



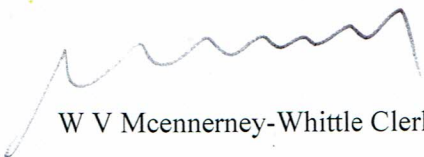
W V McEnnerney-Whittle
7, Bilsborough Meadow
Lea
PRESTON
PR2 1YY

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

26th August 2024

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 2nd September 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 1st July 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.

It is expected that representatives from Westinghouse will be present to provide a short presentation on their current and future business which will likely include details on site development, employment plans, apprenticeships and community engagement.

5. To approve the following payments:

19/06/2024	A BARTLETT LENGTHSMAN TEAM	17	660.00
19/06/2024	BG FENCING LENGTHSMAN MATERIALS	18	168.40
19/06/2024	NEWGATE NURSERIES HANGING BASKEYS AND PLANTING	19	838.44
19/06/2024	COTTAM CA ROOM HIRE	20	35.00
19/06/2024	S FITZPATRICK LENGTHSMAN TEAM	21	294.00
19/06/2024	GGs LENGTHSMAN TEAM	22	2412.00
19/06/2024	G THOMPSON LENGTHSMAN TEAM	23	600.00
19/06/2024	A T CROSS LENGTHSMAN TEAM	24	675.00
19/06/2024	HMRC 1ST QTR	25	2193.73
19/06/2024	W V MCENNERNEY - WHITTLE 1ST QTR SALARY	26	2880.18
30/06/2024	BANK CHARGES	27	18.00
15/07/2024	A T CROSS LENGTHSMAN TEAM	28	900.00
15/07/2024	S FITZPATRICK LENGTHSMAN TEAM	29	720.00
15/07/2024	A BARTLETT LENGTHSMAN TEAM	30	690.00
15/07/2024	GGs LENGTHSMAN TEAM	31	2304.00
15/07/2024	G THOMPSON LENGTHSMAN TEAM	32	540.00

6. To consider and approve the Financial Statement as at the 30th June 2024
7. To consider the enclosed quotations for cleaning the various statues in the Cottam area.
8. To consider the enclosed report regarding benches and decide if this Council wishes to go ahead with the proposals being put forward at an estimated cost of £2500 to be taken from CIL funds
9. To discuss and consider whether it remains appropriate to continue sending representation to the Larches, Savick and Lea Pact meetings
10. To consider and decide whether this Council wishes to plant a laurel hedge on Jubilee Park in order to mask the unsightly fence on the south side of the recreation ground at an estimated cost of £1500 to be taken from the already agreed budget of £10185 (CIL) which was originally meant to build a new separate fence which cannot be undertaken due to failure to obtain necessary permissions from PCC who have however agreed to the planting of the proposed hedge. The remaining budget to be reallocated back to general CIL funds.
11. To consider increasing the present budget allocated to the provision of a trim trail on Jubilee Park Recreation Ground from £24K to £39K (The reason for this significant increase is that no allowances were made in the original equipment and installation costs for the need for drainage. Preston City Council are in a position to go out to tender on this project but will not do so unless they have commitment to funding to include the drainage requirements. See enclosed revised drawing.
12. To consider increasing the budget for tree replacement in Cottam for £20145 to £21535. The proposed tree replacement project had been estimated by PCC at the lower figure and budget provision made. The contract was placed to tender by PCC in accordance with their protocols and the lower of the three quotations obtained is now proposed at a total cost of £21535.00 net of Vat.
13. To note that the next meeting is scheduled for the 7th October 2024



Minutes of the **PARISH COUNCIL MEETING** held on
Monday the 1st July 2024 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

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

There were two members of the public present

42/24 To receive apologies

Cllrs Abram O'Donnell and Jewell

43/24 To consider and approve the Minutes of the Meeting held on the 13th May 2024 (enclosed)

It was resolved that the minutes of the meeting held on the 13th May 2024 should be signed by the Chairman as a true and accurate record

44/24 To receive Declarations of Interest

None

45/24 To adjourn the meeting for a period of public discussion

The meeting was adjourned

It was mentioned that some ponds were suffering from green algae. The Council are aware that this is a regular event and are talking to an aquatic specialist to enquire as to what might be done.

