



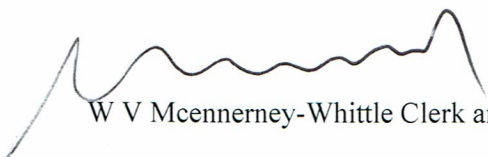
W V McEnnerney-Whittle
7, Bilsborough Meadow
Lea
PRESTON
PR2 1YY

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

25th August 2025

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Monday the 1st September 2025 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 30th June 2025 (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 person present other than parish council members or officials.

5. To approve the following payments:

04/06/2025	COTTAM CC ROOM HIRE	28	35.00
04/06/2025	S FITZPATRICK LENGTHSMAN TEAM	29	633.15
04/06/2025	NEWGATE NURSERIES PLANTING & HANGING BASKETS	30	800.40
10/06/2025	PRESTON CC COTTAM TREE PROJECT	31	14931.16
10/06/2025	NEWGATE NURSERIES PLANTING	32	64.80
10/06/2025	VISION ICT 1 ADDED EMAIL ACCOUNT	33	20.00
17/06/2025	BARTLETT LENGTHSMAN TEAM	34	630.00
17/06/2025	CROSS LENGTHSMAN TEAM	35	878.57
17/06/2025	FITZPATRICK LENGTHSMAN TEAM	36	378.00
17/06/2025	GGs LENGTHSMAN TEAM	37	2241.00
18/06/2025	EON NEXT ELECTRIC SUPPLY	38	18.23
27/06/2025	REID CREATIVE CANBERRA INFO BOARDS	39	2953.20
27/06/2025	SANDERSONS GRASS CUTTING	40	2694.00
27/06/2025	HMRC 1ST QTR	41	2478.48
27/06/2025	WV MCWHITTLE SALARY 1ST QTR	42	2962.17
27/06/2025	COTTAM CC ROOM HIRE	43	35.00
27/06/2025	GGs LENGTHSMAN TEAM	44	1279.95
30/06/2025	BANK CHARGES	45	8.25
14/07/2025	1/3RD SHARE MICROSOFT 365 SOFTWARE	46	46.67
14/07/2025	S FITZPATRICK LENGTHSMAN TEAM	47	567.00
14/07/2025	GGs LENGTHSMAN TEAM	48	1372.70

14/07/2025	SOFT SURFACES WAR HORSE FINAL PAYMENT	49	2249.10
14/07/2025	A PARTRIDGE LENGTHSMAN TEAM	50	756.00
14/07/2025	A CROSS LENGTHSMAN TEAM	51	940.77
14/07/2025	A BARTLETT LENGTHSMAN TEAM	52	756.00
14/07/2025	PRINTING WORLD NEWSLETTER	53	284.00
22/07/2025	EON NEXT ELECTRIC SUPPLY	54	18.56
31/07/2025	BANK CHARGES	55	8.55

6. To approve the enclosed Financial Statement as at 30th June 2025
7. To consider the documentation and quotations sent out to members under separate cover regarding the installation of a drainage scheme on
 - A. Dodney Drive Circular Green
 - B. Southern side of Miller Green.
8. To note that the next meeting is scheduled for the 6th October 2025.



MINUTES of the **PARISH COUNCIL MEETING** held on
Monday the 30th June 2025 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present Cllrs: Butler, Gibson, Jewell, Lambert, Parker, Rayfield, Harper
Smith, Whitham, McFarlane, O'Donnell and Coward.

There were two members of the public present together with Shirley Parkinson (Operations Manager)
from Preston City Council

45/25 To receive apologies

Cllr Abram and Brown

45/25 To consider and approve the Minutes of the Meeting held on the 12th May 2025 (enclosed)

It was resolved that the minutes of the meeting held on the 12th May 2025 should be approved and signed by the Chairman as a true and accurate record

46/25 To receive Declarations of Interest

Cllr Parker declared a personal and prejudicial interest in item 8 on the agenda since she lives immediately opposite Miller Green – she left the room and did not take part in the debate or voting on this matter.

47/25 To adjourn the meeting for a period of public discussion

The meeting was adjourned

Shirley Parkinson (Preston City Council) expanded on the report which had already been sent to members. She confirmed that as part of a city-wide audit many playgrounds had been identified as being close to their sell by date, which included several in the Cottam area. She confirmed that repairs would be done where that was practical from PCC allocated budgets but that there was no replacement budget available and such requirements would have to be sought through external funding applications.

She mentioned that Cottam had a significant number of small playgrounds which were generally spread across the area, but which only catered for quite young children with no provision for older ones and that some of these were little used. The idea was floated that perhaps it would be more beneficial for some of these smaller units to be closed as they got to the end of their life and a new larger multi-purpose facility provided covering a much wider age group. This would need the identification of a suitable location and external funding since play areas of this type could cost anything between £120K and £300K

PCC have now appointed a consultant group to look at the issues across Preston and are planning to undertake consultations in the areas where playgrounds are coming to the end of their lifespan to identify exactly what residents would like to see happen. The consultations are expected to take place later this year and Cottam is likely to be towards the front of this exercise. In the short term further equipment inspections are due to establish as far as possible the state to help inform later decisions.

