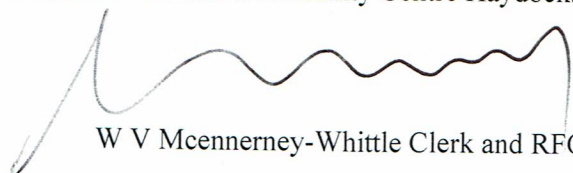


23rd March 2026

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 30th March 2026 at Cottam Community Centre Haydocks Lane commencing at 7.30pm



W V Mcennerney-Whittle Clerk and RFO

AGENDA

1. To receive apologies
2. To consider and approve the Minutes of the Meeting held on the 2nd March 2026 (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:

03/11/2025	TREE CHECK LTD MILLER GRREN TREE RISK ASSESSMENT	95	660.00
03/11/2025	G MASON PORTACABIN HIRE	96	900.00
03/11/2025	GGG LENGTHSMAN TEAM	97	1372.70
03/11/2025	FITZPATRICK LENGTHSMAN TEAM	98	756.00
03/11/2025	AT CROSS LENGTHSMAN TEAM	99	863.00
03/11/2025	PRESTON CC FINAL PAYMENT TREE PROJECT COTTAM	100	977.92
03/11/2025	COTTAM CC ROOM HIRE	101	35.00
03/11/2025	BARTLETT LENGTHSMAN TEAM	102	548.10
03/11/2025	PRESTON CC TRIM TRAIL	103	31146.03
18/11/2025	EON NEXT ELECTRICITY COSTS	104	18.23
18/11/2025	SANDERSONS AND SON GRASS CUTTING	105	768.00
18/11/2025	GGG LENGTHSMAN TEAM	106	1401.70
18/11/2025	PRINTING WORLD NEWSLETTER	107	284.00
18/11/2025	SAVOY TIMBER LENGTHSMAN MATERIALS	108	26.89
18/11/2025	PRESTON CC OPEN SPACE CONTRIBUTION 2025/6	109	32812.00
18/11/2025	NEWGATE NURSERIES LENGTHSMAN MATERIALS	110	14.10
30/11/2025	BANK CHARGES	111	7.80
12/02/2026	DISCOUNT TREE SERVICES MILLER GREEN MAINTENANCE TREES	146	480.00
12/02/2026	COTTAM COMMUNITY ASSOC ROOM HIRE	147	35.00
12/02/2026	CLAREMONT AQUATIC FOUNTAIN MAINTENANCE	148	300.00

12/02/2026	GGG LENGTHSMAN TEAM	149	1372.70
24/02/2026	EON NEXT ELECTRICITY SUPPLY	150	21.69
25/02/2026	A BARTLETT LENGTHSMAN TEAM	151	756.00
25/02/2026	A PARTRIDGE LENGTHSMAN TEAM	152	756.00
25/02/2026	A T CROSS LENGTHSMAN TEAM	153	933.00
25/02/2026	S FITZPATRICK LENGTHSMAN TEAM	154	756.00
25/02/2026	GGG LENGTHSMAN TEAM	155	1409.80
28/02/2026	BANK CHARGES	156	7.20

6. To consider the enclosed Bill of Quantities / Quotation from Neil Staff to undertake works on Cottam Ancient Oak Pond involving the removal of bull rushes in order to open up the pond area at a price of £3894.00 plus Vat
7. To note that the next meeting is scheduled for the 11th May 2026



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

Monday the 2nd March 2026 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs Butler, Rayfield, Whitham, Brown, Jewell, McFarlane,
Smith, Parker, Bielas-Barnes, Jonas and Harper

There was one member of the public present

12/26 To receive apologies

Cllrs Lambert and Coward

13/26 To consider and approve the Minutes of the Meeting held on the 19th January 2026

It was resolved that the Minutes of the Meeting held on the 19th January 2026 should be approved and signed by the Chairman as a true and accurate record

14/26 To receive Declarations of Interest

Cllrs Smith, Parker and Harper disclosed personal and prejudicial interest in item 11 on the agenda due to their close association with the Community Centre who had applied for funding. They all left the room and did not take part in the debate or voting on this item.

15/26 To adjourn the meeting for a period of public discussion

No representation was made by the member of the public present.

