



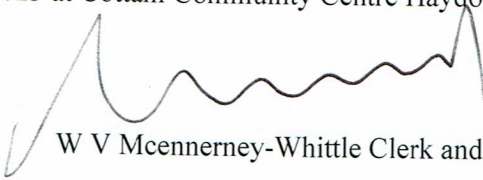
W V McEnnerney-Whittle
7, Bilsborough Meadow
Lea
PRESTON
PR2 1YY

Tel : 01772 733829 E-mail : leaparishcouncil@hotmail.com

2nd May 2023

NEXT MEETING

Members of the Council are summoned to the **ANNUAL PARISH COUNCIL MEETING** to be held on Monday the 8th May 2023 at Cottam Community Centre Haydocks Lane commencing at 7.30pm


W V Mcennerney-Whittle Clerk and RFO

A G E N D A

1. To elect a Chairman for the next 12 months who will then sign a 'Declaration of Acceptance of Office'
2. To elect a Vice Chairman for the next 12 months.
3. To receive Apologies
4. To consider and approve the Minutes of the Meeting held on the 3rd April 2023 (enclosed)
5. To receive Declarations of Interest
6. To adjourn the meeting for a period of public discussion

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 authorise payment of the following accounts:

21/03/2023	SANDERSONS HEDGE CUTTING	130	216.00
21/03/2023	W V WHITTLE SALARY 4TH QTR	131	2680.73
21/03/2023	PRESTON CC OPEN SPACE CONTRIBUTION	132	16406.00
21/03/2023	BG FENCING MATERIALS	133	94.80
21/03/2023	GGs LENGTHSMAN	134	1148.29
21/03/2023	PRESTON CC XMAS TREES	135	6091.01
28/03/2023	HMRC 4TH QTR	136	2050.05
28/03/2023	FITZPATRICK ASSISTANT LENGTHSMAN	137	474.79
28/03/2023	MILJUE GS ASSISTANT LENGTHSMAN	138	630.00
28/03/2023	GGs LENGTHSMAN	139	1136.83
28/03/2023	G THOMPSON ASSISTANT LENGTHSMAN	140	420.00
28/03/2023	SAR SERVICES ASSISTANT LENGTHSMAN	141	105.00
31/03/2023	BANK CHARGES	142	18.00

8. To consider the following planning applications:

06/2023/0329 – Erect 3no 4-bedroom dwellings and private driveway for vehicle access @ Land adjacent Hoyles Lane Preston PR4 0LB

06/2023/0330 – To install 12 no signage @ Site of former Saddle Inn Sidgreaves Lane Preston PR4 0RS

06/2023/0375 – Outline application for erection of three storey building comprising 4no commercial units on ground floor, 9no apartments across the first and second floors, with onsite parking and associated works seeking approval for access only (all matters reserved) @ Cottam Hall Community Centre Haydocks Lane PR4 0NY

06/2023/0429 – To erect 1no dwelling and detached garage @ Cottam Hall Farm, Miller Lane, Cottam PR4 0LS

9. To receive and approve the Financial Statement of Accounts to the 31st March 2023 (enclosed)
10. To approve and authorise the Chairman and RFO to sign Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) being part of the Annual Audit for the year ending 31st March 2023 (papers enclosed)
11. To confirm that this Council is eligible to use the General Power of Competence since it has the required number of elected members (Two Thirds elected members), and the Clerk holds a requisite qualification (CILCA – Distinction)
12. To note that the next meeting is scheduled for the 3rd July 2023



MINUTES of the **PARISH COUNCIL MEETING** held on
Monday the 3rd April 2023 at Cottam Community Centre commencing at 7.30pm.
Present Cllrs: Butler, Lambert, O'Donnell, Parker, Smith, Coward and Gibson
There were four members of the public present.

