



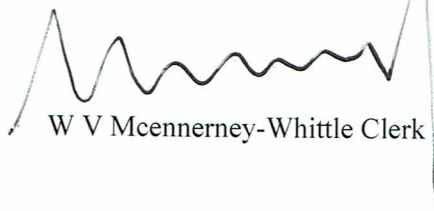
*W V McEnnerney-Whittle*  
7, Bilsborough Meadow  
Lea  
**PRESTON**  
**PR2 1YY**

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

2<sup>nd</sup> April 2024

**NEXT MEETING**

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 8<sup>th</sup> April 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 4<sup>th</sup> March 2024 (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:

12/02/2024	FRETFOIL BIN BAGS	115	132.80
12/02/2024	GGs LENGTHSMAN TEAM	116	1349.40
12/02/2024	SANDERSONS HEDGE CUTTING MILLER GREEN	117	216.00
12/02/2024	PRESTON CC OPEN SPACE CONTRIBUTION	118	16406.00
28/02/2024	G THOMPSON LENGTHSMAN TEAM	119	1207.50
28/02/2024	SAR SERVICES LENGTHSMAN TEAM	120	460.00
28/02/2024	MILJUE GS LENGTHSMAN TEAM	121	690.00
28/02/2024	S FITZPATRICK LENGTHSMAN TEAM	122	690.00
28/02/2024	GGs LENGTHSMAN TEAM	123	1228.30
05/03/2024	SPECIALIST AQUATIC SERVICES POMD COTTAM WAY	124	4570.00
05/03/2024	PRESTON CC XMAS TREE COSTS	125	7179.58
25/03/2024	GGs LENGTHSMAN TEAM	126	2422.00
25/03/2024	COTTAM COMMUNITY ASSOC ROOM HIRE	127	35.00
25/03/2024	SAR SERVICES LENGTHSMAN TEAM	128	115.00
25/03/2024	S FITZPATRICK LENGTHSMAN TEAM	129	345.00
25/03/2024	W MCWHITTLE 4TH QTR SALARY	130	2828.48
25/03/2024	HMRC 4TH QTR	131	2191.46
25/03/2024	PRINTING WORLD NEWSLETTER	132	272.50
25/03/2024	G THOMPSON LENGTHSMAN TEAM	133	690.00
25/03/2024	G MASON HIRE LENGTHSMAN PORTACABIN	134	500.00
25/03/2024	MILJUE GS LENGTHSMAN TEAM	135	345.00
25/03/2024	EON NEXT POWER SUPPLY DARKINSON LANE	136	21.16
31/03/2024	SERVICE CHARGE	137	18.00

6. To consider and approve an hourly rate rise for our lengthsmen of 4.2% from the 1<sup>st</sup> April 2024 which is the same as that applied to the assistant lengthsmen from the same date. His contract is for 4 years, and this will be the second year of its operation.
7. To consider replacing the badly damaged bench on the canal tow path behind The Final Whistle Café on the UCLAN sports ground – Benches similar to the ones installed in Cottam a few years ago cost in the region of £450, a flagged base will need to be built by our lengthsmen team with materials costing approx £200.00. A budget of £650 is requested from CIL funds should the request be approved. Permission of the Canal and River Trust will be required (see attached)
8. To consider the enclosed application for funding of £1952.83 plus Vat from St Mary's School Lea Town. (Details of the balances available in the Official School Funds Account have been sent out under separate cover with an explanation of funds already committed)
9. To consider in principle improvements to the Children's Play Area on Haydocks Lane as per the enclosed documentation which has been put together by the Play Areas working group and allocate a budget from CIL funds of approx £14K. The proposals, if agreed, will need to be approved by Preston CC who will as this is a capital project be required to follow their own procurement protocols, although it would be expected that Kompan would be included in their tender process and that the suggested equipment would form part of the specification.
10. To consider the enclosed report and, if approved, authorise advertisements to be placed to recruit self-employed contractors to the roles outlined. In the event of approval, to also appoint two members to join the Clerk in interviewing applicants and engaging contractors within the guidelines stated in the report.
11. To consider whether this Council wishes to replace the fountain at the pond on Cottam Way / Lea Road. It was identified by Specialist Aquatic Services when undertaking clearance works that the existing fountain which is very old had ceased up due to a lack of regular maintenance. Specialist Aquatic Services are able to install a new pump/fountain if required with costs dependent on the size. A basic 3-metre-high fountain (smaller than the previous one) would cost in the range of £3500/ £4000 whilst a 5-metre-high fountain with three lights would be around £7500. Preston CC have confirmed that this would be a maintenance project which could therefore be done much quicker than a capital project should this Council wish to go ahead. Formal approval of PCC would still be required.
12. To note that the next meeting is scheduled for the 13<sup>th</sup> May 2024



