This includes all ages, all abilities, and all faiths. The project will be complete within six months from start to finish to install, from that point on it will provide available space to use for many years for Centre users.</p>
<p>Please supply a copy of your constitution or organisation rules and a brief history of your organisation.</p>	<p>Constitution accepted and signed at AGM each year. Cottam Community Association was set up to run the Community Centre and support residents in and neighbouring Cottam providing a community building in 1999. It is run as a charity by volunteer trustees.</p> <p>Sent to members under separate cover</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>Sent to members under separate cover</p>
<p>Please submit any further information that you feel is pertinent to your request</p>	<p>We have monthly costs of approximately £700. In addition, there are the ongoing maintenance costs of the building. For example, recent boiler replacement, recent roof repairs. Income is dependant on being able to hire out the building, keeping costs down which is going to become a challenge with rising heating costs due. Trustees act as key holders and open and close the building for one off bookings. We do not employ a caretaker as a few years ago we had to cut costs so as to remain in the black. We must keep sufficient funds in reserve should the hall have to close for a period of time, such as a pandemic.</p>

Where needed you may add additional information sheets.

Signature of Organisation

T M Hart

The cost of this project we predict the following:

Removal of surface, trees and clearing of site:

Skip hire / Mini Digger £320 approximately

Two days labour £400 this could vary up or down considerably.

Relay soft surface area:

£9,770 approx.

Replace play equipment:

£1,000 approximate allocation.

Total cost based on above would come to £11,490

Clearly these figures can change depending on skip hire, labour costs changes to surface area costs and decisions on play equipment. This project is only possible with external funding, goodwill and support. We have applied for Lottery funding to cover soft surface area, we have a small contribution towards play equipment from the Co-op.

We are asking for your help specifically to cover skip hire and labour costs. However we are asking if your lengths men could carry out the work of removing trees and clearing site so the real cost would be skip hire and time.

We have only limited funds and running costs of £700 a month, we clearly took a hit during Covid and have ongoing maintenance costs at the centre. Your help would make this project happen.

I look forward to hearing your response.

Kind regards

Trevor Hart

Cottam Community Centre Chair