



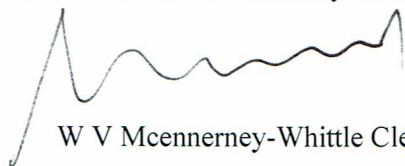
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24th November 2025

NEXT MEETING

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

11/09/2025	WREATH FOR POOPY DAY	70	24.99
11/09/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	71	45.60
11/09/2025	GGs LENGTHSMAN TEAM	72	908.95
11/09/2025	A PARTRIDGE LENGTHSMAN TEAM	73	693.00
11/09/2025	A BARTLETT LENGTHSMAN TEAM	74	693.00
11/09/2025	A T CROSS LENGTHSMAN TEAM	75	730.85
11/09/2025	S FITZPATRICK LENGTHSMAN TEAM	76	504.00
23/09/2025	EON NEXT ELECT SUPPLY	77	18.87
26/09/2025	W V MCWHITTLE 2ND QTR SALARY	78	3113.88
26/09/2025	HMRC 2ND QTR	79	2637.21
26/09/2025	GGs LENGTHSMAN TEAM	80	1502.55
26/09/2025	SANDERSONS GRASS CUTTING	81	1536.00
30/09/2025	BANK CHARGES	82	7.95
07/10/2025	NEWGATE NURSERIES BULB PLANTING	83	363.96
07/10/2025	A BARTLETT LENGTHSMAN TEAM	84	693.00
07/10/2025	GGs LENGTHSMAN TEAM	85	1224.30
07/10/2025	CROSS LENGTHSMAN TEAM	86	233.25
07/10/2025	ROOM HIRE CCA	87	35.00
07/10/2025	PARTRIDGE LENGTHSMAN TEAM	88	163.80
07/10/2025	SANDERSONS GRASS CUTTING	89	1536.00

17/10/2025	EON NEXT ELECTRICITY	90	17.00
23/10/2025	NEWGATE NURSERIES PLANTS	91	34.32
23/10/2025	FRETFOIL WASTE BAGS	92	132.80
23/10/2025	GGs LENGTHSMAN TEAM	93	1391.25
31/10/2025	BANK CHARGES	94	7.80

6. To receive and approve the enclosed Financial Statement as at the 30th September 2025
7. To consider the draft budget and report for 2026/7 and set the Precept for 2026/7
8. To consider 'in principle' the enclosed funding request from Cottam Community Association (CCA) relating to enhancement works at Community Centre, subject to formal quotations being received and approved so that a formal budget can be allocated from CIL funds.

If agreed the funding would be taken from CIL funds held by this Council, invoices will need to be in the name of and paid for by the Parish Council (so that Vat may be reclaimed)

The latest accounts for CCA have been circulated to members under separate cover.

9. To consider and adopt the enclosed IT & USE OF PERSONAL DEVICES POLICY as required under the revised External Audit requirements recently introduced for 2025/6
10. To consider the enclosed correspondence from a resident who is requesting the removal of the bench situated on the rectangular green on Dodney Drive.
11. To note that the next meeting is scheduled for the 19th January 2026.



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

Monday the 6th October 2025 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs Butler, Parker, Rayfield, Smith, Whitham, Harper, Coward.

There were two members of the public present.

61/25 To receive apologies

Cllrs, Jewell, Lambert, McFarlane, Brown and O'Donnell

62/25 To consider and approve the Minutes of the Meeting held on the 1st September 2025 (enclosed)

It was resolved that the Minutes of the meeting held on the 1st September 2025 should be approved and signed by the Chairman as a correct and accurate record.