A resident asked whether this Council knew when the PROW between Cottam Way going through the new housing development opposite the post box was to be re-opened. Unfortunately, the Council are not aware as PROWs are managed by LCC. It was thought that it was unlikely to be opened until the development was fully completed and the contractors had moved off site.

A similar enquiry was made regarding a PROW between Hoyles Lane and Cottam Way. Previous enquiries had indicated that this PROW would be slightly re-routed and not opened until both housing developments on either side of it were completed.

The meeting was reconvened

46/24 To approve the following payments:

23/04/2024	GGs LENGTHSMAN TEAM	1	2360.00
23/04/2024	G THOMPSON LENGTHSMAN TEAM	2	532.50
23/04/2024	BG FENCING LENGTHSMAN MATERIALS	3	78.70
23/04/2024	ZURICH MUNICIPAL INSURANCE RENEWAL	4	567.24
23/04/2024	S FITZPATRICK LENGTHSMAN TEAM	5	652.50
02/05/2024	INFORMATION COMMISSIONERS' OFFICE DATA REGISTRATION	6	35.00

09/05/2024	GGs LENGTHSMAN TEAM	7	1360.00
09/05/2024	COTTAM CA ROOM HIRE	8	35.00
09/05/2024	PRESTON CC - JUBILEE TREE PLANTING – NOT INVOICED 2023	9	800.00
09/05/2024	SANDRA WISEMAN INTERNAL AUDITOR	10	182.00
20/05/2024	GGs LENGTHSMAN TEAM	11	1008.00
20/05/2024	G THOMPSON LENGTHSMAN TEAM	12	600.00
20/05/2024	SANDERSONS GRASS CUTTING	13	732.00
20/05/2024	A BARTLETT LENGTHSMAN TEAM	14	360.00
20/05/2024	S FITZPATRICK LENGTHSMAN TEAM	15	648.00
20/05/2024	AT CROSS LENGTHSMAN TEAM	16	600.00

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

- 47/24 To receive the enclosed costings in respect of the Canberra Memorial enhancement works as outlined in the report presented at the April meeting and confirm that the existing budget of £6500 should be allocated to this revised project and decide which company should be appointed to carry out the statue enhancement works

It was resolved that the existing budget as detailed above should be allocated to the revised project and that Thompson Dagnall should be appointed as the contractor to undertake the statue enhancement works.

- 48/24 To consider the enclosed list of potential projects that might be undertaken using CIL funds and to decide which projects should be taken forward for further investigation; appointing such working groups as appropriate, who should then make further enquiries relating to costs, specifics and design etc and submit a full report to a future meeting for consideration with recommendations as to how the project might be delivered.

It was resolved that the projects listed below should be carried forward for further investigation by those appointed at this meeting and as also detailed below. It was further resolved that those appointed should provide a full report covering costs, specifics and design etc to future meetings for consideration and formal approval.

- 1. Refurbish the War Horse opposite Cottam Community Centre – The Clerk will deal with this initially by making enquiries of the sculptor who undertook part of the work initially.*
- 2. Enhance the pond opposite the Ancient Oak, the one near the pelican crossing on Cottam Way and the one on Valentines Meadow – The Clerk will obtain quotations from Aquatic Services who dealt the pond by the cross on Cottam Way*
- 3. To investigate the provision of Welcome Signage / Feature / Entrance Artwork to Lea, Cottam and Lea Town – Cllrs Butler and Lambert (Lea) Cllrs Gibson and Smith (Cottam) Cllr Rayfield (Lea Town)*
- 4. Clean all Stone Statues in Cottam – Cllr Coward*
- 5. Additional post toddler age Swing and Replacement Fall Matting to playground area Jubilee Park – Cllr Butler and Clerk*
- 6. Drainage Dodney Drive Round Green – Cllrs Brown and Whitham*
- 7. Enhancement of Miller Green facilities including raised beds – Cllrs Casterton and Coward*
- 8. Additional Bulb and Tree planting - Cllr Rayfield (Lea Town) Cllr Whitham (Lea) Cllrs Gibson and Parker (Cottam)*
- 9. Planters by bus stops on Blackpool Road – Cllrs Butler and Lambert*
- 10. Replant Garden Areas around Cottam Community Centre car park – Clerk and Lengthsman Team*
- 11. Additional Planting on Jubilee Park to mask existing fencing – Cllr Butler and Clerk*

