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27<sup>th</sup> June 2022

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Monday the 4<sup>th</sup> July 2022 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 9<sup>th</sup> May 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:

11/04/2022	BG FENCING POND PROJECT 354 DODNEY PROJECT 449	ONLINE	1	963.85
11/04/2022	PRINTING WORLD NEWSLETTER	ONLINE	2	272.50
11/04/2022	GGs LENGTHSMAN WKS 1-2	ONLINE	3	1179.75
11/04/2022	MASON STORE CONTAINER HIRE	ONLINE	4	600.00
25/04/2022	GARY THOMPSON ASSISTANT LENGTHSMAN	ONLINE	5	630.00
25/04/2022	NEWGATE NURSERY DODNEY PROJECT TREES	ONLINE	6	2208.00
25/04/2022	GLASDON LITTER BINS DODNEY PROJECT	ONLINE	7	821.33
25/04/2022	FITZPATRICK ASSISTANT LENGTHSMAN	ONLINE	8	630.00
25/04/2022	LCC POST TESTING PLANTER PROJECT	ONLINE	9	330.00
25/04/2022	SAR ASSISTANT LENGTHSMAN	ONLINE	10	388.50
25/04/2022	CCA ROOM HIRE	ONLINE	11	30.00
25/04/2022	STATIONERY VIKING DIRECT – REIMBURSED 139.47 FROM HUTTON PC	ONLINE	12	167.36
25/04/2022	MILJUE GARDEN SERVICES ASSISTANT LENGTHSMAN	ONLINE	13	656.25
25/04/2022	SAVOY TIMBER LENGTHSMAN MATERIALS	ONLINE	14	13.23
25/04/2022	GGs LENGTHSMAN WKS 3-4	ONLINE	15	1226.94
29/04/2022	INFORMATION COMMISSIONER DIRECT DEBIT	ONLINE	16	35.00
09/05/2022	VIKING STATIONERY	ONLINE	17	41.26
09/05/2022	ZURICH INSURANCE RENEWAL	ONLINE	18	511.37
09/05/2022	GGs LENGTHSMAN	ONLINE	19	1195.78
30/05/2022	MILJUE GARDEN SERVICES ASSISTANT LENGTHSMAN	ONLINE	20	798.00

30/05/2022	COTTAM CC ROOM HIRE	ONLINE	21	30.00
30/05/2022	S FITZPATRICK ASSISTANT LENGTHSMAN	ONLINE	22	472.50
30/05/2022	GARY THOMPSON ASSISTANT LENGTHSMAN	ONLINE	23	630.00
30/05/2022	SAR SERVICES ASSISTANT LENGTHSMAN	ONLINE	24	210.00
30/05/2022	GGG LENGTHSMAN	ONLINE	25	1274.13
30/05/2022	NEWGATE NURSERIES PLANTS FOR BEDS PLANTERS	ONLINE	26	129.96

6. To consider a suggestion from Cllr Gibson that this Council should have a social media representation by creating a Facebook page in order to provide a flow of information to its residents. Cllr Gibson has been in discussion with the Clerk as to how this might work and will respond to questions at the meeting. It should be noted that to undertake this modern way of communication does require additional resource. The Clerk has spoken to a number of parish councils who have successful pages, and the additional work depends to a large extent on how much information is provided and the number of comments received as a result. It is suggested that an initial one hour per week might be appropriate with a review after say 12 months to assess the success of the project should this Council wish to take the suggestion forward. A Social Media policy will also need to be drawn up and adopted.
7. To note that the date of the next meeting is scheduled for the 5<sup>th</sup> September 2022



Minutes of the **ANNUAL PARISH COUNCIL MEETING** held on  
Monday the 9<sup>th</sup> May 2022 at Cottam Community Centre commencing at 7.30pm.  
Present: Cllrs C Abram, N Abram, Brown, Gibson, Parker, Foster, O'Donnell, Bielas-Barnes,  
Butler, Coward, Helvin and Lambert.

There was one member of the public (local Ward Cllr) present

37/22 To elect a Chairman for the following 12 months who will then be required to sign the Acceptance of Office form

*Cllr C Abram was elected Chairman for the following 12 months, she signed the Acceptance of Office form.*

38/22 To elect a Vice Chairman for the following 12 months

*Cllr Helvin was elected Vice Chairman for the following 12 months*

39/22 To receive apologies

*Cllrs Smith and Whitham*

40/22 To consider and approve the Minutes of the Meeting held on the 11<sup>th</sup> April 2022 (enclosed)

*It was resolved that the minutes of the meeting held on the 11<sup>th</sup> April 2022 should be approved and signed by the Chairman as a true and accurate record*

41/22 To receive Declarations of Interest

*None*

42/22 To adjourn the meeting for a period of public participation

*The meeting was adjourned*

*The Parish Council were thanked for acting quickly in response to damage to the decking area by the pond on Haydocks Lane which had now been cordoned off for safety reasons pending repair in due course.*

*The local Ward Councillor present stated that LCC were to undertake a consultation with local schools concerning available places during the summer term. Concern was expressed that this should have been done much earlier and that the response received from LCC to the Council's letter authorised at the last meeting was totally inadequate and that a meeting with them might be appropriate.*

*The meeting was re-convened*

43/22 To receive and approve the enclosed end of year Financial Statement as of 31<sup>st</sup> March 2022

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



- 44/22 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.

***It was resolved that the documentation referred to above should be approved and that the Chairman and Clerk/RFO should sign them on behalf of this Council***

- 45/22 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.

***It was resolved that the proposals detailed above should be approved and an initial budget allocated at £8K***

- 46/22 To note that the date of the next meeting is scheduled for the 4<sup>th</sup> July 2022

***It was noted that the next meeting is scheduled for the 4<sup>th</sup> July 2022***