63/25 To receive Declarations of Interest

Cllr Parker declared a personal and prejudicial interest in items 6 and 8 on the agenda since she lives in the immediate vicinity of Miller Green. She left the room and did not take part in the debate or voting on these matters

64/25 To adjourn the meeting for a period of public discussion

A member of the public who introduced himself as a member of Newton with Clifton Parish Council addressed the Council regarding the two current offshore windfarms proposed in the Irish Sea being the Morgan and Morecambe Wind Farm and the East Irish Sea Transmission Project. The former was already at the public examination stage, and he stated that Fylde Parish Councils whilst not in opposition to the windfarm in principle were concerned as to the land cable routes which would have an adverse effect on their areas. They felt that there was an alternative route using a substation further north rather than the one at Penwortham which would be much less expensive. They were making appropriate representations. In respect of the EISTP he confirmed that this was still at the scoping stage and might well involve parts of Lea Town depending upon which cabling route was chosen. There are two possible routes being proposed at the present time. There will be further consultations once the preferred option is decided. He went on to say that he had come to this meeting to make the Council aware of the propositions. It was confirmed that all communications from both developments had been circulated to Lea and Cottam Parish Council members for their information and that the former did not affect this Parish and the second would be considered should the preferred route selected have any impact on them.

A member of the public raised concerns regarding the proposed contribution to PCC for Open Space maintenance which had again been requested at the same figure as in previous years. It was confirmed that playground maintenance as outline in the SLA was the responsibility of PCC as the landowners despite this Council contributed to overall costs and had done so for many years. It was confirmed that this Council had an ongoing dialogue with PCC who had maintained equipment as and when required in accordance with the SLA – no equipment had to this Council's knowledge been removed. It was confirmed that the proposed consultation with regard to playgrounds in the Cottam area had not yet been undertaken and that this Council had no corporate view as to what might be appropriate for the future since no formal proposals had been put forward. In the meantime, PCC continue to maintain the equipment. The resident was asked to advise the Clerk of any equipment that was currently out of use and had not yet been replaced so that an up to date position could be ascertained at the next formal meeting with PCC which is due soon in accordance with the SLA assuming that this Council agree to the financial contribution requested for the financial year to be discussed later at this meeting.

65/25 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

It was resolved that the payments mentioned above should be approved

66/25 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.

It was resolved that the 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.

67/25 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.

It was resolved that the quotation of £7971.00 plus Vat should be accepted in respect of the above enhancement proposals to be taken from CIL monies and instructions should be given for the works to be carried out as soon as practicable.

68/25 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.

It was resolved that the suggestion of undertaking a full investigation at a cost of approx £2K should be undertaken so as to inform any future decision with regard to Miller Green. The consultation with residents, previously mentioned, is to be undertaken by way of our next newsletter due out in the near future.

69/25 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.

It was resolved that the requested contribution should once again be made and that as part of the SLA the Annual Independent Inspection Reports relating to Play Equipment should be provided to the Council

70/25 To note that the next meeting is scheduled for the 1st December 2025.

It was noted that the date of the next meeting is scheduled for the 1st December 2025

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30 SEPTEMBER 2025				
REVISED				
BUDGET	INCOME	£		
295867	Balance b/f 1st April 2025	295867.09		
137000	Precept	137000.00		
4000	Bank Interest	5077.61		
1905	V A T Recovered	5168.80		
90208	CIL	90208.12		
	OTHER	400.00		
528980		533721.62		
1000	Donations/Sponsorship			
300	Hire of Hall for Meetings	140.00		
700	Subs/Registrations/Training/Web Site	331.13		
8700	Grass Cutting	7605.00		
69000	Lengthsmen	30816.86		
650	Insurance	520.38		
4000	Open Space - Plants Bulbs General Repairs etc	1096.85		
	VAT recoverable	5265.94		
19900	Clerk salary & Office Allow	9813.22		
2000	National Insurance	1122.49		
500	Postage, Telephone & Stationery	485.30		
300	Petrol Costs	124.15		
700	Audit / Legal	820.00		
1000	Newsletter	284.00		
100	Bank Charges	47.55		
6000	Xmas Tree			
33000	PCC Open Space Contribution	32812.00	This is last years outstaning payment	
147850	Revenue Sub Total	91284.87		
2472	Canberra Memorial CIL	2461.00	Project Closed	
39000	Jubilee Trim Trail CIL		Awaiting Invoice from PCC	
19735	Tree Replacement Project CIL	14931.16	Final Invoice awaited	
10000	War Horse Project CIL	8883.50	Project Closed	
7079	Pond Project Fountain Cottam Way CIL	7230.80	Project Closed	
1800	Tee Replacement Design Fees CIL		Awaiting Invoice from PCC	
22000	Dodney Drive Green Drainage		Works not yet commenced	
249936	Total	124791.33		
	Balance in hand	408930.29		
	less Restricted Funds (CIL)	274538.89	Note - Committed not yet spent £67604	
	Unspent Revenue Budget / Reserves	134391.40		
	BANK BALANCE (RECONCILIATION)	18097.47		
		332288.07		
		58544.75		
	Balance in hand	408930.29		