12. Purchase and locate Defribulators in Parish – Cllr Lambert

13. Replace several old wooden Benches – Clerk and Lengthsman Team

14. Re- stone path by canal – Clerk and Lengthsman Team

15. Provide Information Boards along canal – Cllr Parker

49/24

To note that the next meeting is scheduled for the 2nd September 2024

It was noted that the next meeting is scheduled for the 2nd September 2024

FINANCIAL STATEMENT 1ST APRIL 2024 TO 30 JUNE 2024				
REVISED				
BUDGET	INCOME	£		
176706	Balance b/f 1st April 2024	176706.42		
133600	Precept	133600.00		
3000	Bank Interest	1667.38		
4809.86	V A T Recovered	4809.86		
89249.59	CIL	89249.59		
407366		406033.25		
1000	Donations/Sponsorship			
240	Hire of Hall for Meetings	70.00		
650	Subs/Registrations/Training/Web Site	57.22		
7900	Grass Cutting	610.00		
68400	Lengthsmen	12762.00		
650	Insurance	567.24		
4000	Open Space - Plants Bulbs General Repairs etc	1704.61		
	VAT recoverable	316.26		
19200	Clerk salary & Office Allow	4575.29		
1500	National Insurance	329.33		
500	Postage, Telephone & Stationery	68.49		
300	Petrol Costs	65.25		
700	Audit / Legal	182.00		
1000	Newsletter			
100	Bank Charges	18.00		
5500	Xmas Tree			
33000	PCC Open Space Contribution			
6500	Canberra Memorial CIL c/fwd			
24000	Jubilee Trim Trail CIL c/fwd			
10185	Jubilee Fencing CIL c/fwd			
20145	Tree Replacement Project CIL c/fwd			
205470	Total	21325.69		
	Balance in hand	384707.56		
	less Restricted Funds (CIL) not committed	152994.39		
	Unspent Budget	184144.31		
	General Reserves	47568.86		
	BANK BALANCE (RECONCILIATION)	36427.39		
		293055.21		
		55224.96		
		384707.56		

REGISTERED NO/I226960 (England)

VAT REGISTRATION NO/597 9856 42

our reference/

TS/JB: 3227

your reference/

8th August 2024

date/



REPORT/ESTIMATE

Mr. J. Coward
56 The Gables,
Cottam
Preston
PR4 0LG

Re: Cleaning/treatments of Monuments & Statues on Behalf of Lea & Cottam Parish Council

Dear Mr. Coward,

Thank you for allowing us to provide costings for the cleaning of statues and monuments as discussed.

Costings as necessary:

- **The Cross: Location:**

To power washing as necessary to Cross and surrounding stonework
To removing moss, etc
To spray, treat and brush as necessary with various treatments as required

£480 + vat

- **Round Stone Monument: Location**

To power washing as necessary to Cross and surrounding stonework
To removing moss, etc
To spray, treat and brush as necessary with various treatments as required

£460 + vat

- **Statues Adjacent to arches, either side of road: Location**

To power washing as necessary to Cross and surrounding stonework
To removing moss, etc
To spray, treat and brush as necessary with various treatments as required

£490 + vat

- **Archways – 2 no. of: Location:**

To erecting health & safety working platforms

To Power washing as necessary

To spray, treat and brush as necessary with various treatments as required

To applying salt neutraliser with care to remove salt contamination, however, we must point out that this is extremely difficult to remove

£1,340.00 + vat

- **Maize: 2 no. of statues: locationx**

To power washing as necessary to Cross and surrounding stonework

To removing moss, etc

To spray, treat and brush as necessary with various treatments as required

£260 + vat

Please note:

Should all contracts be carried out as one contract, the carving of the horse (head) to be carried out to the same specification will be included in the above costings.

Please note: We have made no allowance for carrying out any treatments to the block paved areas around certain monuments. This can be carried out on a time and material basis if required at £25 per hour per man plus materials and vat.