MINUTES of the **PARISH COUNCIL MEETING** held on  
Monday the 4<sup>th</sup> March 2024 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs: Butler, Casterton, Gibson,  
Abram, Rayfield, Smith, Jewell, Coward, O'Donnell, Lambert, Helvin, Brown and Parker

There were three members of the public present

10/24 To receive Apologies

***Cllr Whitham***

11/24 To consider and approve the Minutes of the Meeting held on the 22<sup>nd</sup> January 2024 (enclosed)

***It was resolved that the minutes of the meeting held on the 22<sup>nd</sup> January 2024 should be signed by the Chairman as a true and accurate record.***

12/24 To receive Declarations of Interest

***None***

13/24 To adjourn the meeting for a period of public discussion

*The meeting was adjourned*

*Concern was raised that the public right of way closure between Hoyles Lane and Cottam Way had been extended for a further 6 months. The Clerk confirmed that he had spoken to LCC PROW team and it was necessary to retain closure until such time as a partial proposed diversion was approved and the developments on either side had been progressed further.*

*The Council was asked whether it had now become a political Parish Council since a recent Liberal Democratic article had referred to Conservative members of the Council not supporting a recent resolution. The Chairman confirmed that Lea and Cottam Parish Council was not a political Parish Council and that 13 of its 14 members were independent.*

*There was concern from some members that the article mentioned was misleading and was directed at a specific individual who was in any case no longer a member of any political group. An apology was given to that member by the Liberal Democratic Party member present. The Clerk advised that should any member feel aggrieved that another member of the Parish Council had contravened the Code of Conduct this could only be dealt with by the PCC Monitoring Officer.*

*The meeting was reconvened*

14/24 To authorise payment of the following accounts:

11/01/2024	GGs LENGTHSMAN TEAM	107	1020.30
23/01/2024	EON NEXT UNIT COST AND STANDING CHARGE XMAS LIGHTS TO 31/12	108	67.59
30/01/2024	MILJUE GS LENGTHSMAN TEAM	109	517.50
30/01/2024	S FITZPATRICK LENGTHSMAN TEAM	110	506.00
30/01/2024	G THOMPSON LENGTHSMAN TEAM	111	402.50

30/01/2024	GG5 LENGTHSMAN TEAM	112	2370.10
30/01/2024	SAR SERVICES LENGTHSMAN TEAM	113	57.50
30/01/2024	COTTAM COMM ASSOC	114	35.00

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

15/24 To appoint Sandra Wiseman as the internal auditor for 2023/24 at a fee of £182.00 and approve the Terms of Reference and Internal Control / Suggested Testing Methodology the relative documents having already been circulated

***It was resolved that Sandra Wiseman should be appointed as set out above.***

16/24 To consider and approve the following documents which have already been circulated to members:

- The Councils Risk Management Policy Statement 2024
- The Councils Risk Management Register 2024
- The Councils Asset Register 2024
- The Review of the Effectiveness of the Internal Audit and Internal Control 2024

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

17/24 To consider and approve this Council's Standing Orders and Financial Regulations which have been reviewed in line with the recommended 4-year cycle and which have already been circulated to members.

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

18/24 To receive an update (enclosed) from the Canberra Memorial working group and approve in principle the new proposals, authorising the working group to obtain more up to date costings in order to make a final decision at a future full Council meeting.

***It was resolved that the new proposals should be approved in principle and that the working group should obtain up to date costings for consideration at a future meeting.***

19/24 To appoint an Executive Committee to consider recent correspondence (already circulated) from the assistant lengthsman, to review and amend if appropriate the self-employed contract terms relating to the assistant lengthsman role and decide the hourly rate to be applied to the new contracts to be offered from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.

