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Lea
PRESTON
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20th November 2023

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 27th November 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 receive Apologies
2. To consider and approve the Minutes of the Meeting held on the 9th October 2023 (enclosed)
3. To receive Declarations of Interest
4. 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.

5. To authorise payment of the following accounts:

12/09/2023	PFK LITTLEJOHN EXTERNAL AUDIT 2022/23	51	504.00
12/09/2023	STEVE FITZPATRICK LENGTHSMAN TEAM	52	632.50
12/09/2023	SANDERSON AND SONS GRASS CUTTING	53	1272.00
12/09/2023	MILJUE GS LENGTHSMAN TEAM	54	511.75
12/09/2023	GGs LENGTHSMAN TEAM	55	2158.70
12/09/2023	THOMPSON	56	632.50
12/09/2023	SAR SERVICES	57	391.00
22/09/2023	PRESTON CC ELECTION COSTS	58	4646.17
22/09/2023	RE-IMBURSE CLERK FOR POPPY WREATH	59	28.98
22/09/2023	W V MCENNERNEY WHITTLE SALARY 2ND QTR	60	2675.68
22/09/2023	SANDERSONS AND SONS GRASS CUTTING	61	1272.00
22/09/2023	SAVOY TIMBER NOTICE BOARD FENCING MILLER GREEN	62	398.32
22/09/2023	HMRC 2ND QTR	63	2049.00
22/09/2023	B G FENCING MATERIALS NOTICE BOARD REPAIRS MILLER GREEN	64	115.65
22/09/2023	MARMAX NEW BENCH PARKSIDE	65	476.40
22/09/2023	COTTAM CC ROOM HIRE	66	30.00
30/09/2023	BANK CHARGES	67	18.00
02/10/2023	ELECTRICITY NORTHWEST POWER CONNECTION	68	2395.33
11/10/2023	SAVOY TIMBER MATERIALS LENGTHSMAN TEAM	69	107.95
11/10/2023	GGs LENGTHSMAN TEAM	70	2352.80
11/10/2023	BG FENCING LENGTHSMAN TEAM MATERIALS	71	366.75
11/10/2023	NEWGATE NURSERIES PLANTING	72	261.00
11/10/2023	MILJUE GS LENGTHSMAN TEAM	73	523.25
11/10/2023	S FITZPATRICK LENGTHSMAN TEAM	74	592.25
11/10/2023	SAR SERVICES LENGTHSMAN TEAM	75	281.75
11/10/2023	G THOMPSON LENGTHSMAN TEAM	76	506.00

6. To consider the revised Cottam Tree Felling and Replacement Planting Project as shown on the enclosed specification and headline budget costings received from Preston City Council and decide whether this potential project should be carried forward bearing in mind that the costings are only estimates and the proposals will need to be taken to the market to obtain firm quotations.

Full size hard copy drawings will be available at the meeting and if agreed, funding would come from CIL monies held. This potential project has not been considered in setting the draft budget for 2024/5 which is to be discussed later in this meeting.

7. To consider writing to Preston Bus proposing that they re-instate Service 31 around Thorntrees Ave, Hawthorn Crescent and Parkthorn Road since feedback from residents indicates that the lack of a bus service in this area is causing problems of isolation to elderly residents in the area.
8. To consider the attached proposals from Specialist Aquatic Services following their engagement to undertake investigation into the pond located at the junction of Cottam Way and Lea Road. Members will recall that we had previously received quotes ranging from £14800 to £19500 from two other companies, who were invited to re-submit their quotations following clean up works done by our own team. There has been no response from either of these other organisations. Please note that agreement is still required from Preston City Council. The proposed initial figure can be funding from the existing Ponds Project budget using CIL funds which are already included in the draft budget to be discussed later at this meeting.
9. To consider the draft budget and report for 2024/5 and decide at what level the Precept for that year should be set.
10. To approve that this Council will continue to pay a 1/3rd share of the Clerk's subscription to SLCC
11. To consider writing to LCC to raise perceived pedestrian safety concerns in the area of Lea Endowed School now that the new roads have been completed. It is suggested that LCC investigate the situation and consider the installation of appropriate pedestrian safety measures such as zebra crossings, refuges or perhaps a lollypop person at key times.
12. To consider the enclosed draft montages which have been commissioned as per minute 71/23.
13. To note that the next meeting is scheduled for the 22nd January 2024