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
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	14931.16		
27/06/2025	Canberra Project	2461.00		
14/07/2025	War Horse Project	1874.25		
11/08/2025	Fountain Project	3652.50		274538.89
30/09/2025	Balance Check	114597.28	389136.17	274538.89

PROPOSED PRECEPT 2026/7 REPORT

The attached spread sheet has been compiled in order for a calculation to be made for the setting of the Precept for 2026/7. It has been compiled on the basis of 'revenue' items and does not take into account any CIL funds held at present or likely to be received going forward since these CIL funds have restricted use and have historically been used for projects which meet the statutory allowable uses to which they may be applied. Members must note that as at 30/9/2025 this Council has available uncommitted CIL funds of in excess of £200K and it is known that approx £90K further is due to be received during the second half of this financial year. Members should be aware that technically CIL funds not spent within 5 years may be reclaimed by the Principal Authority. Preston CC recently due to their failure to track expenditure of Parish CIL asked for a return to be compiled by each Parish in their area. It is understood that some Parishes hold CIL funds which are already outside this timeframe, although it is also understood that no demands are being made for funds to be returned. We are not at this stage one of those Parishes, however significant funds are held and more are due shortly. It is imperative that members seek to identify worthwhile projects which will enhance our Parish or well being of our residents going forward.

The basis of the Precept calculation has been done by estimating the 2026/7 revenue income and expenditure figures as shown on the spread sheet, taking into account the estimated general reserve position at the end of this financial year as also shown on the spread sheet.

It is estimated that at the end of this year this Council will hold £56566.00 in general reserves. The projected income for 2026/7 is shown as £10265.00 being made up of Bank Interest and the known Vat recoverable amount.

Revenue expenditure has been calculated at £152770.00.

The draft calculations have applied a 4% increase to the Precept suggesting a figure of £142500.00 for 2026/7. Should this figure be accepted then our closing general reserve balance at the end of the next financial year would be almost the same as it is projected for the end of this financial year. As can be seen from the spread sheet our income is expected on the basis of the proposed Precept to almost exactly match our expenditure.

Projected General Reserve 31/3/2026	£ 56566
Projected Income 2026/7	£ 10265
Precept 2006/7	£ 142500
Project Revenue Expenditure 2026/7	£ 152770
Projected General Reserve 31/3/2027	£ 56561