A member of the public present disagreed with the idea of a larger playground stating that he thought the existing arrangements had worked well for many years and that larger facilities might intimidate younger children. Shirley pointed out that the consultation which was to be undertaken should identify what the public at large wanted to see.

It was also mentioned that parking which was already an issue, and easy access would need to be carefully looked at should the idea of a larger play facility be taken forward.

The Chairman thanked Shirley for her attendance and asked that she kept us up to date with progress whatever that might turn out to be.

A resident then expressed concern that as a result of the start of the building of the new nursery behind the Community Centre parking had become chaotic and expressed concern that public car parking spaces are to be lost to the new development of which he had been unaware. He had contacted PCC and local Ward Councillors asking questions but had received no response. He will contact the Clerk separately to see if help can be given to obtain further information as to how this has come about.

The meeting was reconvened

Cllr Jewell left the meeting at this point.

Cllr Gibson left the meeting at this point.

48/25 To approve the following payments:

17/04/2025	EON NEXT ELECTRICITY SUPPLY	1	18.23
24/04/2025	BARTLETT LENGTHSMAN TEAM	2	744.00
24/04/2025	CONCEPT LANDSCAPES POND WORKS	3	4293.96
24/04/2025	COTTAM CC ROOM HIRE	4	35.00
24/04/2025	GGs LENGTHSMAN TEAM	5	2357.65
24/04/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	6	59.21
24/04/2025	AT CROSS LENGTHSMAN TEAM	7	844.25
24/04/2025	THOMPSON DAGNALL WAR HORSE PROJECT	8	2200.00
24/04/2025	FITZPATRICK LENGTHSMAN TEAM	9	558.00
24/04/2025	BG FENCING NEW BENCH BASE	10	259.85
24/04/2025	SOFT SURFACES WAR HORSE PROJECT	11	3522.00
24/04/2025	VISION ICT EMAIL ANNUAL SUBSCRIPTION	12	285.95
30/04/2025	BANK CHARGES	13	7.50
02/05/2025	ICO - DATE PROTECTION REGISTRATION	14	47.00
12/05/2025	ZURICH INSURANCE RENEWAL	15	520.38
12/05/2025	S WISEMENA INTERNAL AUDIT FEE	16	190.00
12/05/2025	FRETFOIL BIN LINERS	17	132.80
12/05/2025	COTTAM COMMUNITY ASSOC ROOM HIRE	18	35.00
19/05/2025	EON NEXT ELECTRIC SUPPLY	19	17.64
21/05/2025	VIKING DIRECT STATIONERY	20	142.82
21/05/2025	A BARTLETT LENGTHSMAN TEAM	21	441.00
21/05/2025	AT CROSS LENGTHSMAN TEAM	22	653.10
21/05/2025	GGs LENGTHSMAN TEAM	23	2574.90
21/05/2025	AMBEROL REPLACEMENT LAMP POST BRACKET	24	30.00
21/05/2025	PRESTON CC OPEN SPACE CONTRIBUTION FOR 2024/5	25	32812.00
30/05/2025	SOFT SURFACES 50% MULCH WAR HORSE PROJECT	26	2249.10
31/05/2025	BANK CHARGES	27	7.95

It was resolved that the payments listed above should be approved

49/25 To consider and agree on the best method of giving feedback for current ongoing projects

It was resolved that there was no need for any fundamental changes to the present arrangements whereby once projects had been agreed and a budget set they were automatically included in the quarterly financial update documentation showing expenditure to date, that in addition the Clerk already provided updates on progress to

members via email as projects developed and any member had the opportunity to ask for a further update at the quarterly financial update meeting should they wish.

50/25 To consider the latest location proposal (enclosed) from Preston City Council for the trim trail /outdoor gym which this Council has already approved and set aside a budget of £39K. Please note that this change of location will increase the cost due to the additional drainage and pathways that will need to be created, however the estimate (no confirmed quotation has been received) still remains slightly less than the allocated budget at this time.

It was resolved that the location proposal referred to above was acceptable and Preston City Council should be asked to proceed. It was noted that the budget may need to be increased should firm quotations exceed the provision already made.

51/25 To consider the enclosed documentation and quotations regarding the installation of a drainage soak away scheme on Miller Green and tree planting which Cllr Coward has obtained following this Councils agreement that he and Cllr Casterton (now resigned) should form a working group to investigate enhancements to Miller Green which included soak aways and tree planting (minute 48/24 item 7 & minute 69/24 items 2 and 4) refer.

The Council are asked to approve the proposals and allocate a budget from CIL funds.

Other quotations are being sought and may be available at the meeting – Cllr Coward will also be able to respond to questions and any clarifications that are required before any decision is made.