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

Monday the 9th October 2023 at Cottam Community Centre Haydock's Lane commencing at 7.30pm

Present: Cllrs Butler, Lambert, Smith, Whitham, Parker, Coward, Casterton, Gibson, Parker and Helvin

There were no members of the public present

66/23 To receive Apologies

Cllrs Brown and Jewell

67/23 To consider and approve the Minutes of the Meeting held on the 4th September 2023 (enclosed)

It was resolved that the minutes of the meeting held on the 4th September 2023 should be signed by the Chairman as a true and accurate record

68/23 To receive Declarations of Interest

None

69/23 To adjourn the meeting for a period of public discussion

There were no members of the public present

70/23 To authorise payment of the following accounts:

15/08/2023	RIBBLE VALLEY GATES - REPLACE GATE MILLER GREEN	40	684.00
15/08/2023	SANDERSONS - GRASS CUTTING	41	1272.00
15/08/2023	COTTAM COMM ASSOC - ROOM HIRE	42	30.00
15/08/2023	BG FENCING - GRAVEL FOR PATH RE-STONING / SOIL - NOTICE BRD GARDEN	43	847.25
15/08/2023	SAR SERVICES LENGTHSMAN TEAM	44	115.00
15/08/2023	MILJUE GS LENGTHSMAN TEAM	45	690.00
15/08/2023	S FITZPATRICK LENGTHSMAN TEAM	46	460.00
15/08/2023	GGS LENGTHSMAN TEAM	47	2352.80
15/08/2023	G THOMPSON LENGTHSMAN TEAM	48	678.50
15/08/2023	FRETFOIL BIN BAGS	49	132.80
15/08/2023	W V WHITTLE - AGRIGEM WEED KILLER REIMBURSE	50	137.35

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

71/23 To consider a suggestion from Cllr Smith that this Council commission Dave Robinson to create TWO poster montages, one representing Cottam and the other representing Lea for which this Council would have copyright. Examples of his work will be available at the meeting. It is expected that our logo would be included.

The idea is that once the designs have been agreed we would advertise them for sale as prints in accordance with the pricing detailed below using Facebook, our web site and newsletter. Should this project be agreed it is anticipated that we would also contact LEP concerning the project.

Dave Robinson has set up and runs his own business and he would deal with sales, printing, distribution and administration the prices having been set so that a payment would be made to this Council on each sale, probably on a quarterly basis. These payments received would be donated to a local charity.

The idea would provide therefore increase the visibility of the Parish Council, provide residents with the opportunity to purchase a bespoke print covering features of the area in which they live and support a local charity.

Initially it is envisaged that only prints would be available however going forward other items such as cards, mugs and coasters etc might be produced using our design.

As Lea and Cottam have different identities two designs would be produced however, they would be constructed in such a way that if both were purchased, they could link together - so if on a wall would look part of a set. Commissioning cost is £1500.

Provisional sale prices:

A4 to retail at £30 including Vat plus postage of £3.95 ---- £10.50 of which would go to charity.

A3 to retail at £40 including Vat plus postage of £3.95 ---- £14 of which would go to charity.

A2 to retail at £45 including Vat plus postage of £3.95 ---- £15 of which would go to charity.

Examples will be available at the meeting showing other projects which have been undertaken.

It was resolved that this Council should commission two montages at a cost of £1500 and utilise the arrangements outlined above to sell the prints through Dave Robinson with the profits as outlined above being donated to a charity which is to be decided upon in due course.

