



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

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29th September 2025

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 6th October 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 1st September 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:

11/08/2025	BARTLETT LENGTHSMAN TEAM	56	756.00
11/08/2025	CLAREMONT AQUATIC FOUNTAIN COTTAM WAY	57	4383.00
11/08/2025	FITZPATRICK LENGTHSMAN TEAM	58	756.00
11/08/2025	GGs LENGTHSMAN TEAM	59	2522.80
11/08/2025	PARTRIDGE LENGTHSMAN TEAM	60	756.00
11/08/2025	SANDERSONS GRASS CUTTING	61	3360.00
11/08/2025	CROSS LENGTHSMAN TEAM	62	940.77
11/08/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	63	37.96
19/09/2025	EON ELECTRIC SUPPLY	64	17.30
28/08/2025	SANDERSONS GRASS CUTTING	65	1536.00
28/08/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	66	18.40
28/08/2025	GGs LENGTHSMAN TEAM	67	1446.90
28/08/2025	PFK LITTLE JOHN EXTERNAL AUDIT FEE	68	756.00
31/08/2025	BANK CHARGES	69	7.35

6. To consider the following report concerning tree risk management on Miller Green and approve that Ken Linford of Tree Check Ltd should undertake a formal risk assessment at a cost of £550 (to be allocated from CIL funds) and produce a report as to what works, if any, are required in order to meet this Council's duty of care in respect of tree safety and management.

Concern was recently raised regarding potential safety issues in connection with the nine trees that form part of the east side of Miller Green relating to overhead telecommunication cables being close to tree branches which in some cases go through the tree canopies and the potential danger of small branches falling and causing injury during windy weather.

As a result, the Clerk has taken the following action:

- 1. Openreach were informed of the concern regarding the telecommunication cables. They attended the site the following day and reported that cables of this nature quite often go through tree canopies and that they did not consider that there was any action that needed to be taken.*
- 2. Enquiries were made with regard to the responsibility of landowners where trees were present on their land. There is no statutory requirement for tree inspections at regular intervals, however there is a general 'duty of care' to ensure that reasonable action is taken should issues such as disease, split branches or trunks become evident, which could reasonably be assessed as a potential danger. Having spoken to PCC their internal policy requires a regular examination of their tree stock, and they recommend that a qualified arborist is engaged to do a report for this Council and that any works needed thereafter, if any, are undertaken so as to protect the Council should any incident occur.*

Tree Check Ltd have been used by Hutton Parish Council and Longton Parish Council to do similar reports as these parishes own several woodland areas and undertake formal four yearly inspections as part of their risk management strategy.

7. To consider the enclosed quotations which have been provided through Preston City Council relating to enhancement works on Jubilee Park Recreation Ground by installing new bases to the existing Basket Swing and Hip Hop See Saw, approve the setting of a budget from CIL funds and authorise the works to be carried out as soon as practicable. Photos of the existing badly worn areas are also enclosed.
8. To consider the following report and recommendation that a full drainage investigation at a cost of approx £2000 is undertaken before any commitment to overall drainage works are given for Miller Green.

It was resolved minute 59/25 that further information was required before any decision could be made relating to the installation of drainage to the south side of Miller Green. Discussions have taken place with the proposed contractor who is saying is that he was NOT aware of flooding in roadway adjacent to the South West corner of Miller Green and that this might affect connection to UU surface water drainage system which is covered as 'extras' if needed in the original quotation.

The contractor believes that there remains a real chance that there may be existing potential outlets which might mean no need for 'extras' anyway HOWEVER he strongly suggests that in view of the large costs that are involved it would be prudent first of all for those investigation works to be undertaken, and a full detailed report be provided by them before any further commitment is made. The cost of this investigation was already included in the original quotation, but the suggestion is that it is now done as a 'stand along' commitment first at a cost of approx £2K (to be allocated from CIL funds) The result of this investigation would then inform any further decision on the proposed drainage project.

9. To consider the enclosed request from Preston City Council that Lea and Cottam Parish Council contribute the sum of £32812 towards open space maintenance costs for the financial year 2025/26, being the same amount that has been contributed for the past several years. A copy of the usual Open Space Maintenance Contribution Agreement is also enclosed.
10. To note that the next meeting is scheduled for the 1st December 2025.



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

Monday the 1st September 2025 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present Cllrs: Butler, Jewell, Lambert, Parker, Rayfield, Smith, Whitham,
McFarlane and Brown

There were 4 members of the public present

53/25 To receive apologies

Cllrs Gibson, Abram, Harper and Coward

It was noted that Cllr Abram, who has now moved away from the Cottam area, has decided after many years to relinquish her role as a Parish Councillor. The Chairman will be writing to her to thank her for her services in the past which have included being the Chairman and Vice Chairman on several occasions. Statutory vacancy notices will be displayed shortly.

