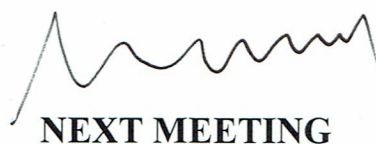




W V McEnnerney-Whittle
7, *Bilsborough Meadow*
Lea
PRESTON
PR2 1YY

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

16th January 2024



Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 22nd January 2024 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 27th November 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.

It is expected that the Deputy police and Crime Commissioner will be present to talk about his role and respond to questions from members and the public.

5. To authorise payment of the following accounts:

| | | | |
|------------|--|-----|----------|
| 06/11/2023 | S FITZPATRICK LENGTHSMAN TEAM | 77 | 345.00 |
| 06/11/2023 | NEWGATE NURSERIES PLANTING | 78 | 74.34 |
| 06/11/2023 | PRINTING WORLD NEWSLETTER | 79 | 272.50 |
| 06/11/2023 | COTTAM COMMUNITY ASSOC ROOM HIRE | 80 | 30.00 |
| 06/11/2023 | GGS LENGTHSMAN TEAM | 81 | 2300.90 |
| 06/11/2023 | SAR SERVICES LENGTHSMAN TEAM | 82 | 241.50 |
| 06/11/2023 | MILJUE GS LENGTHSMAN TEAM | 83 | 523.25 |
| 06/11/2023 | G THOMPSON LENGTHSMAN TEAM | 84 | 172.50 |
| 20/11/2023 | SPECIALIST AQUATIC SERVICES | 85 | 180.00 |
| 20/11/2023 | BG FENCING | 86 | 566.80 |
| 20/11/2023 | COTTAM COMMUNITY ASSOC ROOM HIRE | 87 | 30.00 |
| 05/12/2023 | DAVEROB COMMISSION PARISH COUNCIL WARD MONTAGUES | 88 | 1800.00 |
| 05/12/2023 | PRESTON CC OPEN SPACE CONTRIBUTION | 89 | 16406.00 |
| 07/12/2023 | SAR SERVICES LENGTHSMAN TEAM | 90 | 345.00 |
| 07/12/2023 | SLCC SUBSCRIPTION 1/3 RD SHARE | 91 | 118.32 |
| 07/12/2023 | GGS LENGTHSMAN TEAM | 92 | 2456.60 |
| 07/12/2023 | MILJUE GS LENGTHSMAN TEAM | 93 | 747.50 |
| 07/12/2023 | VISION ICT WEB HOSTING SUPPORT AND DOMAIN RENEWAL | 94 | 357.60 |
| 07/12/2023 | S FITZPATRICK LENGTHSMAN TEAM | 95 | 632.50 |
| 07/12/2023 | REIMBURSE CLERK XMAS EVENT REFRESHMENTS SWEETS ETC | 96 | 86.00 |
| 07/12/2023 | G THOMPSON LENGTHSMAN TEAM | 97 | 690.00 |
| 18/12/2023 | GGS LENGTHSMAN TEAM | 98 | 1307.50 |
| 18/12/2023 | HMRC TAX DEDUCTIONS AND EMPLOYER NAT INS | 99 | 2485.81 |
| 18/12/2023 | WV MCENNERNEY-WHITTLE SALARY 3RD QTR | 100 | 3149.02 |

| | | | |
|------------|---|-----|---------|
| 18/12/2023 | SANDERSONS AND SONS GRASS CUTTING | 101 | 1272.00 |
| 21/12/2023 | EON NEXT ELECTRICITY SUPPLY TO DARKINSON LANE | 102 | 2.85 |
| 27/12/2023 | MILJUE GS LENGTHSMAN TEAM | 103 | 517.50 |
| 27/12/2023 | S FITZPATRICK LENGTHSMAN TEAM | 104 | 540.50 |
| 27/12/2023 | SAR SERVUCES LENGTHSMAN TEAM | 105 | 218.50 |
| 31/12/2023 | BANK CHARGES | 106 | 18.00 |

6. To approve the enclosed Financial Statement and Report as of 31st December 2023.
7. To consider the requested contribution to Preston City Council as per the enclosed letter.
8. To receive a verbal update report from the playground enhancement working group

Please note that this report is for information only and that no decisions can lawfully be made during this item. It is expected that detailed proposals will be submitted for consideration at the next meeting.

9. To note that the next meeting is scheduled for the 4th March 2024

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

Monday the 27th November 2023 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs Butler, Whitham, Casterton, Gibson, Helvin, Brown,
Abram, Rayfield, Smith and Jewell.

There were four members of the public present including the PC for Lea.