An additional quote was received immediately prior to the meeting.

It was resolved that the issue of drainage and planting on Miller Green should be deferred to a future meeting since the two quotations received had completely different specifications leading to a significant differential in potential costs, that it was also unclear as to whether either of the quotations actually met the 'brief' for further investigation which was agreed by this Council in the minutes referred to above and that clarification should be sought in respect of the above matters and new quotations obtained if necessary.

52/25 To note that the next meeting is scheduled for the 1st September 2025.

It was noted that the next meeting is scheduled for the 1st September 2025

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30 JUNE 2025			
REVISED			
BUDGET	INCOME	£	
295867	Balance b/f 1st April 2025	295867.09	
137000	Precept	137000.00	
4000	Bank Interest	2495.15	
1905	V A T Recovered	5168.80	
90208	CIL	90208.12	
528980		530739.16	
1000	Donations/Sponsorship		
300	Hire of Hall for Meetings	140.00	
700	Subs/Registrations/Training/Web Site	301.96	
8700	Grass Cutting	2245.00	
69000	Lengthsmen	14213.57	
650	Insurance	420.38	
4000	Open Space - Plants Bulbs General Repairs etc	1011.88	
	VAT recoverable	5409.12	
19900	Clerk salary & Office Allow	4758.33	
2000	National Insurance	539.68	
500	Postage, Telephone & Stationery	347.15	
300	Petrol Costs	76.70	
700	Audit / Legal	190.00	
1000	Newsletter		
100	Bank Charges	23.70	
6000	Xmas Tree		
33000	PCC Open Space Contribution	32812.00	This is last years outstaning payment
147850	Revenue Sub Total	62589.47	
2472	Canberra Memorial CIL	2461.00	Project Closed
39000	Jubilee Trim Trail CIL		Awaiting Completion
12500	Tree Replacement Project CIL	12442.63	Project Closed
10000	War Horse Project CIL	7009.25	Final Bill to be paid.
7079	Pond Project Fountain Cottam Way CIL	3578.30	Project Closure Due August 2025
1800	Tee Replacement Design Fees CIL		Awaiting Invoice from PCC
220701	Total	88080.65	
	Balance in hand	442658.51	
	less Restricted Funds (CIL)	282554.17	Note - Committed not yet spent £47300
	Unspent Revenue Budget / Reserves	160104.34	
	BANK BALANCE (RECONCILIATION)	14408.15	
		370321.04	
		57929.32	
	Balance in hand	442658.51	

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	Jubilee 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
31/03/2020	Balance to date			29180.73
28/04/2020			61818.87	90999.60
01/10/2020			19773.21	110772.81
01/03/2021	Jubilee Recreation Ground Grant	8000.00		102772.81
31/03/2021	Balance to date			102772.81
23/04/2021			39977.84	142750.65
30/09/2021	Cottam Path Project to Date	2936.01		
15/10/2021	Cottam Path Project Further Stone	654.40		139160.24
22/10/2021			16370.84	155531.08
25/10/2021	SPID Replacement	3132.00		
25/10/2021	3 x Planters Aldfield Avenue	1190.78		
31/12/2021	Balance To Date			151208.30
16/03/2022	Basketball Units	5832.36		
31/03/2022	Balance to date			145375.94
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		138865.39
22/04/2022			8531.78	147397.17
04/07/2022	Lea Town Planter Project	298.20		
04/08/2022	Cottam Benches Project	306.17		

05/09/2022	Dodney Project	481.15		146311.65
28/10/2022			4213.27	150524.92
31/03/2023	Balance to date			150524.92
30/06/2023	Balance to date			150524.92
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		
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		147789.45
31/12/2023	Balance To Date			147789.45
05/03/2024	Pond Project	4570.00		143219.45
31/03/2024	Balance to Date			143219.45
26/04/2024			89249.59	232469.04
26/09/2024	Bench Project	1383.00		
15/08/2024	Canberra memorial	173.21		
04/11/2024	Canberra Memorial	4200.00		
04/11/2024	Hdge Project Jubilee Ground	1623.00		
02/12/2024	Canberra Memorial	179.00		
02/12/2024	Bench project	93.07		
17/12/2024	Canberra memorial	175.92		
01/01/2025	Bench Project	200.00		
06/01/2025	Cleaning Statues Project	3030.00		
28/01/2025	Bench Project	30.51		
28/01/2025	Bench Project	609.10		
27/03/2025	War Horse Project	2935.00		
31/03/2025	Balance to date			217837.23
31/03/2025	Balance Check	81090.82	298928.05	217837.23
25/04/2025			90208.12	308045.35
24/04/2025	Pond Project	3578.30		
24/04/2025	War Horse Project	5135.00		
30/05/2025	War Horse Project	1874.25		
10/06/2025	Cottam Tree Project	12442.63		
27/06/2025	Canberra Project	2461.00		282554.17