54/25 To consider and approve the Minutes of the Meeting held on the 30th June 2025 (enclosed)

It was resolved that the minutes of the meeting held on the 30th June 2025 should be approved and signed by the Chairman as a true and accurate record

55/25 To receive Declarations of Interest

Cllr Parker declared a personal and prejudicial in item 7 on the agenda referring to drainage works on Miller Green since she lives in the immediate vicinity overlooking Miller Green. She left the room and did not take part in the debate and voting on this item, although she was at the request of the Council, asked to make a comment with regard to the frequency of use of parts of Miller Green to assist in their debate.

56/25 To adjourn the meeting for a period of public discussion

The meeting was adjourned

A member of the public referred to the last meeting at which suggestions had been made by Preston CC concerning the number of playgrounds in the area. He stated that he had recently looked at all of them and was of the personal opinion that their locations were suitable to the area covering most of the residential areas and providing easy access. He felt that the equipment was suitable for up to 14 year olds as displayed on various signs and challenged the PCC comment that the equipment was only suitable only for 7/8 year olds. He accepted that some equipment may be at the end of its life but that it would be far better to invest funds in replacing this rather than close playgrounds down to create a large central unit. In response to his question to the Council as to what they thought; the Chairman pointed out that the Council as a corporate body had no collective view on the matter at the present time since the expected consultation with residents had not yet taken place and no specific proposals put forward. Members were however encouraged to respond to the consultation when it took place.

Another resident who supported the above view enquired concerning the drainage proposals for Miller Green. It was confirmed that the northern part of the Green was not part of the proposals since this area did not have the same issues as the southern areas. It was also confirmed that tree planting would not be considered until the drainage issues had been dealt with and that some spoil from either or both of the proposed schemes outlined on the agenda would be used, to help fill the low level areas of Miller Green which ponded during the winter months.

It was confirmed that the issues with the underpass in Lea Town, which is closed due to continued flooding has been brought to the attention of M Henrick MP who has been provided with background papers and information.

The meeting was reconvened

57/25 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	VV 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

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

58/25 To approve the enclosed Financial Statement as at 30th June 2025

It was resolved that the Financial Statement referred to above should be approved

59/25 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.

It was resolved that this Council wished to go ahead with the drainage proposals for Dodney Drive Circular Green and that Duncan Ross Ltd should be appointed as the contractor to undertake the works as outline in the proposals, and that a budget of £22K should be set aside from CIL monies to allow this project to be taken forward.

It was further resolved following debate that further information was required before any final decision could be made in respect of Miller Green. The Clerk was instructed to engage further with Duncan Ross Ltd since there was a lack of clarity as to whether the quotation and potential connection to the UU surface water drainage system might cause further problems of flooding on Miller Lane itself. An area of road at the SW corner regularly floods during heavy rainfall due to what appears to be the inability of the local UU drains to cope.

In addition, and before committing to such a large expense (50 K) it was suggested that local residents might be consulted as to what their thoughts were with regard to the future use of Miller Green, which would then help to justify such a large expenditure. To date tree planting and the creation of an additional path are suggestions that have been muted.

60/25 To note that the next meeting is scheduled for the 6th October 2025.

It was noted that the next meeting is scheduled for the 6th October 2025

Dear Catherine,

Further to your enquiry, please find attached quotation.

Should you like to progress, or if you have any questions regarding the quotation, please do not hesitate to contact me.

I look forward to hearing from you in due course.

Yours Sincerely,

Dani Thomas

Wetpour

Key Specification

- Excavate as required around all items of Play Equipment listed
- Dig a chase cut to finish Wet Pour into the grass around the perimeter of each pad
- Supply and Install Geo-Textile Weed Membrane
- Supply and Install a minimum of 100mm Compacted MOT Type 1 for the area sizes below
- All excavated spoil to be removed from site
- Supply and Erect Heras Fencing to these 2 items for duration of works

Area Sizes:

- Basket Swing - 21m2
- Hip Hop See Saw - 30m2

Please note as we are unsure when this project is to be installed no re-instatement to the ground around the equipment has been allowed for although all due care will be taken.

