



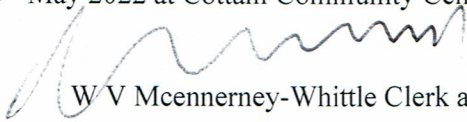
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2nd May 2022

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Monday the 9th May 2022 at Cottam Community Centre commencing at 7.30pm.


W V McEnnerney-Whittle Clerk and RFO

A G E N D A

1. To elect a Chairman for the following 12 months who will then be required to sign the Acceptance of Office form
2. To elect a Vice Chairman for the following 12 months
3. To receive apologies
4. To consider and approve the Minutes of the Meeting held on the 11th April 2022 (enclosed)
5. To receive Declarations of Interest
6. 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.

7. To receive and approve the enclosed end of year Financial Statement as of 31st March 2022
8. To approve Section 1 Annual Governance Statement 2021/22 and Section 2 Accounting Statements 2021/22 (enclosed) being part of the Annual Governance and Accountability Return 2021/22 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
9. To consider proposals put forward by the Cottam Open Space working group to enhance pond areas which have been identified as needing improvement works. 20 ponds have been identified requiring different levels of work. It is proposed that all ponds are enhanced over a period of time due to the high level of manual work required and the cooperation of PCC in removing debris etc.

Works will include removal of overgrowth, excessive invasive plants and random rogue saplings. Works to improve access paths and/or create new access paths will be required in some areas, decking replacement, possibly fencing works and replanting with oxygenating plants to improve water condition. Material requirements will range from soil, path stone, decking boards, other timber, plants and may require the hire of equipment to remove tree stumps and regenerate paths where applicable.

It would be envisaged that this project would be undertaken over several months so as to fit in with other duties and would require substantial labour provided by the lengthsman team. Ponds would be prioritised

according to public visibility so as to create greatest impact and be fit into work schedules along with existing commitments so as not to impact work already done and requiring ongoing maintenance. It is anticipated that much would be done during winter months.

It is difficult to arrive at a firm cost for materials however based on past experience an assessment has been done indicating that materials would be in region of £6K with the potential for another £2k to hire equipment as required. This would amount to an initial project cost of approx £8K to be revised as work is undertaken. Funding to be taken from CIL monies.

10. To note that the date of the next meeting is scheduled for the 4th July 2022



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

Monday the 11th April 2022 at Cottam Community Centre commencing at 7.30pm.

Present: Cllrs C Abram, N Abram, Brown, Gibson, Parker, Foster, O'Donnell, Bielas-Barnes, Whitham and Butler

There was one member of the public present, being the Chairman of Cottam Community Centre

27/22 To receive Apologies

Cllrs Coward, Smith, Helvin and Lambert.

28/22 To consider and approve the Minutes of the Meeting held on the 7th March 2022 (enclosed)

It was resolved that the minutes of the meeting held on the 7th March 2022 should be approved and signed by the Chairman as a true and accurate record.

29/22 To receive Declarations of Interest

Cllrs Parker and Gibson declared personal and prejudicial interests in the item relating to a grant application from Cottam CC as they were both Trustees of that organisation. They left the room and did not take part in the debate and voting on this matter.

30/22 To adjourn the meeting for a period of public participation

The Chairman of Cottam CC made a short presentation in support of their grant application and responded to a number of questions and observations regarding the detail and finances.

A member of the public requested that a bench located on the elevated green opposite Greenside be relocated. This bench is situated between a small gap in the wall facing towards the road and appears to be a magnet for youths observing nearby homes and throwing stones down to the road. It was suggested that it could be moved further along and turned to face the green. Nobody present had any objections however PCC permission will be required.

31/22 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
	GGs LENGTHSMAN	110	1215.18
15/02/2022	BG FENCING - FENCING POND COTTAM WAY	111	214.85
	GGs 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
	GGs 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
	GGs 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
	GGs LENGTHSMAN	135	1155.18
31/03/2022	BANK CHARGES	136	18.00

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

- 32/22 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.

It was resolved that the above proposal for two benches should be agreed and placed on the opposite side of the path facing the pond once PCC permission has been obtained.

- 33/22 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 year's 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%

It was resolved that the 5-year option as shown above should be approved.

- 34/22 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 lengthsmen time and equipment hire costs of approx £320. The lengthsmen 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.

It was resolved that the grant request as set out in the application should be approved.

- 35/22 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.

It was resolved that the proposals for self-watering half unit planters should be approved and ordered and installed once the necessary licence has been approved by LCC.

36/22 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.

It was noted that the next meeting is scheduled for the 9th May 2022.

FINANCIAL STATEMENT 1ST APRIL 2021 TO 31 MARCH 2022			
BUDGET	INCOME		£
132262	Balance b/f 1st April 2021		148154.40
116000	Precept		116000.00
50	Bank Interest		85.44
1304	V A T Recovered		3650.99
	CIL		56348.68
	OTHER		17.40
249616			324256.91
1000	Donations/Sponsorship		650.00
240	Hire of Hall for Meetings		165.00
300	Subs/Registrations/Training		192.21
6500	Grass Cutting		5480.40
52000	Lengthsmen		48652.75
600	Insurance		445.44
4000	Open Space - Plants Bulbs General Repairs etc		2965.29
	VAT recoverable		5461.26
15500	Clerk salary & Office Allow		15372.42
950	National Insurance		939.80
500	Postage, Telephone & Stationery		347.24
400	Petrol Costs		200.85
600	Audit / Legal		510.00
1500	Newsletter		757.50
72	Bank Charges		72.00
4000	Xmas Tree		3974.53
250	Web Site Support		265.00
33000	PCC Open Space Contribution		41015.00
6000	Path Project		3590.41
	Spid		3132.00
	Planters		1190.78
	Basketball Unit		5832.36
127412	Total		141212.24
122204	Balance in hand		183044.67
	BANK BALANCE		50952.95
			51478.59
			80613.13
			183044.67
			183044.67
LESS	RESTRICTED FUNDS - CIL		125602.73
	GENERAL RESERVES		57441.94

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	Jubilee 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
16/03/2022	Basketball Units	5832.36		125602.73

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

LEA AND COTTAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<http://www.leacottam-pc.gov.uk/> CLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

LEA AND COTTAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	77,716	148,154	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	112,000	116,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	84,722	60,103	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	15,921	16,312	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	110,363	124,900	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	148,154	183,045	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	148,154	183,045	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	32,313	35,614	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0		<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.			

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED