



W V McEnnerney-Whittle  
7, Bilsborough Meadow  
Lea  
PRESTON  
PR2 1YY

Tel : 01772 733829 E-mail : clerk@leacottam-pc.gov.uk

27<sup>th</sup> February 2023

## NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on  
Monday the 6<sup>th</sup> March 2023 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 23<sup>rd</sup> January 2023 (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:

05/01/2023	SAR SERVICES ASSISTANT LENGTHSMAN	107	200.00
05/01/2023	FITZPATRICK ASSISTANT LENGTHSMAN	108	483.00
05/01/2023	MILJUE GS ASSISTANT LENGTHSMAN	109	472.50
05/01/2023	G THOMPSON ASSISTANT LENGTHSMAN	110	472.50
05/01/2023	GGG LENGTHSMAN	111	1022.45
05/01/2023	PRESTON CC	112	1164.30
05/01/2023	GGG LENGTHSMAN	113	1015.72
23/01/2023	PRINTING WORLD NEWSLETTER	114	272.50
23/01/2023	BG FENCING MATERIALS	115	72.90
23/01/2023	COTTAM CC ROOM HIRE	116	30.00
31/01/2023	MILJUE GS ASSISTANT LENGTHSMAN	117	472.50
31/01/2023	FITZPATRICK ASSISTANT LENGTHSMAN	118	472.50
31/01/2023	G THOMPSON ASSISTANT LENGTHSMAN	119	472.50
31/01/2023	GGG LENGTHSMAN	120	1101.10

6. To approve that this Council should re-appoint the following contractors:

Greenwood Garden Services as lengthsmen on a further 4-year contract for 40 hours per week for 48 weeks at a rate of £17.30 per hour (last year £15.73 per hour) with the rate being reviewed on an annual basis.

SAR Services as assistant lengthsmen on a 12-month contract for 10 hours per week for 48 weeks at a rate of £11.50 per hour (last year £10.50 per hour)

Miljue Garden Services as assistant lengthsman on a 12-month contract for 15 hours per week for 48 weeks at a rate of £11.50 per hour (last year £10.50 per hour)

Gary Thompson as assistant lengthsman on a 12-month contract for 15 hours per week for 48 weeks at a rate of £11.50 per hour (last year £10.50 per hour)

S Fitzpatrick as assistant lengthsman on a 12-month contract for 15 hours per week for 48 weeks at a rate of £11.50 per hour (last year £10.50 per hour)

7. To appoint Sandra Wiseman as the internal auditor for 2022/23 at a fee of £175.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated
8. To consider and approve the following documents which have already been circulated
  - The Councils Risk Management Policy Statement 2023
  - The Councils Risk Management Register 2023
  - The Councils Asset Register 2023
  - The Review of the Effectiveness of the Internal Audit and Internal Control 2023
9. To consider the request from Preston City Council for a contribution of £32812 for 2023/24 towards greenspace maintenance as per the enclosed letter. This figure is the same as last year.
10. To consider the following report submitted on behalf of the Lea Open Space Working Group

*Members will be aware that significant enhancements have been made to Jubilee Park Recreation Ground over recent years initiated some years ago by the Jubilee Action Group who in conjunction with Preston CC drew up a Masterplan for its future development and took this plan to formal consultation with local residents. There still remains a small number of enhancements that have not yet been able to be funded namely a 'Trim Trail'*

*Discussions have taken place recently with PCC, proposals to complete this installation have been agreed in principle and some cost estimates have already been obtained. It is the proposal of the Lea Open Space Working group that this Council now utilise some of its CIL monies to fully fund the proposals and allow the installation to take place.*

*The proposals involve the installation of 5 pieces of fitness equipment including an exercise bike, acti-fit rower, set of hurdles, monkey bars and parallel bars. It is proposed that the installation would also include the construction of a base around each piece of equipment, and it is suggested that 'wet pour' is used as this is porous and fully tested flexible, sustainable, safe and colourful playground surfacing for all outdoor playgrounds and recreational spaces.*

*The indicative costings from a number of approved suppliers indicate as follows although final quotations will be required:*

*Equipment itself including installation but without ground bases range from ££9500 to £13000*

*Ground bases using 'wet pour' are expected to cost in the region of £4/5000 (no quote yet obtained)*

*It is important that the equipment is robust and is therefore expected that the cost will be at the higher end of the estimates so far received.*

*Ownership would remain with this Council although it is expected that routine weekly inspection would be undertaken by PCC as part of their regular inspection of the recreation ground.*

*The Working Group request consideration of the proposals 'in principle' subject to final quotations within an overall budget of £18K to be allocated from CIL funds.*

*A large copy of the Masterplan will be available at the meeting.*



11. To consider whether a public consultation should take place with regard to the use of the remaining CIL funds to be undertaken in the next newsletter and on social media.

*Currently funds have been committed to the Canberra Memorial at £6500 and the replacement of 24 diseased crab apple trees in Cottam at a cost of £3700 with alternative species (both projects are still ongoing although due to unavoidable delays costs may need to be reviewed upwards)*

*The Play Area Working Group have completed their initial audit and have made some initial recommendations although no specific detail is yet available nor indeed any estimates of cost. As all suggestions will require PCC approval and in some cases are outside our scope (PCC or external contractors would have to undertake) it is suggested that these are first discussed with PCC at a forthcoming open space meeting expected to take place once consideration of item 9 above has been determined) It is hoped that an 'in principle' agenda item might be ready for the April meeting dependent on the outcome of the meeting with PCC.*

*Allowing for the existing commitments, a favourable decision on item 10 and potential costs relating to Play Areas this Council will still hold potentially circa £90K CIL funds and may have further funds coming through in the future dependent on future national planning policies.*

12. To consider a suggestion that this Council might be interested in entering the Best Kept Village Competition 2023 which now has a new class (on a trial basis) known as Tidy Towns and is designed to allow larger areas or towns which are too large to enter the village categories to put in entries for a specific part of their area or town being not more than 500 meters square in total and which comprise various amenities (school, shop, playpark, bus shelter, community centre, place of worship etc) and housing.
13. To note that the date of the next meeting is scheduled for the 3<sup>rd</sup> April 2023



Minutes of the **PARISH COUNCIL MEETING** held on  
Monday the 23<sup>rd</sup> January 2023 at Cottam Community Centre commencing at 7.30pm.

Present: Cllrs Butler, Brown, Gibson, Helvin, O'Donnell, Parker, Smith,  
Abram, Bielas-Barnes, Parker, Coward and Whitham

There were three members of the public present.

01/23 To receive apologies

***Cllr Lambert***

02/23 To consider and approve the Minutes of the Meeting held on the 28 November 2022 (enclosed)

***It was resolved that the minutes of the meeting held on the 28<sup>th</sup> November 2022 should be signed by the Chairman as a true and accurate record.***

03/23 To receive Declarations of Interest

***None***

04/23 To adjourn the meeting for a period of public participation

*The meeting was adjourned*

*A resident present came to observe the meeting as he was interested in becoming a Council member in the future.*

*A ward councillor present as a member of the public confirmed that consultation was now under way with regard to two potential school sites (Cottam area – primary & the old Tulketh site – secondary). It was stated that there were some concerns about these sites as they were not central to new housing development and that two other possible sites had not been taken into the consultation. The sites being considered it was felt would generate more traffic in those areas whereas other potential sites would be more easily accessible. He has written to LCC expressing these concerns.*

*The meeting was reconvened*

05/23 To approve the following payments:

07/11/2022	COTTAM CC ROOM HIRE	81	60.00
07/11/2022	BG FENCING MATERIALS	82	39.95
07/11/2022	VIKING STATIONERY	83	125.76
07/11/2022	GGs LENGTHSMAN	84	2296.58
07/11/2022	MILJUE GS ASSISTANT LENGTHSMAN	85	577.50
07/11/2022	G THOMPSON ASSISTANT LENGTHSMAN	86	630.00
07/11/2022	SAR ASSISTANT LENGTHSMAN	87	105.00
07/11/2022	FITZPATRICK ASSISTANT LENGTHSMAN	88	<b>630.00</b>
07/11/2022	NEWGATE NURSERIES – VANDALISED TREE AND WINTER PLANTING	89	442.98



25/11/2022	BG FENCING MATERIALS	90	53.25
25/11/2022	GGs LENGTHSMAN	91	1132.56
25/11/2022	COTTAM CC ROOM HIRE	92	30.00
28/11/2022	SANDERSON AND SONS	93	1212.00
28/11/2022	SLLC 1/3 RD SUSCRIPTION	94	100.64
06/12/2022	SAR SERVICES ASSISTANT LENGTHSMAN	95	315.00
06/12/2022	FITZPATRICK ASSISTANT LENGTHSMAN	96	315.00
06/12/2022	MILJUE GS ASSISTANT LENGTHSMAN	97	577.50
06/12/2022	G THOMPSON ASSISTANT LENGTHSMAN	98	630.00
06/12/2022	GGs LENGTHSMAN	99	1132.56
19/12/2022	GGs LENGTHSMAN	100	1069.64
19/12/2022	W V MCWHITTLE 3RD QTR SALARY	101	3043.94
19/12/2022	HMRC 3RD QTR	102	2336.19
19/12/2022	BG FENCING LENGTHSMAN MATERIALS	103	17.70
19/12/2022	C ABRAM REIMBURSE XMAS COSTS – MINCE PIES MULLED WINE	104	48.95
19/12/2022	VISION ICT WEB SITE SUPPORT	105	279.60
31/12/2022	BANK CHARGES	106	18.00

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

06/23 To approve the enclosed Financial Statement as of 31<sup>st</sup> December 2022

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

07/23 To consider representation to the Consultation on the Central Lancashire Local Plan Part 1 which has already been sent out to all members for their information and thoughts.

***It was resolved that no representation need be made at this stage since the proposed new housing development sites were as expected.***

08/23 To consider a suggestion from Cllr Gibson that the play ground areas within the Cottam area should be the subject of an internal audit similar to that undertaken with regard to the state of the ponds and that a small working group should be formed to undertake this audit, investigate potential improvements/repairs including potential replacement equipment, provide cost estimates and provide a full report to a future meeting of this Council with a view that the costs should be met from available CIL funds

***It was resolved that Cllrs Gibson, Smith and Brown should form the proposed working group referred to above, undertake all necessary investigation and produce a report as detailed for consideration at a future meeting.***

09/23 To note that the date of the next meeting is scheduled for the 6<sup>th</sup> March 2023

***It was noted that the date of the next meeting is scheduled for the 6<sup>th</sup> March 2023***

19 January 2023  
Your reference :  
Our reference : MT/TA



[leaparishcouncil@hotmail.com](mailto:leaparishcouncil@hotmail.com)

Mr W V McEnnerney-Whittle  
Clerk  
Lea & Cottam Parish Council

Environment and Property  
Town Hall  
Lancaster Road  
Preston PR1 2RL

[www.preston.gov.uk](http://www.preston.gov.uk)

Dear Mr McEnnerney-Whittle

**PARISH GREENSPACE CONTRIBUTION TOWARDS MAINTENANCE COSTS  
2023 – 2024**

I write to advise that the contribution sought by Preston City Council from Lea & Cottam Parish Council towards greenspace maintenance will be retained at £32,812 for 2023 – 2024.

Any change to the contribution amount for 2024 – 2025 will be discussed with Parishes prior to the 2024-2025 financial year.

Should you have any questions please do not hesitate to contact Mark Taylor, Assistant Director (Head of Neighbourhood Services) on 01772 906219 or via [m.a.taylor@preston.gov.uk](mailto:m.a.taylor@preston.gov.uk).