72/23 To consider a proposal that this Council undertake a trial cleanup of one pond in the Parish, this to include bringing the water quality up to a standard that will allow the return of aquatic life to the pond by oxygenating the water and clearing the pond of invasive non-oxygenating plants and sediment. Since our in-house staff are not insured or qualified to work in water it will need the input from a licensed and qualified specialist company to undertake this work.

A quotation is enclosed from 'Ponds Northwest' outlining proposed improvement works based on the Valentines Meadow Pond as an example. Further quotations are being pursued for both this pond and the pond located by the cross on Cottam Way. It is hoped that these will be available at the meeting.

The Council are asked to consider the outline proposal, the quotations which are available, decide which pond would be most suitable and whether they wish to take the project forward and allocate a budget from CIL monies, bearing in mind that no work can be undertaken without the prior permission of Preston CC who have not yet been approached.

It was resolved that this Council should continue with the suggestion of improving one pond that being the one located by the cross on Cottam Way.

It was further resolved that Specialist Aquatic Services should be appointed to undertake a specific investigation of the requirements at a maximum cost of £350 before submitting their bid to undertake the works thus outlined.

It was further resolved that the two companies who had provided the existing quotes which have been received should be asked to re-consider them since much of the banking work has now already been undertaken by the in house lengthsman team.

It was further resolved that once all quotes have been received then the Council would consider the suggestion further.

73/23 To note that the next meeting is scheduled for the 27th November 2023

It was noted that the next meeting is scheduled for the 27th November 2023

Cottam Tree felling & replacements

From: Michael Aitchison <M.Aitchison@preston.gov.uk>

Sent: Fri, 6 Oct, 2023 at 10:28

To: clerk@leacottam-pc.gov.uk

Cc: Mark Taylor

[L.CO.0435.001.RevA.LD.MKA.PPC-a1 - Port Planning TCS500.pdf](#) (844.6 KB)

Images not displayed.

[SHOW IMAGES](#)[ALWAYS SHOW IMAGES FROM THIS SENDER](#)

Good morning Bill,

Further to the site meeting to look at amending the proposals I have now produced a revised plan (attached) and costings. This is based on the outcome of that meeting.

I have included on the plan a brief description of the proposed trees to assist in interpretation.

As regards the costs I have the following breakdown headline budget costing;

Preliminaries & contingency £2,730

Vegetation clearance/pruning/felling £4,150

Tree planting £10,470

Maintenance (first year only) £995

Sub Total £18,345

I would advise that I should be adding a 10% fee to this of £1,800 giving a grand total of £20,145

I have reduced the size of some of the trees to try and keep costs as low as possible. It may be that the contingency is not required which could save around £1,000 but that would not be apparent until the end of the job. Also the maintenance could be omitted, which would save around £995, however, I do not think this would be a good idea and again some of this could be a saving if not required.

My suggestion is to take this to the market and see what prices are returned, please remember that my estimate is only a budget cost figure.

If you require a hard copy of the drawing please let me know, maybe you could pop in to Argyll Road to collect one?

Regards,

Mike

Michael Aitchison

Landscape Design Manager

Telephone Telephone: [+441772906545](tel:+441772906545)

Location Neighbourhood Services - Parks and Horticulture Services
Argyll Road, Preston, Lancashire, PR1 6JY