Please note: We have made no allowance in these costings for any electrical or plumbing works arising from accidental or otherwise.

We require safe, unimpeded access to the work areas. Our technicians will not move furniture or fittings unless by prior agreement and confirmed in writing.

A works schedule can be provided for all items under contract with provisional dates and time scale if necessary.

Electricity and Water

We require a safe 110/240v 13amp electricity supply and clean water to be made available free of charge. Where this cannot be provided, a working generator will be required.

**Re: Cleaning/treatments of Monuments & Statues on Behalf of Lea & Cottam Parish Council – 3 -
3227**

Terms:

Vat at 20% must be added to all contracts. We do not require a deposit prior to start of contract. Once works have been completed an Invoice will be raised and settlement is required within 30 days of date of Invoice. Overdue/late payments will incur penalty charges. Payment can be made by cash, cheque or bank transfer. We are not set up for card payments.

Health & Safety/method statements/risk assessments

Should documentation be required, health & safety policies, public liability insurance certificates etc, please do not hesitate to request these from us. Stone Oak Limited provide all operatives with necessary PPE equipment.

Please note: the costings provided for the works are given based on the economic climate at this time. After a period of 3 months, if this estimate has not been accepted, the costings will need to be reviewed again.

If you have any queries regarding the works detailed in this report, please do not hesitate to contact us. If you wish to book the works into our planning schedule, a provisional booking slot can be arranged.

Yours faithfully,
Stone Oak Limited

Tim Stanley
T. Stanley

Total £3030 plus VAT.

PENWORTHAM CLEANING SERVICES

4 COTTAM AVENUE

INGOL

PRESTON

PR2 3XD

17TH August 2024

Dear Sir/Madam

Re: Cottam jet washing works

Further to our meeting regarding the jet washing on Cottam Way Cottam.

To Jet wash of: -

10 figures	£200
Two arches	£300
Two obelisk, one cross base and two seats	£140
To jet wash of walkway to obelisk with the cross and other obelisk and the surround area	£250 total £890

The quote is for labour, machinery and fuel. There will be no chemicals used. We will use just pure water, as chemicals are harsh and may damage the sandstone figures etc. The pressure will be turned down to the minimum to avoid any damage. We will increase the pressure if we deem necessary.

We have public & employee liability for £10 million pounds and risk and method statements (which can be provided)

We have undertaken works for Preston City Council in 2018 – 2024-

1. Deep cleaned the Guildhall kitchens and associated storerooms in 2023 under the guidance of Steve Lawson Parking and Cleaning Manager
2. Deep cleaned units 8, 10, 12, 15 & 17 Oakham Court in 2023 for Mark Fox Building Manager

3. Deep cleaned the former Mr Lams restaurant within the Guild Hall complex in 2024 for Karl Kiernan Estates Surveyor
4. Deep cleaned at Preston Crematorium in 2019, 2020 & 2021 .
5. Deep clean of carpets to Town Hall to entrance and stairwells in 2019
6. Deep clean of carpets to Town Hall in 2018

We look forward to working with you on this project if you have questions please do not hesitate to contact me.

Kind Regards

Andrew Richardson

Penwortham Cleaning Services

07774134757

Fw: Memorial Cleaning

From: John Coward <jcoward@btconnect.com>

Sent: Thu, 1 Aug, 2024 at 11:01

To: clerk@leacottam-pc.gov.uk

[image001.png](#) (19.9 KB) [image002.png](#) (85.1 KB) [S25C-0i24072908270.pdf](#) (110.4 KB) — **Download all**



Images not displayed.

SHOW IMAGES

ALWAYS SHOW IMAGES FROM THIS SENDER

Bill,

First quote for cleaning the statues:

Site 1 is the Stone Cross

Site 2 is the round structure next to pond

Site 3 is all the statues on Cottam Way

Site 4 is the second round structure on Cottam Way.

