



W V McEnnerney-Whittle  
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Lea  
PRESTON  
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6<sup>th</sup> May 2024

## NEXT MEETING

Members of the Council are summoned to the **ANNUAL PARISH COUNCIL MEETING** to be held on  
Monday the 13<sup>th</sup> May 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 elect a Chairman for the following 12 months who will then sign the Acceptance of Office form
2. To elect a Vice Chairman for the following 12 months
3. To receive apologies
4. To consider and approve the Minutes of the Meeting held on the 8<sup>th</sup> April 2024 (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 approve the end of year Financial Statement as of 31<sup>st</sup> March 2024
8. To approve Section 1 Annual Governance Statement 2023/24 and Section 2 Accounting Statements 2023/24 (enclosed) being part of the Annual Governance and Accountability Return 2023/24 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.
9. To note that the next meeting is scheduled for the 1<sup>st</sup> July 2024



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

Monday the 8<sup>th</sup> April 2024 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present Cllrs Abram, Brown, Butler, Casterton, Coward, Helvin, Parker,  
Smith, Whitham and Lambert

There were four members of the public present.

21/24 To receive Apologies

***Cllrs Rayfield, Gibson and Jewell***

22/24 To consider and approve the Minutes of the Meeting held on the 4<sup>th</sup> March 2024 (enclosed)

***It was resolved that the minutes of the meeting held on the 4<sup>th</sup> March 2024 should be signed by the Chairman as a true and accurate record.***

23/24 To receive Declarations of Interest

***None***

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

*The meeting was adjourned*

*Reference was made to the Cottam Community Interest Afternoon which is being held on the 8<sup>th</sup> May @ Cottam Community Centre. The Parish Council had already agreed to help with local communication via its notice boards and FB page.*

*A resident expressed concern that a path behind Lea Endowed School leading onto the new road was muddy and could the Parish Council assist with putting down stone or similar to make it more usable. It was pointed out that the verge which was causing the issue was the responsibility of LCC and that this path had not been intended to be used as a short cut since no dropped pedestrian access kerbs had been provided at that location and that crossing the road at that location might be dangerous due to the speed of traffic and the lack of any footway. It was suggested that the resident should write to LCC if he wished to pursue the matter and also contact his local LCC councillor.*

*A resident raised concerns with regard to ASB on the grounds of Lea Bowling Club. He expressed concern that the police took no action when issues were reported. It was confirmed that it was important to report issues so that a picture of events would build up and be on record. It was also suggested that the local police officer Abby Ward might be contacted. Preston City Councillor Hart who was present also agreed to contact Andy Pratt the Deputy Police Commissioner concerning the lack of response when issues were reported. The resident was also provided with details of local PACT meeting where he could also raise issues.*

*Mention was made that the Clerk had now established that a small piece of land near to the Community Centre did belong to the Co-op. He had contacted them because it was a muddy mess and they had indicated that they might be prepared to fence the area to stop it being used as a short cut. Indications had been received that in doing so this would prohibit access by prams and wheelchairs. The Clerk will be writing to the Co-op outlining this issue and requesting that they should provide a proper path across the land instead. Cllr Hart said he would also write and asked that his correspondence should be sent along with the response from the Clerk.*

*The meeting was reconvened*



25/24 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 POND 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

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

26/24 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.

*It was resolved that the hourly rate rise proposed above should be approved*

27/24 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)

*It was resolved that a replacement bench should be installed once permission of the Canal and River Trust have been obtained*

28/24 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)

*It was resolved after much discussion that this Council was not in a position to agree the above request at the present time since it was felt that replacement equipment should first of all be addressed by the school's insurance, that the cause of regular flooding had not been resolved which might lead to repetitive further damage and that the request was outside its grant policy in that the school had sufficient funds themselves in their revenue reserves and unofficial bank account to cover the costs.*

29/24 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.

*It was resolved that a budget should be allocated as outlined above and discussions entered into with PCC to take the project forward.*

30/24

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.

***It was resolved that advertisements should be placed to recruit the roles as set out in the report referred to above and that Cllrs Butler and Brown along with the Clerk should be appointed to interview applicants and make suitable appointments.***

31/24

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.

***It was resolved that this Council should proceed with the installation of an appropriate fountain as detailed above and that a budget of up to £7500 should be allocated for the more expensive of the suggested options subject to PCC approval and a specific detailed quotation from Specialist Aquatic Services to be considered at a future meeting.***

32/24

To note that the next meeting is scheduled for the 13<sup>th</sup> May 2024

***It was noted that the next meeting is scheduled for the 13<sup>th</sup> May 2024***



# LEA AND COTTAM PARISH COUNCIL ACCOUNTS AS AT 31 MARCH 2024

BUDGET	INCOME	£		
185562	Balance b/f 1st April 2023	185562.70		
127600	Precept	127600.00		
5000	Bank Interest	7577.51		
4504	V A T Recovered	4504.51		
<b>322666</b>		<b>325244.72</b>		
1000	Donations/Sponsorship			
240	Hire of Hall for Meetings	280.00		
600	Subs/Registrations/Training/Web Site	510.20		
7500	Grass Cutting	7070.00		
60500	Lengthsmen	54935.69		
600	Insurance	578.75		
4000	Open Space - Plants Bulbs General Repairs etc	3787.02		
	VAT recoverable	4809.86		
18400	Clerk salary & Office Allow	18359.96		
1300	National Insurance	1317.94		
600	Postage, Telephone & Stationery	471.67		
400	Petrol Costs	219.70		
2344	Audit / Legal	2344.00		
700	Newsletter	545.00		
100	Bank Charges	72.00		
5500	Xmas Tree	4367.98		
33000	PCC Open Space Contribution	32812.00		
4646	Election Expenses	4646.17		
1500	Montage Commissioning	1500.00		
600	Parkside Bench Project CIL	702.63		
7585	Pond Project CIL	5596.62		
6500	Canberra Memorial CIL			
24000	Jubilee Trim Trail CIL			
10185	Jubilee Fencing CIL			
3611	Xmas Tree Electrical Connection	3611.11		
20145	Tree Replacement Project CIL			
<b>215556</b>	<b>Total</b>	<b>148538.30</b>		
	<b>Balance in hand</b>	<b>176706.42</b>		
			<b>COMMITTED</b>	<b>AVAILABLE</b>
	<b>less Restricted Funds (CIL)</b>	<b>119232.97</b>	<b>60830</b>	<b>58402</b>
	<b>Available Funds exclude CIL at 31/3/2024</b>	<b>57473.45</b>		
	<b>BANK BALANCE</b>	<b>93.63</b>		
		<b>122108.02</b>		
		<b>54504.77</b>		
		<b>176706.42</b>		
	<b>LESS O/S</b>	<b>0.00</b>		
		<b>176706.42</b>		



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
30/06/2023	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
05/03/2024 Pond Project	4570.00	119232.97
31/03/2024 Balance to Date		119232.97



## Section 1 – Annual Governance Statement 2023/24

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 2024, that:

	Agreed		
	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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<http://www.leacottam-pc.gov.uk>

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

LEA AND COTTAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	183,045	185,563	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	127,600	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	20,815	12,082	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	18,196	19,677	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	116,101	128,860	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	185,563	176,706	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	185,563	176,706	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	38,494	34,874	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 exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



# Annual Internal Audit Report 2023/24

LEA AND COTTAM PARISH COUNCIL

<http://www.leacottam-pc.gov.uk>

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28 04 2024

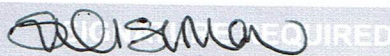
DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

SANDRA WISEMAN

Signature of person who carried out the internal audit



Date

28 04 2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).