NOTES

- Remove all debris, litter and any fly tipped refuse in site working areas (approx 1,230m²) dispose off site.
- Prune existing scrub/bamboo growth to ground level and dispose of arisings off site in areas as instructed. 24m x 2.5m (approx 60m²)
- Fell and stump grind existing trees.
Stem girth approx 200-300mm. Height approx 3-6m. 33 No
- Prune & crown lift existing trees as directed and dispose of arisings off site.
Stem girth approx 200-300mm. Height approx 3-5m. 5 No
Stem girth approx 300-400mm. Height approx 5-10m. 5 No
- Supply and plant trees.
- Tree planting operations should be in accordance with part 10 of the current BS 8545 Trees from Nursery to Independence in the landscape and set out as directed by the CA.
- Tree pits are to be excavated to approx 1m x 1m x 800mm (allow sufficient size for spreading out of root/placement of rootball) with the sides well scarified to prevent smothering. The base of tree pits are to be broken up prior to placement of 100mm depth drainage stone layer. This shall be Class 3/4 or broken stone with no fines. Grade 40-10mm.
- Tree Pit Backfill:
To be mix of 50% imported general purpose grade (approved) topsoil, with at least 40% added tree planting compost, plus slow release fertiliser (Scotts 'Quikrete' slow release plant food 'barrels' or other approved).
- Water in using at least 30 gallons per tree.
- Among stone, debris etc to be removed from site and any surplus soil to be disposed off site.
- Standard trees shall be double staked with 100mm diameter stakes and a timber cross-brace fitted to the windward side of the tree within 25mm of the top of the stakes. Stakes to be driven until secure and finished 900mm above ground level. Ensuring that the tree is vertical and straight.
- Secure trees to cross-brace with an plastic / rubber strapping with soft cushion spacer using galvanised nails. Conifers to be staked as necessary with 75mm diameter stake set at 45 degrees to vertical & secured with strapping/rubber tie as appropriate.
- Linear root barriers to be installed when directed as near to the surface or service route to be protected as possible to provide as much rooting area for the trees as possible.
- A 75mm depth of medium grade pulverised bark mulch shall be spread over 2m² area at base of tree planting stations after planting.
- Trees shall be protected with a mesh tree guard formed on site.
- Mesh shall be curved to radius & joined at stake with staples at 150mm centres.
- Mesh also stapled at 150mm centres to other tree guard stakes.
- Mesh manufacturer: Ultimate-one.co.uk (or other approved) Tel 01772 259822
- Heavy PVC welded steel mesh.
- Rolls: Galvanised & PVC coated in dark green.
- Type: R4F 1/100KSP/1500025/12 SP (12 gauge) square mesh.
- Size: 1500mm width roll. 50mm mesh size.
- Colour: Dark Green.
- Support: Fixed to individual stakes (finished height 1800mm, leaving a 300mm gap at base for access) stapled to stakes.
- NOTE: Mesh to leave clearance gap of 300mm at base for maintenance access to ground.
- See drawing No L.CO.0435.002
- Allow for making good all grass areas with 100mm depth imported general purpose grade topsoil, grading, cultivation and creation of fine silt.
- Supply & spread 10:10:10 pre seed fertiliser. Cultivate top 25mm depth to fine silt.
- Supply & spread grass seed mix: 'Geminal' A22 low maintenance grass seed mix. To manufacturers recommendations.
- Geminal Tel 01522 888714

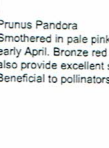
All setting out to be agreed on site.

TREE PLANTING SCHEDULE

Species	Details	Number
Amelanchier arborea 'Robin Hill'	10-12 RB	13 No
Prunus Pandora	10-12 RB	7 No
Fagus sylvatica Purpurea	12-14 RB	1 No
Liquidambar styraciflua Lane Roberts	12-14 RB	2 No
Prunus padus 'Albertii'	10-12 RB	9 No
Crataegus prunifolia 'Splendens'	12-14 RB	3 No



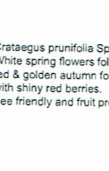
Amelanchier arborea Robin Hill
Dense oval habit, masses of spring flowers opening pink & turning white.
Young leaves coppery red, hardening to green & turning vivid red in autumn.
Beneficial to pollinators



Prunus Pandora
Smothered in pale pink blossom in March & early April. Bronze red leaves in autumn also provide excellent show.
Beneficial to pollinators



Liquidambar styraciflua Lane Roberts
Cultivar particularly reliable in Britain.
Autumn colour highly dramatic dark crimson to red.