23/23 To receive apologies

Cllrs Helvin, Brown and Abram

24/23 To consider and approve the Minutes of the Meeting held on the 6th March 2023 (enclosed)

It was resolved that the minutes of the meeting held on the 6th March 2023 should be signed by the Chairman as a true and accurate record

25/23 To receive Declarations of Interest

None

26/23 To adjourn the meeting for a period of public participation

The meeting was adjourned

It was mentioned that repairs had now been carried out by Preston CC to the steps adjacent to the maze which had recently been reported to them as potentially dangerous.

The meeting was reconvened

27/23 To approve the following payments:

17/02/2023	SAVOY TIMBER BRIDGE REPAIR	121	100.42
17/02/2023	GGs LENGTHSMAN	122	1101.10
03/03/2023	MILJUE GS ASSISTANT LENGTHSMAN	123	577.50
03/03/2023	NEWGATE NURSERIES	124	145.26
03/03/2023	FRETFOIL BLACK LITTER BAGS	125	135.00
03/03/2023	FITZPATRICK ASSISTANT LENGTHSMAN	126	630.00
03/03/2023	SAR SERVICES ASSISTANT LENGTHSMAN	127	351.75
03/03/2023	GGs LENGTHSMAN	128	1053.91
03/03/2023	G THOMPSON ASSISTANT LENGTHSMAN	129	420.00

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

28/23 To consider planning application 06/2023/0245 which proposes a dry ski slope, mountain bike track, creation of leisure lake and siting of 13 lodges to be occupied by children in care (Class 2) together with associated development as shown on planning application @ Phoenix Park Wallend Road Preston PR2 2HW

It was resolved that this Council should support the application as it would enhance the facilities of the area.

- 29/23 To consider the response from PCC recorded as minute number 10/22 to remove diseased crab apple trees in Cottam and replace with Japanese Flowering Cherry trees the intention being that our own lengthsman team would undertake planting. There have been several on site meetings on this with the following results.

The crab apple trees are diseased but not dead. PCC are prepared to allow them to be replaced but have advised that Japanese Flowering Chery are not appropriate to the ground conditions. In order to remove existing would require the crowns to be lifted which is outside our lengthsman team capabilities. They also consider that any new trees planted must be suitable to ground conditions and of sufficient size to create impact and provide increased chance of long-term survival. Alternate species have been suggested and a planting scheme drawn up by PCC which will be available at the meeting. Specification notes are attached. The works, if agreed, would be placed to external tender and would include removal of existing, crown lifting, replanting of recommended species (31 trees) and clearance of a significant amount of bramble and scrub in the vicinity of the new plantings including stakes and tree protection. An initial estimate has been produced indicating that the project would cost in the region of £20K whereas our original plans only provided a budget of £3.7K. Final cost subject to tender results. The project would need to be totally managed by PCC team. PCC are willing to go with the proposals now drawn up or would if it is felt to be too expensive consider a smaller project involving fewer removals and fewer new trees.

It was resolved that this Council did not wish to persue the proposals put forward by Preston CC since they were not in line with this Council's original proposals, that it was felt that some of the trees were inappropriate as they would grow too tall and that the indicated costs were far too high. The Clerk was authorised to convey this message to PCC and request that they consider a reduced proposal with planting in such a way as to create an avenue rather than individual clusters of trees and with species that would blossom in spring and thus create an attractive walk through which had been this Council's original intention.

- 30/23 To consider whether this Council, in the light of increased costs related to the solar Xmas tree in Lea Town, should now arrange for a permanent electrical supply to be installed by Preston CC at a cost of approx £5000 which on the basis of these additional maintenance costs will pay for itself within 5 years.

It was resolved that PCC should be asked to persue the installation of a permanent electrical supply within the budget outlined and that firm costings should be provided before any works were undertaken.