74/23 To receive Apologies

Cllr Coward, O'Donnell, Lambert and Parker

75/23 To consider and approve the Minutes of the Meeting held on the 9th October 2023 (enclosed)

It was resolved that the minutes of the meeting held on the 9th October 2023 should be signed by the Chairman as a true and accurate record.

76/23 To receive Declarations of Interest

None

77/23 To adjourn the meeting for a period of public discussion

The meeting was adjourned

Abby Ward (PC Lea) introduced herself and mentioned that Jen Coupe (PC Cottam) had been unable to attend. It is their intention to attend meetings wherever possible and provide crime and ASB information. Lea has been fairly quiet recently. She advised that residents should be careful when opening their doors to unknown callers since a number of burglaries had been undertaken by knocking at doors and then forcing entry when the door was opened. Mention was made that motorcycles were often an issue on the Guild Wheel however this was difficult to deal with as the police were unable to persue for safety reasons. She was asked to be aware that youths were congregating by the underpass in Lea Town.

The meeting was reconvened

78/23 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 | GGG LENGTHSMAN TEAM | 55 | 2158.70 |
| 12/09/2023 | G THOMPSON LENGTHSMAN TEAM | 56 | 632.50 |
| 12/09/2023 | SAR SERVICES LENGTHSMAN TEAM | 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 | GGG 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 |

It was resolved that the payments listed above should be approved

79/23 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.

It was resolved that the revised Planting Project Plans should now be accepted and that a provisional budget of £20143 should be allocated to this project which would be undertaken by Preston CC who would presumably now go out to tender and award the contract within the budget specified.

It was noted that a first-year maintenance charge had been incorporated in the estimated figures – clarification is to be sought as to what this actually covers and that all future maintenance will be undertaken by PCC.

80/23 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.

It was resolved that this Council should write to Preston Bus asking that Service 31 is reinstated as described above.

81/23 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.

It was resolved that the quotation from Specialist Aquatic Services should be accepted in terms of the immediate part of the quotation at a cost of £4570 which should be taken from the existing Pond Budget with any spring planting to be considered at a later date.

82/23 To consider the draft budget and report for 2024/5 and decide at what level the Precept for that year should be set.

It was resolved that the draft budget should be approved, and the Precept set at £133600.00 for 2024/25

83/23 To approve that this Council will continue to pay a 1/3rd share of the Clerk's subscription to SLCC

It was resolved that this Council will continue to pay a 1/3rd share of the Clerk's subscription to SLCC at a cost of £118.32

84/23

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.

It was resolved that this Council should write to LCC raising the perceived safety concerns as detailed above

85/23

To consider the enclosed draft montages which have been commissioned as per minute 71/23.

It was resolved that the draft montages should be approved and that arrangements should now be put in place to advertise their availability and costs. Contact with LEP is to be made to hopefully further promote the project with a decision as to which charity to support being mad at a later date, once it is clearer as to how successful the project becomes.

86/23

To note that the next meeting is scheduled for the 22nd January 2024

It was noted that the next meeting is scheduled for the 22nd January 2024

| | | | | |
|---------------|--|------------------|--|--|
| REVISED | | | | |
| BUDGET | INCOME | £ | | |
| 185562 | Balance b/f 1st April 2023 | 185562.70 | | |
| 127600 | Precept | 127600.00 | | |
| 5000 | Bank Interest | 5872.72 | | |
| 4504 | V A T Recovered | 4504.51 | | |
| | CIL | | | |
| | | | | |
| | | | | |
| 322666 | | 323539.93 | | |
| | | | | |
| 1000 | Donations/Sponsorship | | | |
| 240 | Hire of Hall for Meetings | 210.00 | | |
| 600 | Subs/Registrations/Training/Web Site | 510.20 | | |
| 7500 | Grass Cutting | 6890.00 | | |
| 60500 | Lengthsmen | 40519.59 | | |
| 600 | Insurance | 578.75 | | |
| 4000 | Open Space - Plants Bulbs General Repairs etc | 3176.35 | | |
| | VAT recoverable | 3554.13 | | |
| 18400 | Clerk salary & Office Allow | 13784.67 | | |
| 1300 | National Insurance | 989.28 | | |
| 600 | Postage, Telephone & Stationery | 317.98 | | |
| 400 | Petrol Costs | 169.65 | | |
| 2344 | Audit / Legal | 2344.00 | | |
| 700 | Newsletter | 272.50 | | |
| 100 | Bank Charges | 54.00 | | |
| 5500 | Xmas Tree | | | |
| 33000 | PCC Open Space Contribution | 16406.00 | | |
| 4646 | Election Expenses | 4646.17 | | |
| 1500 | Montage Commissioning | 1500.00 | | |
| 600 | Parkside Bench Project CIL | 702.63 | | |
| 7585 | Pond Project CIL c/fwd | 1026.62 | | |
| 6500 | Canberra Memorial CIL c/fwd | | | |
| 24000 | Jubilee Trim Trail CIL | | | |
| 10185 | Jubilee Fencing CIL | | | |
| 3611 | Xmas Tree Electrical Connection | 1996.11 | | |
| 20145 | Tree Replacement Project CIL | | | |
| | | | | |
| 215556 | Total | 99648.63 | | |
| | | | | |
| | Balance in hand | 223891.30 | | |
| | | | | |
| | less Restricted Funds (CIL) | 123802.97 | | |
| | | | | |
| | Available Funds exclude CIL at 31/12/2023 | 100088.33 | | |
| | | | | |
| | BANK BALANCE | 3983.30 | | |
| | | 166111.90 | | |
| | | 53796.10 | | |
| | | | | |
| | | 223891.30 | | |
| | | | | |
| | LESS O/S | 0.00 | | |
| | | | | |
| | | 223891.30 | | |
| | | | | |