Crataegus prunifolia Splendens
White spring flowers followed by wonderful red & golden autumn foliage supplemented with shiny red berries.
Bee friendly and fruit providing food for birds



Prunus padus Albertii
Very free flowering form giving spring display followed by autumn leaf colour.
Beneficial to pollinators

Drawing Status:

Job Title
Cottam tree felling & replacements

Dwg Title
Layout drawing
Softworks

Contact Name: M.A. Alchour Contact Tel No: 01772 93545
Contact Email: M.Achour@preston.gov.uk

Director of Communities & Environment: A Brown, MA, MCIPD.

Section: Landscape Design
Scale: 1:500 @ A1
Date: 05.10.23
Drawn By: MKA Checked By:
Ref No: 03.003.0435

Dwg No. L.CO.0435.001 Rev. A
Telephone: 01772 05471

Re: Ponds Quotation for Lea & Cottam Parish Council

From: Martin Grimes <specialistaquaticservices@gmail.com>

Sent: Wed, 8 Nov, 2023 at 19:40

To: Lea Cottam

Hi Bill

I have calculated costs for the lake requirements as per our discussions and my findings from my comprehensive visit for analysis.

Below are outlines of what will be undertaken to get the lake looking good again and healthier for wildlife.

Also making sure it will be ready for when spring arrives also, depending on when you would like the work to commence.

There will be a team of 3 of us needing at least 3 days to implement all the changes.

Starting from the outside in,

- all the immediate banking areas will be cleaned and rotated to stop encroaching weeds and grass back in to the water levels.
- all rubbish and foreign objects and excess waste will be removed and disposed of.
- all green waste will be optimised and composted on site as per discussion with the benefit of wildlife in mind and houses built for various animals.
- Island will be cut right back and opened up leaving only the trees that are supposed to be there and then it will be mulched to stop excess weeds growing.
- All none related water plants and weeds will be removed from the lake.
- mostly all bullrushes will be removed apart from the ones that will benefit the lake.
- all water inlet and outlet channels will be cleared and made free from debris so movement of water can freely flow to maintain normal water levels and health.

(As per discussion)

- mostly all leaf waste will aim to be removed in the water flow areas also so waste shouldn't pollute the pond.
- Water health will be boosted by minerals added which breaks down organic waste which will neutralise the water parameters.

(Water health isn't actually too bad so on-going treatments may not be required after initial period)

- finally, all being well I should be able to restore the fountain to it's former glory and implement changes to hopefully stop future blockages.

Then all site will be left clear, clean and tidy.

(the only price I haven't included as I am unsure of the outcome is if the fountain needs any repair costs or even if it needs a whole new one so this would have to be separate if this occurred)

Other than that.

For the outlined changes the total cost including VAT for all the above would be £4,570

That basically gets most things in a state where no other costs may be required for a very long period other than your team doing outer edge work on a regular basis.

There is planting options to further encourage extra wildlife and diversity to the area but this could only be done next June and rough costings would be £2500-3500

I shall leave this with you so it can be put in front of the board but I would appreciate it if you could give me feedback and decisions at some point as I have invested a lot of time in to this matter already and am interested in the outcome.

Thanks

Will look forward to hearing from you.

Kindest regards

Martin
Specialist Aquatic Services

On Mon, 6 Nov 2023, 09:57 clerk@leacottam-pc.gov.uk, <clerk@leacottam-pc.gov.uk> wrote:

Martin

FINANCIAL STATEMENT 1ST APRIL 2023 TO 30 SEPT 2023				
REVISED			OUT TURN	PRECEPT 2024/5
BUDGET	INCOME	£		
185562	Balance b/f 1st April 2023	185562.70	185563	127442
127600	Precept	127600.00	127600	133600
5000	Bank Interest	3859.33	6000	3000
4504	V A T Recovered	4504.51	4504	2349
	CIL			
322666		321526.54	323667	266391
1000	Donations/Sponsorship		1000	1000
240	Hire of Hall for Meetings	150.00	240	240
600	Subs/Registrations/Training/Web Site	93.88	600	650
7500	Grass Cutting	5830.00	7500	7900
60500	Lengthsmen	25224.79	60500	63400
600	Insurance	578.75	578	650
4000	Open Space - Plants Bulbs General Repairs etc	2614.06	4000	4000
	VAT recoverable	2349.92	2349	
17700	Clerk salary & Office Allow	8662.80	18300	19200
1300	National Insurance	585.07	1500	1500
600	Postage, Telephone & Stationery	169.40	500	500
400	Petrol Costs	131.30	300	300
700	Audit / Legal	2344.00	2344	700
1200	Newsletter		900	1000
100	Bank Charges	36.00	72	100
5500	Xmas Tree		5500	5500
33000	PCC Open Space Contribution		33000	33000
4646	Election Expenses	4646.17	4646	
1500	Montage Commissioning		1500	
600	Parkside Bench Project CIL	397.00	600	
7585	Pond Project CIL c/fwd	560.42	6000	
6500	Canberra Memorial CIL c/fwd		6500	
24000	Jubilee Trim Trail CIL		24000	
10185	Jubilee Fencing CIL		10185	
3611	Xmas Tree Electrical Connection		3611	
193567	Total	54373.56	196225	139640
129099	Balance in hand	267152.98	127442	126751
76864	less Restricted Funds (CIL)	124574.80	76864	76864
52235	Reserves (General)	142578.18	50578	49887
	BANK BALANCE	53103.15		
		199791.46		
		14258.37		
		267152.98		
	LESS O/S	0.00		
		267152.98		

REPORT TO SUPPORT PROPOSED PRECEPT CALCULATION FOR 2024/5

The attached financial statement has now been projected forward to the end of this financial year which is shown in Column 4 (OUT TURN) – the calculation has considered all agreed project expenditures not yet delivered or where project costs can be accommodated within existing budgets even though the project may not yet have been agreed (Pond Project on the agenda of this meeting)

Income and expenditure for this year are close to the revised budget and if we stay on course would result in our General Reserves being £51K on 31st March 2024 which is slightly lower than the original forecast position.

This assumes all currently agreed projects are delivered within this financial year – where that does not happen the budgets will be carried forward into 2024/5

In addition, almost £77K is held as restricted funds (CIL) this being the amount currently not allocated to an existing project.

The financial position of Lea and Cottam Parish Council remains strong.

Turning now to the forecast budget for 2024/5 figures are generally based on the latest published CPI figure of 4.7%

Income other than Precept:

Interest has assumed a reduction in interest rates by 1st April 2024

Vat is shown as that already known since all expenditures are net of Vat

There are no other known income streams to consider.

Expenditure Main Cost Lines:

Grass cutting increased by CPI

Lengthsman cost increased by CPI

Open space has been retained at previous levels as it is felt there is a little headroom in this year's figures

Clerk's salary increased in line with CPI

National Insurance assessed on salary figure above

Xmas trees retained at previous level as expected headroom now solar panels and batteries replaced.

PCC Open Space Contribution held at same levels since no indication of any increase has been notified.

Summary:

The Precept is proposed at an increase of CPI resulting in the figures in Column 5 for income and expenditure being almost identical. This means that the Council would only be spending in line with its income and its general reserves would remain as projected. A sound basis for financial budgetary management.

Further projects coming forward would be allocated to CIL where permissible (Balance available £77K subject to consideration of the proposed tree planting project to be considered at this same meeting)

The proposed rise in Precept of 4.7% is on the amount we receive and is likely to be at a slightly lower % rate for Council Taxpayers since these will have increased due to building development over the past 12 months.

The proposed rise equates to approx 5p per week per household on average.



Cottam Ward