- 31/23 To note that the date of the next meeting is scheduled for the 8th May 2023

It was noted that date of the next meeting is scheduled for the 8th May 2023

Date: 20-Apr-2023
Our Ref: 06/2023/0329
Ask For: Kim Vo
Telephone: 01772 906018
Email: devcon@preston.gov.uk



Mr W V McEnnerney-Whittle,
Lea Parish Council
7, Bilsborough Meadow
Preston
PR2 1YY

Development & Housing
Directorate
Preston City Council
Town Hall
Lancaster Road
Preston
PR1 2RL

www.preston.gov.uk/planning

Dear Sir or Madam

Application Number: 06/2023/0329

Proposal: 3no. 4 bedroom dwellings and private driveway for vehicular access

Site Address: Land adjacent, 91, Hoyles Lane, Preston, PR4 0LB

Grid Reference: 350246.05 432658.7241

In accordance with the Local Government Act 1972, I wish to notify you that the above application has been received.

The application is available to view on the Council's website at
<https://selfservice.preston.gov.uk/service/planning/search.aspx>

I would be grateful to receive any representations your council may wish to make on the application by **14-May-2023** quoting ref: **06/2023/0329**.

Please note that any letters / comments you provide may be made publicly available on our website.

If you have any questions, please contact **Kim Vo** on **01772 906018**.

Yours faithfully

Development Management

Date: 11-Apr-2023
Our Ref: 06/2023/0330
Ask For: Katie Wright
Telephone: 01772 906789
Email: devcon@preston.gov.uk



Mr W V McEnnerney-Whittle
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Dear Sir or Madam

Application Number: 06/2023/0330
Proposal: 12no. signage
Site Address: Site Of Former Saddle Inn, Sidgreaves Lane, Preston, PR4 0RS
Grid Reference: 348766.759 432548.0695

In accordance with the Local Government Act 1972, I wish to notify you that the above application has been received.

The application is available to view on the Council's website at
<https://selfservice.preston.gov.uk/service/planning/search.aspx>

I would be grateful to receive any representations your council may wish to make on the application by **05-May-2023** quoting ref: **06/2023/0330**. *EXTENDED*

Please note that any letters / comments you provide may be made publicly available on our website.

If you have any questions, please contact **Katie Wright** on **01772 906789**.

Yours faithfully

Development Management

Date: 14-Apr-2023
Our Ref: 06/2023/0375
Ask For: Kim Vo
Telephone: 01772 906018
Email: devcon@preston.gov.uk



Mr W V McEnnerney-Whittle,
Lea Parish Council
7, Bilsborough Meadow
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Development & Housing
Directorate
Preston City Council
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Lancaster Road
Preston
PR1 2RL

www.preston.gov.uk/planning

Dear Sir or Madam

Application Number: 06/2023/0375

Proposal: Outline application for the erection of a three-storey building comprising of 4no. commercial units on the ground floor, 9no apartments across the first and second floors, with on-site parking and associated works seeking approval for access only (all other matters reserved)

Site Address: Cottam Hall Community Centre, Haydocks Lane, Preston, PR4 0NY

Grid Reference: 349965.9413 432148.2597

In accordance with the Local Government Act 1972, I wish to notify you that the above application has been received.

The application is available to view on the Council's website at
<https://selfservice.preston.gov.uk/service/planning/search.aspx>

I would be grateful to receive any representations your council may wish to make on the application by **08-May-2023** quoting ref: **06/2023/0375**. *Ex T Engr*

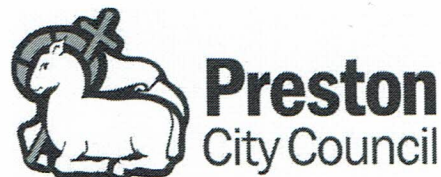
Please note that any letters / comments you provide may be made publicly available on our website.

If you have any questions, please contact **Kim Vo** on **01772 906018**.

Yours faithfully

Development Management

Date: 21-Apr-2023
Our Ref: 06/2023/0429
Ask For: Kim Vo
Telephone: 01772 906018
Email: devcon@preston.gov.uk



Mr W V McEnnerney-Whittle,
Lea Parish Council
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PR1 2RL

www.preston.gov.uk/planning

Dear Sir or Madam

Application Number: 06/2023/0429
Proposal: 1no. dwelling and detached garage
Site Address: Cottam Hall Farm, Miller Lane, Cottam, Preston, PR4 0LS
Grid Reference: 350407.9607 432267.5412

In accordance with the Local Government Act 1972, I wish to notify you that the above application has been received.