COMMUNITY INFRASTRUCTURE LEVY RECEIPTS AND PAYMENTS

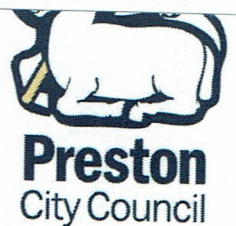
| DATE | REASON | PAYMENT | INCOME | BALANCE |
|------------|---------------------------------------|---------|----------|-----------|
| 28/10/2016 | | | 11386.47 | 11386.47 |
| 28/04/2017 | | | 12648.78 | 24035.25 |
| 02/04/2018 | | | 23086.01 | 47121.26 |
| 25/06/2018 | Miller Green Path | 5000.00 | | 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 Recreation 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 |
| 30/06/2023 | Balance to date | | | 126538.44 |
| 17/07/2023 | Miller Green Garden Area Notice Board | 259.29 | | |
| 15/08/2023 | Replace Gate Miller Green | 570.00 | | |

| | | |
|--|--------|-----------|
| 15/08/2023 Miller Green Garden Area Notice Board | 145.62 | |
| 15/08/2023 Pond Project | 560.42 | |
| 22/09/2023 Miller Green Garden Area Notice Board | 331.93 | |
| 22/09/2023 Miller Green Garden Area Notice Board | 96.38 | 124574.80 |
| 11/10/2023 Pond Project and Bench Parkside | 305.63 | |
| 11/10/2023 Notice Board Planting | 217.50 | |
| 06/11/2023 Pond Project | 68.70 | |
| 20/11/2023 Pond Project | 180.00 | 123802.97 |
| 31/12/2023 Balance To Date | | 123802.97 |

LEA AND COTTAM PARISH COUNCIL FINANCIAL REPORT AS AT 31ST DECEMBER 2023

1. Bank Interest above estimate as interest rates remain high
2. No donations have been made this financial year to date
3. Grass cutting costs are below estimate
4. Lengthsman costs will be lower than budgeted due to sickness and adverse weather conditions.
5. Clerk's salary budget has been increased in line with 2023/24 pay award
6. Xmas tree costs have not yet been received
7. Newsletter costs below budget however one more issue expected before financial year end
8. Open Space contribution to PCC – 50% paid to date
9. Pond Project Cottam Way expected to be completed within this financial year
10. Canberra memorial project needs full review as cost estimates are well out of date and rationale to move statues has arguably been removed following housing development.
11. Trim trail and fencing on Jubilee Park are awaiting PCC tender completion / legal requirements and clarification
12. PCC costs re Xmas tree electrical connection have not yet been received
13. Tree replacement project awaits PCC tender results.
14. CIL funds stand at £124K approx. however existing resolutions have committed £67K being Pond project 6500 Canberra project 6500 Trim trail 24000 Fencing Jubilee 10000 and Tree replacement project 20000 leaving £57K currently unallocated.
15. Estimates for General Reserve excluding CIL (restricted Funds) is £48K

10 January 2024
Your reference :
Our reference : MT/TA



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

Dear Mr McEnnerney-Whittle

**PARISH GREENSPACE CONTRIBUTION TOWARDS MAINTENANCE COSTS
2024 – 2025**

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 2024 – 2025.

Any change to the contribution amount for 2025 – 2026 will be discussed with Parishes prior to the 2025-2026 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.

Yours sincerely

A ROBINSON
Director of Environment and Property

cc M. Taylor