Yours sincerely

**A ROBINSON**

Director of Environment and Property

cc M. Taylor





Communities working  
Together

# The Lancashire Best Kept Village Competition

## Village Entry Rules 2023

- Rule 1** Any well-defined community within Lancashire is eligible.
- Rule 2** The entry may be made by any Local Authority, Parish Council, Voluntary Organisation or group of Residents
- Rule 3** The winner of the Champion Class will be the overall winner of the competition.
- The Lancashire Best Kept Village Competition consists of 6 classes:

**Large Village Class** - less than 7500 population with 8 or more Amenities

*(see entry form for amenities)*

**Medium Village Class** - less than 2000 population with 6 or more Amenities

**Small Village Class** - less than 1000 population with 5 or more Amenities

### **Champion Class**

Any winner of the above will enter the champion class for the subsequent 4 competitions.

**Hamlet Class** less than 400 population with less than 4 Amenities

### **Tidy Town Class**

*Larger Communities are encouraged to identify an area to enter – they may enter or more than 1 area. Each area should be no more than the equivalent of 500meters x 500 meters*

- Rule 4** Entrants may request that small areas subjected to **temporary** disruption be excluded from judging, the reasons for this must be given. Every effort should be made to ensure that such sites are tidied up as soon as possible.

Any verges or other areas left uncut to encourage bees, butterflies & other insects or any wild flower & natural areas should be indicated on the entry form.

If there is a village carnival/fête day the date should be noted on the entry form



Communities working  
Together

# The Lancashire Best Kept Village Competition 2023

## Tidy Town Entry Form

Area \_\_\_\_\_  
(this must be no more than 500metres by 500 metres or equivalent)

1 Name of correspondent) \_\_\_\_\_

E mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

2 Second representative (someone who I can contact **who lives in the area and must be different from the one above**)

E mail Address \_\_\_\_\_ Phone \_\_\_\_\_

3 Please indicate which amenities are found in your chosen area – **this is not entering them as outstanding features**

	Tick		Tick
Place of worship		Public Building, (e.g. Community Centre, Library, Medical Centre)	
School		Indoor venue/Club (e.g. Working Mens Club, WI, Scouts)	
Shop		Outdoor Sports Facilities	
Industrial/commercial premises (not a shop or cafe)		Sheltered Accommodation/Care Home	
Childrens' Play park		Bus Shelter	
Pub or cafe		War Memorial	
Public Car Park		Item of Social/Cultural/Industrial Heritage (e.g. Statue, Plaque, cheese press, Milestones)	
Community Notice Board			

4 Please note the location of any areas left to nature and therefore not neatly mown.

\_\_\_\_\_

Please note the location of any areas which need to be excluded from judging in 2023 and give a reason why (Rule 4) \_\_\_\_\_

\_\_\_\_\_

Please note the date(s) of any Fêtes or other events which would affect judging.

\_\_\_\_\_



5 Do you want a postal copy of the poster for the Best Kept Village Competition to put up in the Area?

(an email copy will be sent to all villages who enter so that you can print additional copies)

Yes/No

**Making your Entry – please send:**

**1 Entry fee** £25

Cheques payable to – *The Lancashire Best Kept Village Competition* or by Baccs to Nat West Bank

Sort code: 01-04-84, Account no. 80315461

**2 This completed entry form**

**3 Simple Map of the area** (please ensure they will copy) indicating the boundary of the chosen area, locations of bus shelters, Notice Board, benches etc which are difficult to spot for judges who do not know the area and the Outstanding Features you have entered.

**4 Tidy Town Marksheet-** Please cross out any facilities you do not have

**5 Outstanding Features Sheet-** Please enter the features which you feel are outstanding in your area.  
Maximum of 6 to the Secretary by 30<sup>th</sup> April 2023 Thank you

Ann Alty [lbkinfo@gmail.com](mailto:lbkinfo@gmail.com) 10 Bamfords Fold Bretherton Leyland PR26 9AL