- Supply and Install 51m2 of Standard Coloured: Black 50:50 Mix EPDM at a depth of 50mm for the two items listed above

Total ex VAT £7,971.00

Total ex VAT £7,971.00

Quotation

Mulch	
<p><u>Key Specification</u></p> <ul style="list-style-type: none"> Excavate as required around all items of Play Equipment listed Dig a chase cut to finish Mulch into the grass around the perimeter of each pad Supply and Install Geo-Textile Weed Membrane Supply and Install a minimum of 100mm Compacted MOT Type 1 for the area sizes below All excavated spoil to be removed from site Supply and Erect Heras Fencing to these 2 items for duration of works <p>Area Sizes:</p> <ul style="list-style-type: none"> Basket Swing - 21m² Hip Hop See Saw - 30m² <p>Please note as we are unsure when this project is to be installed no re-instatement to the ground around the equipment has been allowed for although all due care will be taken.</p> <ul style="list-style-type: none"> Supply and Install 51m² of Standard Coloured Premium Eco Mulch at a depth of 40mm for the two items listed above 	
Total ex VAT	£8,073.00

Total ex VAT	£8,073.00
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Please note, this quote has been priced on the following conditions:

- Access for delivery of materials available within 30m of area.
- Client to take delivery of materials in advance where possible.
- Free parking available onsite for 2 vans.
- The area is easily accessible, ie no steps or narrow corridors. Gates must be a minimum of 1m wide.
- The area must be clear of debris, equipment and furniture.
- Calculated as taking place in one continuous visit.

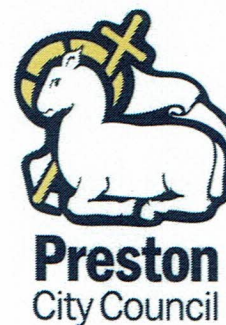
Price is valid for 30 days from date of quotation and includes all discounts available.

All orders are subject to our terms and conditions which are available on our website at www.dcmsurfaces.com





23rd September 2025
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
2025 – 2026**

I apologise for the delay in advising you on this year's Greenspace Contribution toward maintenance costs.

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 2025 – 2026.

Should you have any questions please do not hesitate to contact Mark Taylor, Interim Director of Environment and Property on 01772 906219 or via m.a.taylor@preston.gov.uk.

Yours sincerely

Mr Mark Taylor
Interim Director of Environment and Property

cc M. Taylor

DATED 4th April 2024

(1) PRESTON CITY COUNCIL

-AND-

(2) LEA AND COTTAM PARISH COUNCIL

OPEN SPACE MAINTENANCE CONTRIBUTION AGREEMENT

OPEN SPACE MAINTENANCE CONTRIBUTION AGREEMENT

is made on the 4th April 2024

BETWEEN

(1) PRESTON CITY COUNCIL hereinafter referred to as the 'CITY COUNCIL'

(2) LEA AND COTTAM PARISH COUNCIL c/o 7 Bilsborough Meadow Preston
PR2 1YY hereinafter referred to as the 'PARISH COUNCIL'

WHEREAS the City Council and the Parish Council have agreed proposals for an open space maintenance contribution to be made by the Parish Council to the City Council

NOW IT IS HEREBY AGREED as follows:

1. That this agreement shall remain in force for 12 months from the date hereof unless formally extended by the written agreement of BOTH parties before this date.
2. The Parish Council will contribute £32,812.00 ("the funds") to the City Council's costs of the maintenance of its open space within the boundaries of the Parish Council.
3. The Parish Council will make such payments under this Agreement on a quarterly basis in arrears subject to satisfactory completion of the Works Schedule which is attached and deemed to be part of this agreement.
4. The Parish and City Council will meet on a 6 monthly basis to discuss and agree that the Works Schedule has been delivered to a satisfactory standard or where there are any failures procedures have been agreed to rectify the outstanding issues.
5. The City Council will undertake to deliver to a satisfactory standard the works detailed in the Work Schedule attached and deemed to be part of this agreement.
6. The City Council will apply the funds provided by the Parish Council solely as a contribution to open space maintenance of the areas within the boundaries of the Parish Council and for no other purpose whatsoever.

WORKS SCHEDULE

COTTAM	SEASON	AVERAGE FREQUENCY*
Ride on Mowing	Summer	13 cuts between April and October
Hand Mowing	Summer	13 cuts between April and October
Strimming	Summer	Twice per year to include strimming around street furniture after grass cutting where applicable
Weed Spraying	Summer	Twice per year
Winter Pruning	Winter	13 visits
Tree and Infrastructure Maintenance	All year	When required
Play Equipment Inspections	All year	Weekly Preston City Council inspections and an Annual Independent Inspection

LEA	SEASON	AVERAGE FREQUENCY*
Ride on Mowing	Summer	13 cuts between April and October
Hand Mowing	Summer	13 cuts between April and October
Weed Spraying	Summer	Twice per year
Winter Pruning	Winter	2 visits
Tree and Infrastructure Maintenance	All year	When required
Play Equipment Inspections	All year	Weekly Preston City Council inspections and an annual Independent Inspection

* The actual number of cuts / visits, the start and finish month and the methods used may vary due to the weather and ground conditions.

IN WITNESS WHEREOF the parties hereto have executed this deed the day and year first before written.

Signed on behalf of Preston City Council



Adrian Robinson
Director of Environment & Property

Signed on behalf of Lea and Cottam Parish Council