***It was resolved that an Executive Committee comprising Cllrs Butler, Whitham, Gibson, Coward and Parker should be formed with Cllr Lambert available as a substitute, in order to review and amend if appropriate the self-employed contract terms relating to the assistant lengthsman role and decide the hourly rate to be applied to the new contracts to be offered from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025.***

20/24 To note that the next meeting is scheduled for the 8<sup>th</sup> April 2024

***It was noted that the next meeting is scheduled for the 8<sup>th</sup> April 2024***

Bill,

As per our earlier conversation I spoke to a guy called Anthony from the Canal and River Trust on 0303 040 4040.

He advised that the Trust do not repair or replace damaged benches and due to financial restraints will just remove them

if considered a safety hazard.

He did advise however that it would be possible for a third party to provide a bench subject to the Trusts approval. The

email address is: [enquiries.northwest@canalrivertrust.org.uk](mailto:enquiries.northwest@canalrivertrust.org.uk)

Please see picture of damaged bench attached. It is situated to the rear of The Final Whistle cafe on the UCLAN sports ground

PR2 1SG and close to canal bridge no 17

Many thanks

Alex



# LEA AND COTTAM PARISH COUNCIL GRANT APPLICATION FORM

NAME OF APPLICANT: St Mary's Catholic Primary School






DATE 11.03.24

What is your project and how much are you requesting?

*Be specific as to what a grant if agreed would contribute to including overall costs, estimates and any other funding sources*

We are wanting to invest in our outdoor area for our Early Years and Key Stage One pupils, to provide educational outdoor resources and adequate storage for new outdoor equipment. Our recent torrential rain and flooding has devastated our outdoor area/playground, meaning that we had to throw away damaged and ruined resources. Due to our tight budget within school we do not have the funds to replace any of the damaged items, meaning our outdoor resources are very minimal. We would like to ask for outdoor storage to ensure our outdoor equipment is kept free from weather damage and localised flooding. This storage would allow new resources to be kept pristine and used effectively within our outdoor learning activities.

Summary of items from COSY DIRECT

ITEM	PRICE	QTY	SUBTOTAL
 Balancing Kit	£147.59 inc vat <b>£122.99</b> ex vat	- 1 +	£147.59 inc vat <b>£122.99</b> ex vat
 Wide Curriculum Shed - Reading	£714.00 inc vat <b>£595.00</b> ex vat	- 1 +	£714.00 inc vat <b>£595.00</b> ex vat
 Writing Shed Internal Kit	£346.80 inc vat <b>£289.00</b> ex vat	- 1 +	£346.80 inc vat <b>£289.00</b> ex vat
 Water Tray Measuring Set (60Pcs)	£69.59 inc vat <b>£57.99</b> ex vat	- 1 +	£69.59 inc vat <b>£57.99</b> ex vat
 Maths Counting Shed Internal Kit	£430.80 inc vat <b>£359.00</b> ex vat	- 1 +	£430.80 inc vat <b>£359.00</b> ex vat



Cushions And Mat Outdoor Sets (7Pk)

£104.39 inc vat

£86.99 ex vat

- 2 +

£208.78 inc vat

£173.98 ex vat



Regatta Puddle Suits - Various Sizes

£15.49 inc vat

£15.49 ex vat

- 4 +

£61.96 inc vat

£61.96 ex vat

Size: 3-4yrs



Regatta Puddle Suits - Various Sizes

£15.49 inc vat

£15.49 ex vat

- 4 +

£61.96 inc vat

£61.96 ex vat

Size: 4-5yrs



Regatta Puddle Suits - Various Sizes

£15.49 inc vat

£15.49 ex vat

- 4 +

£61.96 inc vat

£61.96 ex vat

Size: 5-6yrs



Breaktime Activity Box

£155.99 inc vat

£129.99 ex vat

- 1 +

£155.99 inc vat

£129.99 ex vat

### SUMMARY

#### Estimate Shipping and Tax

Subtotal	£1,913.83
Delivery (Standard - Delivery)	£39.00
Tax	£353.40

**Order Total Incl. Tax £2,306.23**

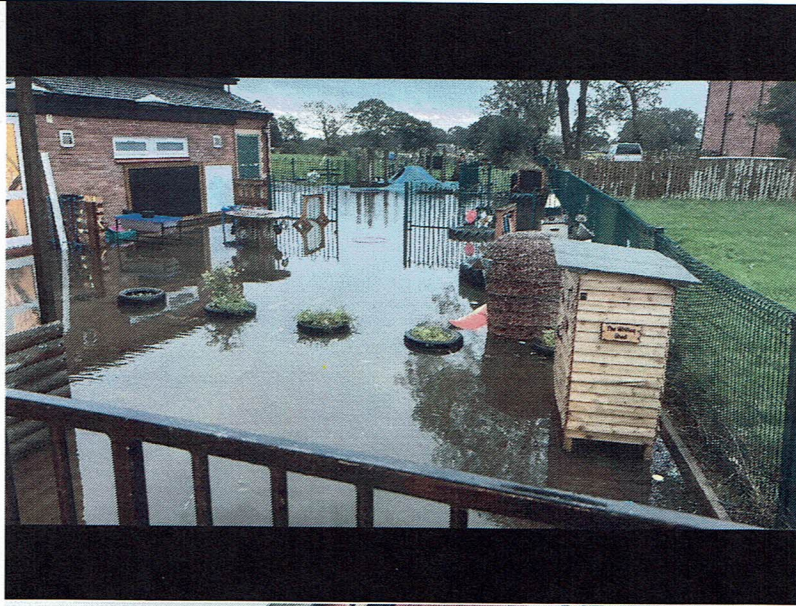
**Order Total Excl. Tax £1,952.83**



<p>Who will benefit as a result of the project?</p> <p><i>Be specific as to the number of beneficiaries or category of residents who will receive benefit</i></p>	<p>All of our Early Years, Year 1 and Year 2 pupils will benefit from new outdoor resources and storage. Members of our Community- Pre School children would also benefit .Not only would the resources help to improve our children’s physical development, but also their literacy and maths skills with new outdoor writing and maths resources. After all, studies suggest that children learn better when outdoors using practical, hands on resources and activities.</p> <p>Learning outdoor is also great for mental wellbeing and supportive of pupils who also have additional needs.</p> <p>As a school, built upon our Strong Catholic , inclusive ethos and reputation we have a significantly higher proportion of pupils with Special Education and Emotional needs (SEND) – accounting for 25% of our school role.</p> <p>Looking at Admission expectations for next years Reception intake again we anticipate at least 25-30% SEND with a high proportion of pupils with Autistic and sensory needs. Pupils with such needs will especially need regular and frequent access to the outdoor environment- requiring natural light s classroom lighting can be overwhelming. At their young age they may become over stimulated and potentially distressed with noise, colour and proximity of others making outdoors environments are soothing and highly effective in promoting learning. This developments would enable us to meet the needs of all our pupils .</p> <p>We pride ourselves on community links and offer a FREE pre- school session for our local community who attend our setting once a week for a free afternoon in school. We advertise this within our Parishes and on our website and this session has been very well received and enables a smooth transition for children in school life. It is an invaluable opportunity to experience ‘Big School’. The local community will also significantly benefit from the outdoor development- resources and storage.</p> <p>On numerous occasions sadly we have suffered extreme flooding which has had a significant detrimental effect on our early years outdoor area and these is evidenced below – we have lost resources, storage, access and as a small school we suffer the financial burden. We often have been unable to replace resources and the flooding is upsetting for our staff, families and pupils alike. We would be so grateful of any support.</p>
<p>Please supply a copy of your constitution or organisation rules and a</p>	<p>We follow Lancashire County Council Guidelines</p>

<p>brief history of your organisation .</p>	
<p>Please submit a copy of your most recent accounts</p> <p><i>For newly formed groups a short business plan will be required setting out its financial arrangements</i></p>	<p>See attached</p>
<p>Please submit any further information that you feel is pertinent to</p>	<p>Please see below, images of our recent flooding.</p> <p>Please see flyer for our Pre School Free Community Sessions</p>

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*Where needed you may add additional information sheets.*

*Signature of Organisation*

**Sales - Quote**

Chris Smith  
Lea & Cottam Parish Council  
Lancashire  
7 Bilsborough Meadow  
Lea, Lancashire  
PR2 1YY