From: Samantha Smith <sam@lyonsstonework.co.uk>

Sent: 01 August 2024 08:58

To: John Coward <jcoward@btconnect.com>

Subject: FW:Memorial Cleaning

Hi John

Please see attached

Thanks

Samantha Smith

Accounts

signature_19868947

Unit 1 Hope Mill

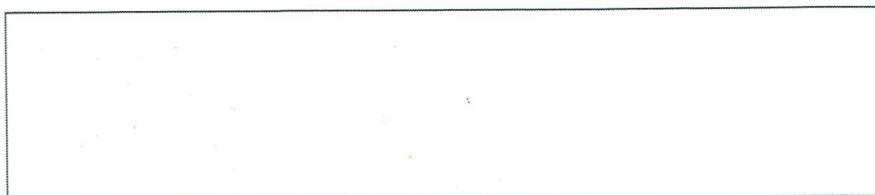
Ramsbottom

BL0 0ES

T: 01706 821 298

E: sam@lyonsstonework.co.uk

www.lyonsstonework.co.uk



LYONS STONEMARK

Quote/Job Ref:	24051
Variation Ref:	
Customer:	Lea & Cottam Parish Council
Date:	26/7/24
Job Name:	Monuments
Site address	Cottam Way, Preston.
Site Postcode	

Ref	Desc	Qty	Units	Rate (£)	Total (£)
Measured Work					
Structure 1					
	To carry out a Doff clean of the existing structure	1	item	864.20	864.20
	Remove vegetation	1	item	44.95	44.95
	Rake out and repoint open and defective mortar joints using hydraulic lime mortar upto 1msq total area	1	item	142.83	142.83
	To carry out a Doff clean of the paving leading to th	1	item	864.20	864.20
Structure 2					
	To carry out a Doff clean of the existing structure	1	item	719.20	719.20
	Remove vegetation	1	item	44.95	44.95
	To carry out a Doff clean of the paving leading to th	1	item	719.20	719.20
Structure 3					
	To carry out a Doff clean of 10nr statues spaced individually	1	item	1044.00	1044.00
	To carry out a Doff clean of 2nr brick arched structures	1	item	2807.20	2807.20
	Scaffold tower access	1	item	649.60	649.60
Structure 4					
	To carry out a Doff clean of the existing structure	1	item	719.20	719.20
	Rake out and repoint open and defective mortar joints using hydraulic lime mortar upto 1msq total area	1	item	142.83	142.83
	To carry out a Doff clean of the paving leading to th	1	item	864.20	864.20
Structure 5 The Maze					
	To carry out a Doff clean of 3nr statues spaced individually	1	item	864.20	864.20
Structure 6 Horse head					
	To carry out a Doff clean of the Horse Head structure	1	item	864.20	864.20
	To carry out a Doff Clean of the Boundary wall	1	item	719.20	719.20
				0.00	0.00
				0.00	0.00
				0.00	0.00
				0.00	0.00

Prelims				
1	Health & Safety (R.A.M.S, P.P.E, Barriers)	1	item	350.00 350.00
2	Management	1	item	250.00 250.00
3	Water bowser	1	item	145.00 145.00
NET TOTAL				12819.15
VAT				2563.83
TOTAL				15382.98
<u>Terms</u>				
1	All rates are exclusive of VAT and retentions.			
2	Payment due date to be agreed. Interim valuations to be submitted 7 days before due date. Final date for payment 14 days from due date.			
3	Any materials supplied by Lyons Stonework, fixed or unfixed, remain the property of Lyons Stonework until payment is received in full.			
4	All works are subject to remeasure.			
5	Any variation to the works, standing time or aborted shifts shall be charged at daywork rates of £45 per hour for masons, £29.50 for masons mate/labourer. Materials shall be charged at cost plus 25%, plant at cost plus 20%			
6	Lyons Stonework reserve the right to decline any order for a period of 7 days from receipt of order by providing written notice			
7	This quotation is only valid for a period of 30 days from the date shown In the event of payment not being made in accordance with (2) above Lyons Stonework			
8	reserve the right to suspend works with 24 hours notice of suspension.			

BENCHES PROJECT ITEM 13 MEETING 1ST JULY 2024 REFERS

The Lengthsman team in conjunction with the clerk have reviewed the wooden benches located in the Parish.