16/26 To approve the following payments:

19/01/2026	GGs LENGTHSMAN TEAM	136	1187.20
19/01/2026	SLCC SUBSCRIPTION	137	126.34
19/01/2026	SANDERSON AND SONS HEDGE CUTTING	138	172.80
20/01/2026	EON NEXT ELECTRIC	139	29.81
27/01/2026	FITZPATRICK LENGTHSMAN TEAM	140	567.00
27/01/2026	AT CROSS LENGTHSMAN TEAM	141	793.05
27/01/2026	A BARTLETT LENGTHSMAN TEAM	142	504.00
27/01/2026	A PARTRIDGE LENGTHSMAN TEAM	143	567.00
27/01/2026	GGs LENGTHSMAN TEAM	144	1279.95
31/01/2026	BANK CHARGES	145	9.45

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

17/26 To appoint Sandra Wiseman as the internal auditor for 2025/26 at a fee of £200.00 and approve the Terms of Reference and Suggested Testing Methodology the relative documents having already been circulated to members under separate cover.

It was resolved that Sandra Wiseman should be appointed as the Internal Auditor at a fee of £200 and that the documentation referred to above should be approved

18/26 To consider / approve the following documents which had been circulated to members under separate cover:

- The Councils Risk Management Policy Statement 2026
- The Councils Risk Management Register 2026
- The Councils Asset Register 2026
- The Review of the Effectiveness of the Internal Audit and Internal Control 2026

It was resolved that the documentation referred to above should be approved.

- 19/26 To consider and approve that the Lengthsman contract hourly rate of pay currently set at £18.55 per hour should be increased roughly in line with inflation (CPI) currently at 3% to a figure of £19.15 per hour

It was resolved that the Lengthsman contract hourly rate of pay should be set at £19.15 per hour with effect from 1st April 2026 as referred to above

- 20/26 To consider and approve that the Assistant Lengthsman contracts should be renewed for a further 12 months and that the hourly rates of pay, currently at £12.60 per hour and £15.55 per hour, should be increased roughly in line with inflation (CPI), currently at 3% to figures of £13.00 and £16.00 per hour.

It was resolved that the Assistant Lengthsman contracts should be renewed as referred to above

- 21/26 To consider and approve a revised (enclosed) Grant Awarding Policy which clarifies that CIL funding applications may be considered on a slightly different basis from Precept Grants

It was resolved that the revised Grant Awarding Policy referred to above should be approved and adopted.

- 22/26 To consider the enclosed quotations in respect of the 'in principle' agreement to pay for toilet refurbishment at the Cottam Community Centre (minute 78/25) – The Community Centre Chairman has confirmed verbally that they are happy to proceed with the quotation of £17965.82 which can now be allocated from CIL funds.

It was resolved that the quotation of £17965.82 should be accepted and a budget allocated from CIL funds.

- 23/26 To consider the enclosed correspondence from Preston City Council and decide whether this Council might wish to allocate CIL funds to replace the 'slide' which is scheduled to be removed. Maps and photos are enclosed. Please note that this site has only two pieces of equipment and that our Lengthsman team have indicated that the site is little used due to its location at the very extremity of the Parish Boundaries.

It was resolved that in view of the likely soon to be released strategic plan for play areas across the city it was not appropriate to commit funding which might soon be overtaken by future events.

- 24/26 To consider the proposed Article 4 Direction (documents enclosed) and decide what, if any, response might be made by this Council.

It was resolved that this Council should support the proposed Article 4 Directive.

- 25/26 To consider the Local Government Reorganisation Consultation (see enclosed) – This is a public consultation however provision has been made for Town and Parish Councils to provide a response as an organisation if they so wish. Should this Council wish to do so it will be necessary for the Council to agree their recommendation for one of the proposals and respond to the consultation questions which are shown on the enclosed documentation which also provides links to the proposals themselves and the consultation questionnaire. Members are able to make personal responses irrespective as to whether this Council chooses to do so as a corporate entity.

It was resolved that since there were several options and individual members may have differing views it was not appropriate for this Council to provide any corporate response but that it encouraged all members to complete the survey in their personal capacity.

- 26/26 To note that the next meeting is scheduled for the 30th March 2026

It was noted that the next meeting is scheduled for the 30th March 2026.

Bill of Quantities

Cottam Ancient Oak Pond

Code	Description	Quantity	Unit	Rate	Total
1	To remove Typha Angustifolia from the ponds, tidy up the banks and remove some of the Laurel stumps where they have been pruned, to create a view to the pond				
1.0	With a digger, the Typha will be removed and disposed of, the area will be cleared and the water will be dredged to remove any debris from the bottom. The area will be fenced off with Harris fencing to stop the public from entering the workspace	1.00	item	3,606.00	3,606.00
1.1	Tidy up, remove all fencing and wash down	1.00	item	288.00	288.00
TOTAL					£3,894.00
Value of VAT at 20%					£778.80
Grand Total:					£4,672.80