Quote No. SQ291290-3  
Sell-to Contact No. 158324  
Quote Date 04-03-2024  
Expiration Date 03-04-2024

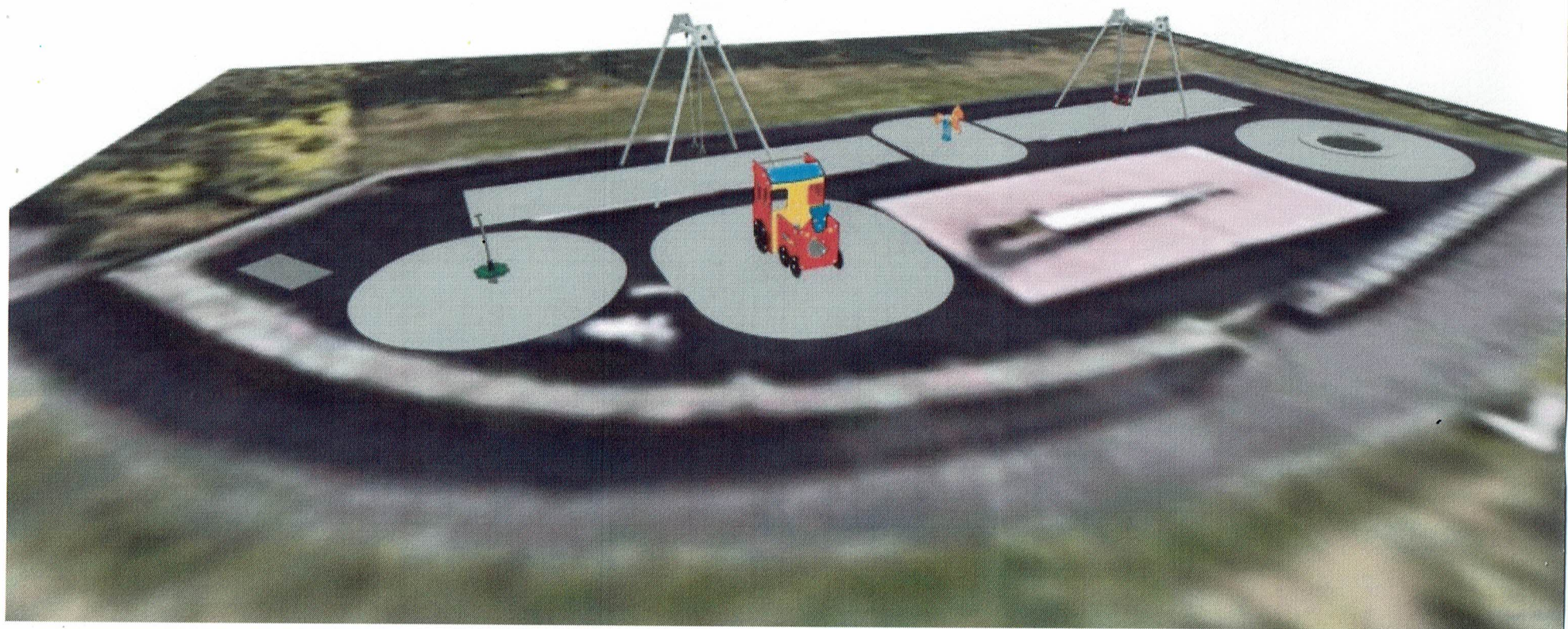
Salesperson Adrian Lloyd  
Email AdrLlo@Kompan.com