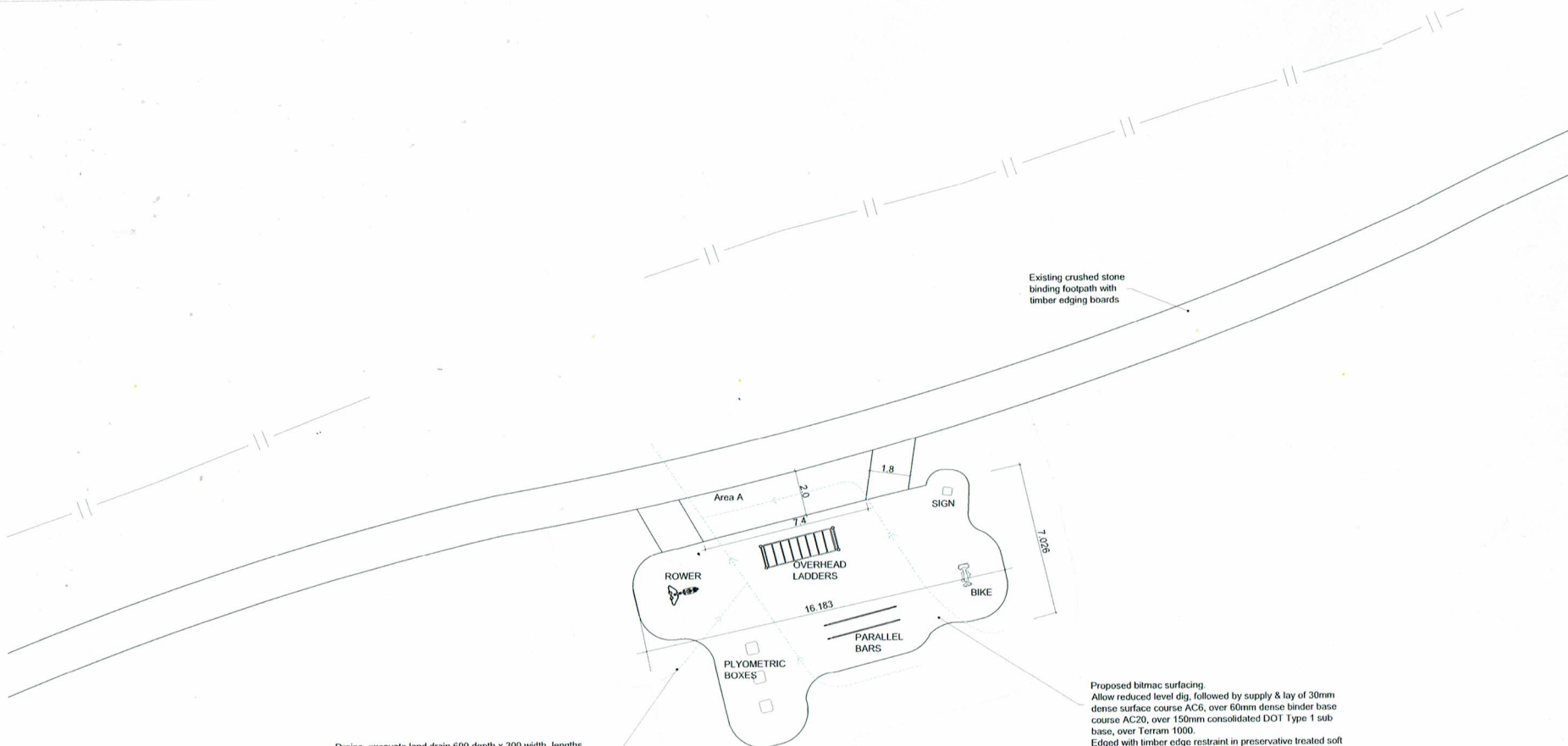
20 wooden benches of various sorts have been located which are of varying type and condition ranging from repair/staining to complete replacement.

1. Some of the benches form part of decking structures around some of our ponds and only require repair and staining which can be carried out by our in-house lengthsman team.
2. Some are situated in open space areas and require minor maintenance which can be done by our in-house lengthsman team
3. There are two bespoke benches behind Cottam Primary School which are fixed to the wall and are of semi-circular design to fit with the line of the wall and architecture. These require new bespoke slats which will have to be specially made and then stained by our own team
4. There are two benches situate on the long path behind the school. These are rotted and would need replacement.
5. There is a further bench on Merrytrees Lane behind Co-op which is also rotted and needs replacement.

