



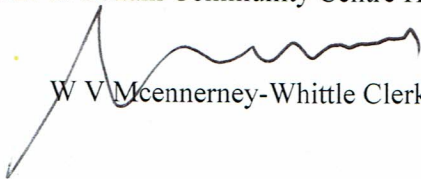
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22nd June 2026

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 29th June 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 11th May 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:

17/04/2026	EON ELECTRICITY SUPPLY	1	18.23
20/04/2026	BARTLETT LENGTHSMAN TEAM	2	654.20
20/04/2026	DUNCAN ROSS MILLER GREEN DRAINAGE INVESTIGATION	3	2016.00
20/04/2026	GGs LENGTHSMAN TEAM	4	2469.70
20/04/2026	PARTRIDGE LENGTHSMAN TEAM	5	589.20
20/04/2026	CCA ROOM HIRE	6	70.00
20/04/2026	PRESTON CC XMAS TREES 2025	7	7165.32
20/04/2026	CROSS LENGTHSMAN TEAM	8	821.25
20/04/2026	SN BATHROOMS COMMUNITY CENTRE TOILET REFURB STAGE PAYMENT	9	1300.00
20/04/2026	B G FENCING LENGTHSMAN MATERIALS	10	27.25
20/04/2026	COMMERCIAL WEED KILLER PURCHASE	11	171.53
30/04/2026	BANK CHARGES	12	8.65
01/05/2026	INFORMATION COMM OFFICE	13	47.00
11/05/2026	BG FENCING LENGTHSMAN MATERIALS	14	56.25
11/05/2026	GGs LENGTHSMAN TEAM	15	1532.00
11/05/2026	S WISEMAN INTERNAL AUDIT	16	200.00
19/05/2026	INDEPENDENT HEATING CCA PROJECT SUPPLIES	17	7466.64
19/05/2026	TILESTYLE CCA PROJECT SUPPLIES	18	1222.69
19/05/2026	NEWGATE NURSERIES PLANTING	19	67.68
19/05/2026	A PARTRIDGE LENGTHSMAN TEAM	20	455.00
19/05/2026	A BARTLETT LENGTHSMAN TEAM	21	513.50

19/05/2026	A CROSS LENGTHSMAN TEAM	22	897.70
19/05/2026	GGS LENGTHSMAN TEAM	23	1321.69
19/05/2026	ZURICH INSURANCE RENEWAL	24	560.71
20/05/2026	EON NEXT ELECTRICITY SUPPLY	25	17.64
31/05/2026	BANK CHARGES	26	8.95

6. To consider the enclosed quotation and plan from Duncan Ross Ltd to undertake drainage enhancement works on Jubilee Recreation Ground on the southern side which currently becomes excessively wet and muddy during wet weather at a cost of £8451.14 plus Vat subject to the agreement of Preston CC who own the recreation ground.
7. To consider the enclosed quotation from Duncan Ross Ltd to undertake further investigation into the potential for drainage on Miller Green. Their earlier investigation indicated that further works were required to establish whether there was already a clear outlet, something that was essential before determination as to what drainage works were required. This further investigation will establish whether there is indeed a clear outlet
8. To consider whether this Council should take responsibility for the re-creation and ongoing maintenance of the Fairy Glen area which was established by a resident immediately next to their property on Preston City Council land on Cottam Way and which is now totally overgrown due to the lack of any ongoing maintenance. A full report (enclosed) has already been provided to members under sperate cover detailing the story relating to its original creation.

Potential options are detailed in the report.

Any agreement will need to be on an 'Agreement in Principle' basis since no investigation has been made into potential costs and formal permission from PCC has not been approved.

9. To note that the next meeting is scheduled for the 7th September 2026



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

Monday the 11th May 2026 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs Butler, Rayfield, McFarlane, Parker, Bielas -Barnes, Lambert, Harper, Smith and Coward

There was one member of the public present (Preston City Councillor)

34/26 To elect the Chairman for the next 12 months who will then sign the 'Acceptance of Office' form

Cllr Butler was elected as the Chairman for the next 12 months – he signed the 'Acceptance of Office form'

35/26 To elect the Vice Chairman for the next 12 months

Cllr Rayfield was elected as Vice Chairman for the next 12 months

36/26 To receive apologies

Cllr Whitham, Brown, O'Donnell and Jewell

37/26 To consider and approve the Minutes of the Meeting held on the 30th March 2026 (enclosed)

It was resolved that the minutes of the meeting held on the 30th March 2026 should be signed by the Chairman as a true and accurate record

38/26 To receive Declarations of Interest

None

39/26 To adjourn the meeting for a period of public discussion

The meeting was adjourned

The City Councillor present asked whether the Parish Council had any views on the forthcoming Preston City Play Strategy which had recently been under consultation. It was confirmed that no corporate response had been made since it was a public consultation and each member had been encouraged to put forward their personal views. He went on to say that he would like to work closely with the Parish Council when final proposals were put forward.

Mention was also made about rat sightings in the area. It was confirmed that Preston CC were the appropriate authority to report such matters to however it was thought that Preston CC would respond only to such matters where incidents within properties were involved and not to open space sightings.

The meeting was reconvened

40/26 To approve the following payments:

09/03/2026	BARLOW FENCING JUBILEE REC GROUND CIL	157	13350.00
09/03/2026	GGs LENGTHSMAN TEAM	158	1427.80

09/03/2026	FRETFOIN BIN BAGS	159	132.80
18/03/2026	EON NEXT ELECTRICITY SUPPLY	160	15.32
24/03/2026	PARTRIDGE LENGTHSMAN TEAM	161	567.00
24/03/2026	W V MCWHITTLE 4TH QTR SALARY	162	3046.95
24/03/2026	AT CROSS LENGTHSMAN TEAM	163	730.85
24/03/2026	GGs LENGTHSMAN TEAM	164	1424.80
24/03/2026	BARTLETT LENGTHSMAN TEAM	165	434.70
24/03/2026	HMRC 4TH QTR	166	2560.20
24/03/2026	FITZPATRICK LENGTHSMAN TEAM	167	567.00
31/03/2026	BANK CHARGES	168	8.50

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

41/26 To approve the enclosed Financial Statement as at 31st March 2026

It was resolved that the Financial Statement as at 31st March 2026 should be approved

42/26 To receive and note the Internal Auditors Report for the year 2025/26

It was resolved that the Internal Auditors Report for the year 2025/26 should be received and noted

43/26 To approve Section 1 Annual Governance Statement 2025/26 and Section 2 Accounting Statements 2025/26 (enclosed) being part of the Annual Governance and Accountability Return 2025/26 and authorise the Chairman and Clerk/RFO to sign them on behalf of this Council.

It was resolved that the Section 1 Annual Governance Statement 2025/26 and Section 2 Accounting Statements 2025/26 referred to above, being part of the Annual Governance and Accountability Return 2025/26 should be approved and signed by the Chairman and Clerk/RFO on behalf of this Council

44/26 To authorise repair to the War Horse damage due to anti-social behaviour at a cost of £550.00

It was resolved that the repair works outlined above should be undertaken as soon as practicable

45/26 To note that the next meeting is scheduled for the 29th June 2026

It was noted that the next meeting is scheduled for the 29th June 2026

Bill of Estimated Quantities and Costs



Customer: Cottam Parish Council - Jubilee Park

Project: Jubilee Park - Path Works

Item Ref	Description of Works	Qty	Unit	Rate	Amount
A000	Preliminaries & General Cost Items		-		-
A012	Transport all plant and machinery to and from site	1	item	350.00	350.00
A042	Carry out CAT scan to locate underground services	1	item	42.50	42.50
A080	Allowance for preparation of Health and Safety Documentation	1	item	120.00	120.00
-	Section A000 Sub-total				512.50
B000	PATH WORKS				
B010	Excavate for, supply and install 100mm perforated pipe catchment drain connecting into existing field drainage as shown on plan. Back fill with 2-6mm gravel to surface level. All spoil to be tipped at the edges of the raised path.	1	item	2586.20	2,586.20
B020	Scrape of the contaminated MOT stone from path surface, lay new 40mm MOT 1 to dust to raise the path levels to prevent future ponding. Finish path surface with 4mm MOT to dust and compact.	44	m2	69.26	3,047.44
B030	Marry in as dug spoil from the drainage work with the surrounding levels and seed	1	item	1305.00	1,305.00
-	Sub-total				7,938.64
Q	QUALIFICATIONS FOR OUR PRICES				
Q1	<i>Estimate assumes all spoil can be retained and graded on site</i>				-
Q2	<i>Estimate assumes easy access for plant, equipment and materials and no major security issues.</i>				-
Q3	<i>Estimate assumes no major utility, electric or gas services are obstructing the installation of the drainage works.</i>				-
-	GRAND TOTAL				8,451.14

Jubilee Park

Path and Drainage Work

Legend

-  16m of 100mm perf drain into existing drain seen on image
-  16m2 @ 150mm deep MOT1-dust
-  deep MOT1-dust
-  Line Measure
-  Measure
-  Polygon Measure

5m2 @ 100mm deep MOT1-dust

16m of 100mm perf drain into existing drain seen on image

23m2 @ 100 - 50mm deep MOT1-dust

16m2 @ 150mm deep MOT1-dust





QUOTE

Lea & Cottam Parish Council

Date
22 Jun 2026

Expiry
22 Jul 2026

Quote Number
QU-1239

Reference
Miller Green Further
Investigation

VAT Number
483751422

Duncan Ross Ltd
Willow Farm
Red Cat Lane
Burscough
Ormskirk
Lancashire, L40 0RF
Tel : 01257 255321

Description	Quantity	Unit Price	VAT	Amount GBP
To further investigation the outlet - a camera survey is required, this will confirm if we have a clear outlet	1.00	650.00	20%	650.00
Subtotal				650.00
TOTAL VAT 20%				130.00
TOTAL GBP				780.00

Terms

QUALIFICATIONS FOR OUR PRICES

- Q1 - Estimate assumes easy access for plant, equipment and materials and no major security issues.
 - Q2 - Estimate assumes no major utility, electric or gas services are obstructing the installation of the renovation works.
 - Q3 - All prices are subject to a fuel surcharge, should that become necessary, if fuel prices rise again.
- Payment Terms:- 30 days from the date of invoice

John

Thanks for your email. You are correct that Mark Tipping contacted me with an enquiry as to whether the Parish Council could undertake maintenance of the Fairy Glen and if not could I give him the contact details of Preston City Council so that he could talk to them direct about ongoing maintenance of this area of land owned by Preston City Council which is immediately adjacent to his property. I visited the site in the hope that we were talking about a couple of hours work. Sadly, the whole area was extremely overgrown and the grass verges had not been cut due to daffodil bulbs having been planted in them. It would take a significant amount of time to re-establish what was originally a quite attractive piece of land and basically, we do not have the resource at the present time to undertake such a project. The team who are working one man short at present are fully committed throughout the summer.

I advised Mark accordingly and let him know that I would send his communication to Preston City Council who has apparently agreed the enhancement that he had undertaken in the first place asking that they contact him in respect of continued maintenance. He thanked me for looking at the situation, acknowledging my comment regarding our available resource.

Rather than reply directly PCC replied to me advising that they were unaware of any agreement for Mark to have undertaken work on their land. It seems that after further investigation that the previous foreman (Ian) had been aware of these works and may have assisted without the permission of PCC. Ian is of course now retired and the present foreman has not done any additional maintenance on that area since it is outside his remit and of course there is no agreement by PCC to do so.

PCC did however go to the site and have now cut the grass verges and undertaken some weed strimming, have confirmed that weed spraying will be done in that area in line with their maintenance schedules and will cut back excessive bush and tree growth also in line with their maintenance programme in the autumn. I have again visited the site and can confirm that the verges have been cut and some weed strimming has taken place. The area relative to the Fairy Glen remains overgrown. I have passed on PCC comments to Mark but have had no further communication.

John, you now raise the question as to whether this area might be considered as a CIL project. I can confirm that should the Parish Council wish to undertake such a project it would in my opinion meet CIL requirements provided it is done as a standalone project and not as a payback for works undertaken by a resident in the past.

We would as with any project relating to PCC owned land require their permission and in order to obtain that set out the specifics as to what we want to do and confirm that we would undertake any maintenance above that provided by PCC.

As I stated earlier to bring back the area to the attractive Fairy Glen that once existed will require a significant amount of work and we do not have the resource to do this over the coming months.

1. If the Parish Council wish to undertake this project it might be possible to bring in an external landscape gardener however given the time of year it is unlikely that we could get someone in the near future as landscape gardeners are usually booked months in advance and

there would be delays in drawing up specifications, obtaining quotations and obtaining permissions it is unlikely work would commence until late autumn anyway.

2. As we approach late autumn and our team are back to full strength it is likely that we could undertake the initial clearance to reestablish the Fairy Glen and thereafter include maintenance within our own schedules.

The one point of concern to me however is the perception that doing this work might generate - the original work was undertaken by a resident without the formal agreement of PCC who is now unable to continue to maintain it and it is situated immediately adjacent to his property.

Could such a move set a precedent for other residents to demand similar works adjacent to their properties?

Perhaps the Fairy Glen could be recreated at another location away from close proximity to any residential property?

John - thanks for your time discussing today. An agenda item for an 'In Principle' decision subject to costings, permissions, location etc will be placed to the agenda for the next meeting.