FINANCIAL STATEMENT 1ST APRIL 2025 TO 30 SEPTEMBER 2025			PROJECTED	PROPOSED PRECEPT
REVISED			END YEAR	2026 - 2027
BUDGET	INCOME	£		REVENUE BASED
295867	Balance b/f 1st April 2025	295867.09	295867	
137000	Precept	137000.00	137000	142500
4000	Bank Interest	5077.61	7000	5000
1905	V A T Recovered	5168.80	5168	5265
90208	CIL	90208.12	190000	
	OTHER	400.00	400	
528980		533721.62	635435	152765
1000	Donations/Sponsorship		1000	1000
300	Hire of Hall for Meetings	140.00	300	300
700	Subs/Registrations/Training/Web Site	331.13	700	800
8700	Grass Cutting	7605.00	9500	10000
69000	Lengthsmen	30816.86	69000	70400
650	Insurance	520.38	520	600
4000	Open Space - Plants Bulbs General Repairs etc	1096.85	4000	4000
	VAT recoverable	5265.94	5265	
19900	Clerk salary & Office Allow	9813.22	19900	20700
2000	National Insurance	1122.49	2250	2400
500	Postage, Telephone & Stationery	485.30	700	770
300	Petrol Costs	124.15	300	300
700	Audit / Legal	820.00	820	900
1000	Newsletter	284.00	1000	1000
100	Bank Charges	47.55	100	100
6000	Xmas Tree		6000	6600
33000	PCC Open Space Contribution	32812.00	65624	32900
147850	Revenue Sub Total	91284.87	186979	152770
2472	Canberra Memorial CIL	2461.00		
39000	Jubilee Trim Trail CIL			
19735	Tree Replacement Project CIL	14931.16		
10000	War Horse Project CIL	8883.50		
7079	Pond Project Fountain Cottam Way CIL	7230.80		
1800	Tee Replacement Design Fees CIL			
22000	Dodney Drive Green Drainage			
249936	Total	124791.33		
	Balance in hand	408930.29		
	less Restricted Funds (CIL)	274538.89	Note - Committed not yet spent £67604	
	Unspent Revenue Budget / Reserves	134391.40	(Reserves 56566)	
	BANK BALANCE (RECONCILIATION)	18097.47		
		332288.07		
		58544.75		
	Balance in hand	408930.29		

LEA AND COTTAM PARISH COUNCIL GRANT APPLICATION FORM

NAME OF APPLICANT: Cottam Community Association.

DATE: 7th November 2025.

<p>What is your project and how much are you requesting?</p> <p><i>Be specific as to what a grant if agreed would contribute to including overall costs, estimates and any other funding sources.</i></p>	<p>As a Community Centre we are constantly looking at repair and replacement, and everything has an end life. One of the main areas that gets heavy use is our toilet areas and a decision was made recently to replace and upgrade our toilet areas. We have already made a start and replaced our Gents toilet area using our own funds. We must now do a complete replacement of our Ladies toilet area and disabled toilet area. The total costs we estimate coming to £18,000 breakdown of £12,000 for the ladies and £6,000 for the disabled. In order to keep sufficient funds in reserve to cover running costs for the centre with knowledge that the only income comes from lettings we seek support for this project. The total project required in the region of £30,000 but as identified we have already covered off the Gents so leaving ladies and disabled to secure funding for. To be clear we are looking for funding in the region of £18,000.</p>
<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>This is a Community Hall and as a result it goes without saying it will benefit those from the local area and beyond in the community using the hall. Identified groups include: Young children from Rugby Tots, Cottam Tots mothers and toddlers. Other children and older youngsters from the complete range of Beavers, Cubs and Scouts. Children and Adults from 2 dance schools, Conexus Tuition, Fylde Coast Ed Community Group. Adults from 2 Yoga groups, Clubbercise, Pilates, Enso Martial Arts. Charity support groups including, Headway, Parkinsons. Music tuition classes, West Park Methodist Church Coffee mornings. Medical including Sepsis training and community groups. In addition, a meeting room for Lea and Cottam Parish Council and of course party space for children's parties. Our hall is fully booked and all groups will serve between 15 and 30 at a time.</p>
<p>Please supply a copy of your constitution or organisation rules and a brief history of your organisation.</p>	<p>A copy of CCA Constitution is already held on file</p>
<p>Please submit a copy of your most recent accounts</p>	<p>Sent out to Members under separate cover</p>

<i>For newly formed groups a short business plan will be required setting out its financial arrangements</i>	
Please submit any further information that you feel is pertinent to your request	We run the Centre with volunteer trustees. We moved from a Centre employing a caretaker to just a cleaner twice a week. Trustees then take responsibility for all weekend hirers by unlocking, checking and locking up. This helped reduced our costs and keep hiring fees down.

