



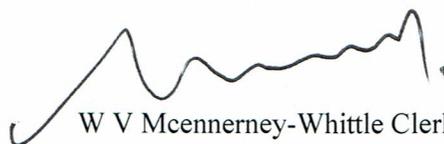
W V McEnnerney-Whittle
7, Bilsborough Meadow
Lea
PRESTON
PR2 1YY

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

12th January 2026

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 19th January 2026 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 December 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:

04/12/2025	AT CROSS LENGTHSMAN TEAM	112	948.55
04/12/2025	A PARTRIDGE LENGTHSMAN TEAM	113	756.00
04/12/2025	A BARTLETT LENGTHSMAN TEAM	114	567.00
04/12/2025	GGs LENGTHSMAN TEAM	115	1261.40
04/12/2025	SANDERSONS GRASS CUTTING	116	768.00
04/12/2025	S FITZPATRICK LENGTHSMAN TEAM	117	611.10
04/12/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	118	49.68
12/12/2025	A BARTLETT LENGTHSMAN TEAM	119	378.00
12/12/2025	A PARTRIDGE LENGTHSMAN TEAM	120	315.00
12/12/2025	S FITZPATRICK LENGTHSMAN TEAM	121	189.00
12/12/2025	A CROSS LENGTHSMAN TEAM	122	311.00
12/12/2025	GGs LENGTHSMAN TEAM	123	1298.50
12/12/2025	WC MCWHITTLE 3RD QTR SALARY	124	3077.20
12/12/2025	HMRC 3RD QTR	125	2553.78
12/12/2025	VISION ICT WEB HOSTING EMAILS & SUPPORT	126	671.22
23/12/2025	EON NEXT ELECTRICITY	127	18.73
29/12/2025	S FITZPATRICK LENGTHSMAN TEAM	128	189.00
29/12/2025	A BARTLETT LENGTHSMAN TEAM	129	252.00
29/12/2025	A PARTRIDGE LENGTHSMAN TEAM	130	189.00
29/12/2025	COTTAM COMM ASSOC ROOM HIRE	131	35.00

29/12/2025	A T CROSS LENGTHSMAN TEAM	132	186.60
29/12/2025	GGG LENGTHSMAN TEAM	133	1001.70
29/12/2025	BG FENCING LENGTHSMAN MATERIALS	134	17.50
31/12/2025	BANK CHARGES	135	8.40

6. To receive and approve the enclosed Financial Statement as at the 31st December 2025

7. To consider whether it would be appropriate for this Council to form a small working group to investigate potential uses for the Council's CIL monies and if so, appoint a number of members to form part of that group.

8. To consider the enclosed quotation for the erection of fencing on part of the south side of Jubilee Park so as to mask the unsightly fencing which is owned by local residents. The new fence will not be a replacement of the existing fence but a new fence on the land owned by Preston City Council thus creating a barrier between it and the residents existing fence thus improving the visual aspect and reducing incidents of anti-social behaviour. Various attempts have been made to mask the existing fence with planting however these have been unsuccessful.
Some members may recall that a couple of years ago a similar request was considered and agreed, however Preston City Council had concerns that this would create problems with a no man's land between the new fence and the existing. Further discussions with them have indicated that by erecting the new fence closer to the existing fence it may be acceptable to them and an approach has been made for formal agreement should this Council wish to commit CIL funds to undertake the works.
A budget request from CIL funds is requested so that progress can be made of £11725 plus a contingency of 10% for the cost of removing some of the fallen existing resident fence which is currently on Preston City Council land and will need to be removed before the new fence can be erected, as set out in the quotation received.

9. To exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be transacted below.

10. To consider the applications, which has been sent out under separate cover to fill the two casual vacancies which can now be filled by co-option

11. To note that the next meeting is scheduled for the 2nd March 2026.



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

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

Present: Cllrs Butler, Parker, Rayfield, Whitham, Harper, Lambert, Brown and O'Donnell

There were four members of the public present.

71/25 To receive apologies

Cllr Coward, Jewell, McFarlane and Smith

It was noted that Cllr Gibson had resigned prior to this meeting.

72/25 To consider and approve the Minutes of the Meeting held on the 6th October 2025 (enclosed)

It was resolved that the Minutes of the meeting held on the 6th October 2025 should be approved and signed by the Chairman as a correct and accurate record.

73/25 To receive Declarations of Interest

Cllr Parker declared a personal and prejudicial interest in item 8 on the agenda as she is a Trustee of Cottam Community Association who have applied for funding for improvements to their premises.

Cllr Harper declared a personal and prejudicial interest in item 8 on the agenda since she rents part of the premises of Cottam Community Association and has therefore a beneficial interest in the property which is the subject of an application for funding by the CCA.

Both members left the room during the discussion and did not take part in any debate or voting on this matter.

74/25 To adjourn the meeting for a period of public discussion

The meeting was adjourned

Two of the residents present verbally reiterated their written request that the bench on the rectangular Dodney Drive Green should be removed since it attracted groups of youths who were the cause of anti-social behaviour which was affecting the well being of the residents concerned due to its close proximity to their back garden.

The Chairman of Cottam Community Centre spoke in support of their application for funding from CIL monies in order to update and enhance the facilities of the Community Centre toilets as a result of the increased footfall over time following significant housing development in the area.