RECOMMENDATION AND COSTS

- A) Replace three benches are detailed above £1500 plus £300 installation materials
- B) Repair and stain those which are still serviceable in house -- materials £700
- C) Total Cost £2500 to be allocated form CIL funds

Agreement PCC will be required before works can be undertaken however as we have done similar in the past this is not expected to be an issue.






Drains, excavate land drain 600 depth x 300 width, lengths as shown. Supply and lay 150 mm diameter perforated plastic land drain pipe at a minimum depth of 450 mm. Backfill with clean granular fill 20/40 gauge. Cover top with Terram 1000. Allow for careful excavation of binding gravel path (retaining surface layer) and connecting to existing piped drain. Supply & spread 150mm depth of Topsoil Root zone/ 2-6mm grade or similar approved over drain line. Allow for cultivation, pre seed fertiliser and seeding with Germinat A22 or similar approved. Allow for removal of arisings from site. Tel 01522 868714. Where drain passes beneath path, allow for providing additional sub base stone, binding gravel to match and timber edging boards as required by CA. Allow for removal of arisings from site.

Proposed bitmac surfacing. Allow reduced level dig, followed by supply & lay of 30mm dense surface course AC6, over 60mm dense binder base course AC20, over 150mm consolidated DOT Type 1 sub base, over Terram 1000. Edged with timber edge restraint in preservative treated soft wood (Use Class 4) dimension 38 x 150 x 3000mm, nailed to pointed stakes (45 x 45 450) set at 1000 mm intervals in accordance with specification to follow smooth curves as shown on drawing. Allow for work to curves & radius and stakes at 600-700mm centres on tight curves. Outside of bitmac edging to be filled with imported general purpose grade topsoil feathering out from 200mm depth to 0mm over nominal 3.0m

3.0m width accommodation strip for levels and making good. On outer side of timber edging fill with imported general purpose grade topsoil feathering out from approx 200mm depth to 0mm over nominal 3.0m

LEGEND

-  Proposed bitmac surfacing. Excavate, supply & lay 30mm dense surface course AC6, over 60mm dense binder base course AC20, over 150mm consolidated DOT Type 1 sub base, over Terram 1000. Timber edge restraint, with preservative treated wood (Use Class 4) 38 x 150 x 3000mm, nailed to pointed stakes (45 x 45 450) at 1m intervals. Allow for smooth curves as shown on dwg. Outside bitmac filled with imported general purpose grade topsoil feathering out from 200mm depth to 0mm over nominal 3.0m. Dispose all arisings off site.
-  Proposed outdoor gym equipment. Excavate for footings, supply & fix according to manufacturers recommendations; -Fitness Bike -Parallel Bars (Black) -Plyometric boxes (3xMGA Black) -Rower -Gym sign post From The Great Outdoor Gym Company Tel 01795 373 301. Dispose all arisings off site.
-  Proposed land drains. Excavate 600 depth x 300 width. Supply & lay 150 mm diam perforated plastic pipe at a min 450mm depth. Backfill, clean granular fill 20/40 gauge. Cover top with Terram 1000. Allow connection to existing piped drain. In grass finish with 100mm depth of Rootzone - sharp sand (80%) topsoil (20%) mix over. Allow for cultivation, pre seed fertiliser & seeding. 'Germinat A22' or similar approved Tel 01522 868714. Allow for removal of arisings from site.

Drawing Status:	
Job Title JUBILEE AVENUE PUBLIC OPEN SPACES OUTDOOR GYM	
Drwg Title Hardworks Outdoor Gym	
Contact Name: M K Acheson	Contact Tel No: 01772 93545
Contact Email: m.acheson@preston.gov.uk	
Director of Environment & Property: A Robinson, RRV (Plans)	
	
Section: Landscape Design	
Scale: 1:100 @ A1	
Date: 05.08.2024	
Drawn By: M K A	Checked By:
Ref No: 03.003.0448	
Drwg No:	Rev:
L.JU.0448.004	
Telephone: 01772 906471	