Where needed you may add additional information sheets.

Signature of Organisation

Trevor Hart

Trevor Hart

Cottam Community Centre Chair

LEA AND COTTAM PARISH COUNCIL

IT & USE OF PERSONAL DEVICES POLICY

1. Introduction

Lea and Cottam Parish Council (the Council) recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications

2. Scope

This policy applies to all individuals who use the Council's IT resources which include computers, networks, software, devices, data, and email accounts. At the time of the adoption of this policy the Council do not supply computers, networks, software or devices to individuals recognising the benefits that can be achieved by allowing councillors to use their own electronic devices for council business whether that is at home or at meetings (see later guidelines re use of personal devices and software)

The use of such devices to create and process council information and data creates issues that need to be addressed, particularly in relation to information security.

The Council must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out processing.

3. Acceptable use of IT resources including email

The Council's IT resources (in this case email accounts) are to be used for official council-related activities and tasks only. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content. Emails should also be professional and respectful in tone. Users must be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

4. Passwords and account security

Users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

5. Email monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

6. Retention and archiving

Emails should be regularly reviewed and deleted in order to maintain an organised inbox.

7. Responsibility of Councillors

Individuals using their own devices must take responsibility for their own device and how they use it

They must familiarise themselves with their device and its security features so that they can ensure the safety of council information (as well as their own information)

Invoke the relevant security features

Maintain the device themselves ensuring it is regularly patched and upgraded

Ensure it is used only in line with the values in the Code of Conduct and the Nolan Principles

The Council cannot take responsibility for supporting devices that it does not provide.

They should take all reasonable steps to prevent theft or loss of data. Keep information confidential, maintain the integrity of data and information and take responsibility for any software they download onto their device.

Set up passwords, passcodes, passkeys or biometric equivalents which are of sufficient length and complexity for the particular type of device.

Only maintain Council information on a device where it is essential and delete such information as soon as possible once it is no longer required. This includes information within emails.

Be aware of any data protection issues and ensure personal data is handled in accordance with legislation and is deleted once the purpose for which it was held has come to an end.

No Council information must be left on any personal device indefinitely, taking particular care if a device is disposed of/sold/transferred to a third party.

Ensure they immediately delete all Council data from their personal devices once they have left the Council

8. Monitoring and Access

The Council will not routinely monitor personal devices but reserves the right to take such action as appropriate to retrieve information owned by the Council.

The Information Commissioners Office may also take such action as appropriate to retrieve Council information relating to a Subject Access Request

9. Data Protection

The Council must process 'personal data' in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. The Council, in line with guidance from the Information Commissioners Office recognises that there are inherent risks in using personal devices to hold third party personal data. Therefore, Councillors must follow the guidance in this document when using their own devices to process personal data. A breach of the Data Protection Act 2018 or the GDPR can lead to a Council being fined. Any Councillor found to have deliberately breached the Act or Regulations may be subject to disciplinary measures or even a criminal prosecution.

10 Personal Data

'Personal Data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

FW: Re: Dodney Drive Bench and Litterbin

From: cllr.butler@leacottam-pc.gov.uk <cllr.butler@leacottam-pc.gov.uk>

Sent: Mon, 17 Nov, 2025 at 20:37

To: clerk@leacottam-pc.gov.uk

-----Original Message-----

Sent: Monday, 17 November, 2025 11:48

To: "cllr.jewell@leacottam-pc.gov.uk" <cllr.jewell@leacottam-pc.gov.uk>, "cllr.butler@leacottam-pc.gov.uk" <cllr.butler@leacottam-pc.gov.uk>, "cllr.brown@leacottam-pc.gov.uk" <cllr.brown@leacottam-pc.gov.uk>, "cllr.whitham@leacottam-pc.gov.uk" <cllr.whitham@leacottam-pc.gov.uk>, "cllr.lambert@leacottam-pc.gov.uk" <cllr.lambert@leacottam-pc.gov.uk>, "cllr.harper@leacottam-pc.gov.uk" <cllr.harper@leacottam-pc.gov.uk>, "cllr.smith@leacottam-pc.gov.uk" <cllr.smith@leacottam-pc.gov.uk>

Subject: Re: Dodney Drive Bench and Litterbin

Good morning Cllr Jewell,

I was contacted by Cllr Butler a few days after my e-mail of the 17th October. He said he would arrange for the stones to be removed and that I should report the matter to the police.

I wrote to Neighbourhood Police Officer, Abby Ward on 23rd October, but the email failed to be delivered so I forwarded it to her colleague, Jenny Coupe. Jenny replied advising that, coincidentally, she too had been stopped by a resident in the area who mentioned similar issues. As Abby had moved on to another job Jenny would forward my email to Mohmmmed Hussain and Joe Forshaw. As yet, neither of these NPOs have replied.

You may have seen on the Dodney & Surrounding Facebook page (17th Oct 25) images of teenagers who caused damage to vehicles and other residents' comments about their behaviour.

The teenagers haven't congregated around the bench for a while due to the poor weather and dark evenings, but no doubt they'll reappear at weekends as soon as the weather improves.

It was in 2010 when I first requested that the bench be removed. The antisocial behaviour comes and goes as the gangs of teenagers get older and no longer think it 'cool' to hang around the bench. Then a year later, or sometimes longer, a new gang appears and the problems start again.

Thank you for listening to my concerns and including this issue in the next Parish Council meeting.

Kind regards

On Sunday 16 November 2025 at 21:10:23 GMT, cllr.jewell@leacottam-pc.gov.uk <cllr.jewell@leacottam-pc.gov.uk> wrote:

Hello Janet,

I think it was your husband who raised this with me last year. I raised it with the parish council then, but it was not taken further.

I'll push harder this time. I have formally requested it is added to the next meetings agenda. The next meeting is on 1st December at 7:30pm at the Cottam Community Centre on Haydocks Lane, Cottam.

Kindest Regards,
Mark

-----Original Message-----

[REDACTED]
Sent: Friday, 17 October, 2025 13:37

To: "cllr.butler@leacottam-pc.gov.uk" <cllr.butler@leacottam-pc.gov.uk>, "cllr.jewell@leacottam-pc.gov.uk" <cllr.jewell@leacottam-pc.gov.uk>, "cllr.brown@leacottam-pc.gov.uk" <cllr.brown@leacottam-pc.gov.uk>, "cllr.whitham@leacottam-pc.gov.uk" <cllr.whitham@leacottam-pc.gov.uk>, "cllr.lambert@leacottam-pc.gov.uk" <cllr.lambert@leacottam-pc.gov.uk>, "cllr.harper@leacottam-pc.gov.uk" <cllr.harper@leacottam-pc.gov.uk>, "cllr.smith@leacottam-pc.gov.uk" <cllr.smith@leacottam-pc.gov.uk>
Subject: Dodney Drive Bench and Litterbin

Dear Parish Councillors

I write, as I have done in the past, regarding the bench on the green on Dodney Drive. It is still attracting very loud, foul-mouthed teenagers.

A few years ago the bench was re-positioned nearer to the footpath, hence, nearer to my property. Red stones were put around the bench which are an unsightly mess, spilling onto the grass and footpath. The stones are regularly thrown over the fence onto my property. I suspect that my security lights and camera are being used as targets as a handful of stones can regularly be found on my path beneath the lights and camera. This often happens when the teenagers' footballs are kicked over the fence and no-one is at home to return them.

I recently came out to find my car windscreen cracked and found stones on the bonnet.

This morning I see that the litter bin has been pushed over and it's contents strewn across the green.

I request, once again, that the bench be removed!

Yours faithfully

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]