The meeting was reconvened

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	GGG 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	GGG 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	GGG 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	GGG LENGTHSMAN TEAM	93	1391.25
31/10/2025	BANK CHARGES	94	7.80

It was resolved that the above mentioned payments should be approved

76/25 To receive and approve the enclosed Financial Statement as at the 30th September 2025

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

77/25 To consider the draft budget and report for 2026/7 and set the Precept for 2026/7

It was resolved that the Precept for 2026/7 should be set at £142500.00

78/25 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 will 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.

It was resolved that 'in principle' the above mentioned funding request should be approved, subject to formal quotations being received and approved so that a formal budget can be allocated from CIL funds.

79/25 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

It was resolved that the policy referred to above should be approved and adopted

80/25 To consider the enclosed correspondence from a resident who is requesting the removal of the bench situated on the rectangular green on Dodney Drive.

It was resolved that the bench referred to above should be relocated away from the immediate existing location close to the residents back garden to a position nearer to the bus stop adjacent to the green.

81/25 To note that the next meeting is scheduled for the 19th January 2026.

It was noted that the next meeting is scheduled for the 19th January 2026

FINANCIAL STATEMENT 1ST APRIL 2025 TO 31 DECEMBER 2025			
REVISED			
BUDGET	INCOME	£	Budget Revisions
295867	Balance b/f 1st April 2025	295867.09	
137000	Precept	137000.00	
10000	Bank Interest	7302.36	CIL Additional Income
5168	V A T Recovered	5168.80	Higher Reclaims Than Original Forecast
179457	CIL	179457.71	Development Adjacent Dodney Drive
800	OTHER	800.00	Hutton PC Spid Management
628292		625595.96	
1000	Donations/Sponsorship		
300	Hire of Hall for Meetings	245.00	
1000	Subs/Registrations/Training/Web Site	890.48	Increased IT support costs
9500	Grass Cutting	9525.00	Increased Grass Cutting Costs
69000	Lengthsmen	47917.81	
650	Insurance	520.38	
4000	Open Space - Plants Bulbs General Repairs	3221.28	
	VAT recoverable	6116.45	
19900	Clerk salary & Office Allow	14719.83	
2200	National Insurance	1682.67	Higher Impact of Govt Budget Changes
800	Postage, Telephone, Stationery and Electricity	602.63	Increased Costs
300	Petrol Costs	163.15	
700	Audit / Legal	820.00	
1000	Newsletter	568.00	
100	Bank Charges	71.55	
6000	Xmas Tree		
65624	PCC Open Space Contribution	65624.00	Includes Last Years Figure Claim Delayed
182074	Revenue Sub Total	152688.23	
2472	Canberra Memorial CIL	2461.00	Project Closed
39000	Jubilee Trim Trail CIL	31146.03	Project Closed
19735	Tree Replacement Project CIL	16459.08	Project Closed
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 CIL		Works not yet commenced
7971	Jubilee New Bases Project CIL		Awaiting Invoice
2000	Miller Green Drainage Investigation CIL		Works not yet completed
294131	Total	218868.64	
	Balance in hand	406727.32	
	less Restricted Funds (CIL)	331114.53	Committed not yet spent £33771
			Not yet Committed £297343
	Unspent Revenue Budget / Reserves	75612.79	
	BANK BALANCE (RECONCILIATION)	13669.75	
		334119.30	
		58938.27	
	Balance in hand	406727.32	

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
24/10/2025			89249.59	
03/11/2025	Miller Green Tree Inspection	550.00		
03/11/2025	Cottam Tree Project	977.92		
03/11/2025	Jubilee Park Gym	31146.03		331114.53
31/12/2025	Balance Check	147271.23	478385.76	331114.53

8th December 2025

C Barlow Fencing LTD
7 De Trafford Place
Croston
Preston
Lancashire
PR26 9RZ

barlowfencing@outlook.com

Jubilee Park
Jubilee Avenue
Lea
Preston
clerk@leacottam-pc.gov.uk

Quote

We refer to your recent enquiry, and now have the pleasure in submitting our quotation for the fencing as follows:

Option 1: Steel posts

- Supply and erect approx. 84m of 2m high timber fencing to the boundary of Jubilee Park. Fencing to run close to the existing fenceline as discussed. Any bushes or branches to be trimmed back off the fenceline first.
- Fence to be installed 500mm away from existing fenceline.
- RSJ Steel posts to be clad with timber and concreted into the ground at 2.1m centres.
- 4no. 100x38 rails to be screw fixed to posts and then clad with 100x22 boards butted together.
- All fencing to be then topped with 100x38 rail capping.

Price: £11,725.00 plus VAT



VAT Reg No. 363 7509 79

CHAS No. 020 8545 3838

Company Reg No. 09413496



7 De Trafford Place
Croston
Preston
PR26 9RZ



Tel: 01772 612372
Mob: 07703 532720



barlowfencing@outlook.com

Option 2: Concrete posts

- Supply and erect approx. 84m of 2m high timber fencing to the boundary of Jubilee Park. Fencing to run close to the existing fenceline as discussed. Any bushes or branches to be trimmed back off the fenceline first.
- 100x100 concrete posts to be cladded with timber and concreted into the ground at 2.1m centres.
- 4no. 100x38 rails to be screw fixed to posts and then cladded with 100x22 boards butted together.
- All fencing to be then topped with 100x38 rail capping.

Price: £10,340.00 plus VAT

***Extra cost to remove steel fencing that has fallen over.**

- Remove steel sheet fencing and remove from site.

Price: £14.00 per meter plus VAT

Regards,

Director: John Hinchliffe