Your Reference Lea & Cottam  
Project Name EN330185 Lea & Cottam prices

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
<b>New Equipment &amp; Installation</b>						
<a href="#">M53600-3418P</a>	KOMPAN Toddler Train Inground 60cm 	1	Pieces	2,840.00	30.00	1,988.00
INSTALLATION	Installation - M53600-3418P KOMPAN Toddler Train Onto existing wet pour surfacing	1	Pieces	441.21		441.21
<a href="#">JUM10201-0302</a>	KOMPAN Jumper Round 1.12m dia., WITHOUT SBR TILES Inground Installation of Inclusive Jumper includes excavating & installing a 4m long drainage pipe. 	1	Pieces	4,230.00	30.00	2,961.00
INSTALLATION	Installation - JUM10201-0302 KOMPAN Jumper Round 1.12m dia., WITHOUT SBR TILES	1	Pieces	832.35		832.35
<a href="#">M17202-01P</a>	KOMPAN Horse Springer Inground 40cm, colour orange 	1	Pieces	560.00	40.00	336.00
INSTALLATION	Installation - M17202-01P KOMPAN Horse Springer	1	Pieces	290.95		290.95
<a href="#">M19101-3517P</a>	KOMPAN Toddler Spica Inground 70cm 	1	Pieces	920.00	35.00	598.00

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
INSTALLATION	Installation - M19101-3517P KOMPAN Toddler Spica	1	Pieces	324.35		324.35
<b>Surfacing Works</b>						
EN-SURFACING	Black Wetpour @ 40mm Depth. 14m2 overlay round Jumper 7m2 repairs around new Train, Spica and Springer	1	Squ. Metre	2,265.71		2,265.71
EN-EDGE CHASE CUT	Chase Cut Edge into Existing Wetpour	13	Metre	11.88		154.44
<b>Prelims</b>						
EN-HERASMIN	Heras Fencing Delivery & Collection Rate	1	Pieces	157.29		157.29
EN-HERAS	Heras Fencing Unload, Erect & Dismantle	71	Metre	4.58		325.18
EN-HERASWK	Heras Fencing Hire Per Week	71	Metre	1.20		85.20
EN-SKIP MIXED	Skip Hire 8 Cy Mixed Waste (Including Rubber)	1	Pieces	839.46		839.46
EN-MOFFATT DELIVERY	Northern Moffatt Delivery Charge	1	Pieces	878.57		878.57
EN-HOTWASH U4WK	Hotwash Welfare Under 4 Weeks	1	Pieces	500.72		500.72
FREIGHT	Freight	1	Pieces	884.00		884.00
<b>Total GBP Excl. VAT</b>						<b>13,862.43</b>
20% VAT						2,772.48
<b>Total GBP Incl. VAT</b>						<b>16,634.91</b>

**Payment Terms** Net 30 days



## ASISTANT LENGTHSMAN ROLE

Following the review of contracts and hourly rate for the above roles by the Executive Committee two of our existing assistants have decided not to enter into a new contract. Theoretically this means we now have 25 hours available to be filled. In practice neither of the assistants actually worked their contract hours with one of them working less than 70% of their contracted time. We currently still have two assistants working 30 hours per week between them.

During the discussions at the Executive Committee concerning the type of work undertaken it was mentioned that Peter himself is the only person able to undertake mowing, strimming, use power tools, water hanging baskets and empty litter bins. Part of this is because a suitable vehicle is required. The assistant's role excluded all the above.

It was suggested that the Council might take this opportunity to advertise a new role which would include the items mentioned above including use of a suitable vehicle. This was part of the original lengthsman role when it was first created. Clearly such an enhanced role would require the contractor to own a suitable mower, suitable strimmer and have a suitable vehicle to carry the water tanks and move litter bags to the tip. These items are above and beyond the equipment required by the current assistant role and would therefore justify a different hourly rate.

Peter and I have discussed this in some detail, and it would be very helpful to him to have this additional resource. It is suggested as follows:

Peter would continue as our Parish Lengthsman as is currently the position at his new hourly rate of £18 per hour

Steve and Gary have already signed on for next year as lengthsman assistants undertaking the basic role as now at £12.00 per hour

We should advertise for ONE further assistant at the existing hourly rate of £12.00 per hour for 15 hours per week to complement the work that Gary and Steve undertake.

We should advertise ONE further assistant role which would additionally incorporate mowing, strimming, litter bin emptying and hanging basket watering and offer an hourly rate of £15.00 per hour for 15 hours per week due to the increased equipment and vehicle requirements for that job.

The 30 hours proposed is slightly higher than we have recently lost (25) and there is an increase in cost for the enhanced role of approx £2K. Our budget for this year will not all be spent so we will be able to carry forward approx £5K to next years budget bringing it to £68K. The budget for 2024/5 will only need to be increased by a further £3K to cover enhanced role and increased hours.