The application is available to view on the Council's website at
<https://selfservice.preston.gov.uk/service/planning/search.aspx>

I would be grateful to receive any representations your council may wish to make on the application by **15-May-2023** quoting ref: **06/2023/0429**.

Please note that any letters / comments you provide may be made publicly available on our website.

If you have any questions, please contact **Kim Vo** on **01772 906018**.

Yours faithfully

Development Management

FINANCIAL STATEMENT 1ST APRIL 2022 TO 31 MARCH 2023			
REVISED			
BUDGET	INCOME	£	
148154	Balance b/f 1st April 2022	183044.67	Higher due to additioanl CIL funding and underspend
116000	Precept	116000.00	
20	Bank Interest	2469.20	Investments now paying interest
4166	V A T Recovered	5461.26	
	CIL	12745.05	Further CIL funding
	OTHER	139.47	Refund overpayment stationery
268340		319859.65	
1000	Donations/Sponsorship		
240	Hire of Hall for Meetings	210.00	
550	Subs/Registrations/Training/Web Site	424.19	
6500	Grass Cutting	7560.00	Price rise after budget set
55000	Lengthsmen	52718.59	
600	Insurance	511.37	
4000	Open Space - Plants Bulbs General Repairs etc	1812.85	
	VAT recoverable	4504.51	
16000	Clerk salary & Office Allow	17014.08	2022/23 pay rise higher than anticipated
1000	National Insurance	1181.87	2022/23 pay rise higher than anticipated
500	Postage, Telephone & Stationery	584.43	Refund £139.47 received net £444.96
400	Petrol Costs	220.65	
600	Audit / Legal	150.00	External Audit not yet completed
1500	Newsletter	817.50	
100	Bank Charges	72.00	
4500	Xmas Tree	5075.84	
33000	PCC Open Space Contribution	32812.00	
8000	Ponds Project	414.92	Major costs not yet incurred
4300	Dodney Project	3454.63	
3000	Lea Town Planter Project	2227.10	
1100	Cottam Benches Project	1064.17	
1600	Jubilee Park Hedgerow Project	970.25	
320	Community Centre Project	496.00	
143810	Total	134296.95	
124530	Balance in hand	185562.70	
82999	less Restricted Funds (CIL)	129719.71	
41531	Reserves (General)	55842.99	
	BANK BALANCE	11527.42	
		51757.69	
		122277.59	
		185562.70	

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	Jubille 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
11/04/2022	Ponds Project	354.17		
11/04/2022	Dodney Project	449.04		
25/04/2022	Dodney Project	1840.00		
25/04/2022	Dodney Project	684.44		
25/04/2022	Planter Project Lea Town	275.00		
22/06/2022	Community Centre Project	96.00		
22/06/2022	Lea Town Planter Project	1438.90		
22/06/2022	Community Centre Project	400.00		
22/06/2022	Cottam Benches Project	758.00		
22/06/2022	Lea Town Planter Project	215.00		119092.18
22/04/2022			8531.78	127623.96
04/07/2022	Lea Town Planter Project	298.20		
04/08/2022	Cottam Benches Project	306.17		
05/09/2022	Dodney Project	481.15		126538.44
30/09/2022	Balance to Date			126538.44
28/10/2023			4213.27	130750.71
05/01/2023	Jubilee Rec Project - Hedgerow	970.25		

23/01/2023 Pond project

60.75

129719.71

Section 1 – Annual Governance Statement 2022/23

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 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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/YYYY

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 AVA: LABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

LEA AND COTTAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	148,154	183,045	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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.
2. (+) Precept or Rates and Levies	116,000	116,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	60,103	20,815	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	16,312	18,196	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	124,900	116,101	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	183,045	185,563	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	183,045	185,563	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.
9. Total fixed assets plus long term investments and assets	35,614	38,494	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 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/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED