Lea & Cottam
Parish Council

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

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

31st August 2026

NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on Monday the 7th September 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 29th June 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:

15/06/2026	BARTLETT LENGTHSMAN TEAM	27	650.00
15/06/2026	SANDERSONS GRASS CUTTING	28	3120.00
15/06/2026	PARTRIDGE LENGTHSMAN TEAM	29	702.00
15/06/2026	PRINTING WORLD NEWSLETTER	30	314.00
15/06/2026	COTTAM COMMUNITY ASSOC	31	35.00
15/06/2026	CROSS LENGTHSMAN TEAM	32	872.00
15/06/2026	GGS LENGTHSMAN TEAM	33	2546.95
15/06/2026	DAGNALL WAR HORSE REPAIRS	34	550.00
15/06/2026	CONCEPT LANDSCAPES POND WORKS	35	4672.80
17/06/2026	EON NEXT ELECTRICITY	36	18.23
29/06/2026	W V WHITTLE 1ST QTR SALARY	37	3026.45
29/06/2026	HMRC 1ST QTR	38	2551.03
30/06/2026	BANK CHARGES	39	9.10
06/07/2026	COTTAM COMMUNITY CENTRE ROOM HIRE	40	35.00
06/07/2026	CLAREMONT AQUATIC FOUNTAIN MAINTENANCE	41	312.00
06/07/2026	GGS LENGTHSMAN TEAM	42	1493.70
06/07/2026	SAVOY TIMBER LENGTHSMAN MATERIALS	43	30.50
14/07/2026	JENNY COTTAM LENGTHSMAN TEAM	44	390.00
14/07/2026	BARTLETT LENGTHSMAN TEAM	45	624.00
14/07/2026	CROSS LENGTHSMAN TEAM	46	1000.00
14/07/2026	PARTRIDGE LENGTHSMAN TEAM	47	780.00
14/07/2026	SANDERSONS GRASS CUTTING	48	1560.00
14/07/2026	GGS LENGTHSMAN TEAM	49	1263.90
16/07/2026	S N BATHROOMS COMMUNITY CENTRE PROJECT	50	2500.00

20/07/2026	EON NEXT ELECTRICITY SUPPLY	51	17.64
28/07/2026	PFK EXTERNAL AUDIT FEE	52	1008.00
28/07/2026	GGS LENGTHSMAN TEAM	53	1417.10
31/07/2026	S N BATHROOMS COMMUNITY CENTRE PROJECT	54	2500.00
31/07/2026	BANK CHARGES	55	8.80

6. To receive and note the enclosed External Auditors Report covering 2025/6

7. To receive and approve the enclosed Financial Statement as of the 30th June 2026

8. To consider the wildflower area created on Blackpool Road which has not been as successful as originally envisaged and decide whether the area should be re-planted using wildflower plug plants rather than seed due to the type of ground (heavy grass) which has hindered previous attempts to create the area from seed.

   Ian Wright from LCC has been to visit site along with myself and our Chairman and has made initial recommendations as to appropriate wildflower types (see enclosed). He has estimated an approx cost of £1000 with plug planting undertaken by our lengthsman team after a thorough low level grass cutting exercise. Whilst it is hoped that PCC will be able to do the grass cutting it may be necessary to engage a suitable contractor to undertake this work and clear the cuttings from site.

   It is suggested that a nominal budget to £1500 is set from CIL funds to undertake this project.

9. To consider the enclosed information regarding the potential to create an entrance feature on an area of land immediately on the approach to Lea located close to the existing raised bed. Enquiries have been made of Thompson Dagnall who has drawn up a rough sketch as to what it might look like (enclosed)

   The feature will be created from local stone and sculptured in line with the proposed design highlighting the historic association of Lea which was made up of French Lea & English Lea. (hence the sculptured lion and cockerel). It would be intended to run an article in our newsletter and on social media highlighting the significance of the entrance feature and its historic relevance.

   The estimated costs including installation are £10500.00, however, as no stone has been located and we may need a specific graphic design to be undertaken in order to seek approval of LCC I would suggest a provisional budget of £12K should be set aside from CIL funds.

   The Council are asked to approve the above in principle since LCC permission is still required.

10. To note that the next meeting is scheduled for the 12th October 2026

Lea & Cottam
Parish Council

MINUTES the **PARISH COUNCIL MEETING** held on

Monday the 29th June 2026 at Cottam Community Centre Haydocks Lane which commenced at 7.30pm

Present: Cllrs Butler, Rayfield, McFarlane, Parker, Bielas -Barnes, Lambert, Smith, Coward, Whitham, Brown, O'Donnell, Jonas and Jewell

There were three members of the public present which included 2 Preston City Councillors

46/26 To receive apologies

Cllr Harper

47/26 To consider and approve the Minutes of the Meeting held on the 11th May 2026 (enclosed)

It was resolved that the minutes of the meeting held on the 11th May 2026 should be approved and signed by the Chairman as a true and accurate record

48/26 To receive Declarations of Interest

None

49/26 To adjourn the meeting for a period of public discussion

The meeting was adjourned

Preston City Cllr Jemma Rushe (Lea and Larches Ward) introduced herself and sated that she looked forward to working with the Parish Council going forward.
A pre prepared statement was read out from a resident who was unable to attend the meeting supporting the request at item 8 on the agenda that the Parish Council take short term responsibility for Fairy Lane area which he had originally created on Preston City Council land. The resident reading the letter extended his support to the request as did City Councillor Ward who was present.
It was mentioned that a report had been received from Cllr Jewell with regard to the proposed train station in the Cottam area. The report which had not yet been read by the Clerk will be circulated by email after the meeting.

The meeting was reconvened

50/26 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

It was resolved that the payments referred to above be approved

51/26 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.

It was resolved that the enclosed quotation referred to above should be accepted and the relative works undertaken subject to the formal agreement of Preston City Council, a budget of £8451.14 being allocated from CIL funds

52/26 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.

It was resolved that the enclosed quotation referred to above should be accepted and the relative works undertaken as soon as practicable, a budget of £650.00 being allocated from CIL funds

53/26 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 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.

It was resolved that in principle this Council did wish to undertake general maintenance (weed removal, cutting back etc)to the area known as Fairy Lane as detailed in the report referred to above by using the in house Lengthsman Team to undertake the work towards the end of autumn when resource was expected to be available, subject to the agreement of Preston City Council to work on their land. It was confirmed by the Clerk that the contractor payments to the team in this respect could be aggregated and taken from the CIL monies currently held.

54/26 To note that the next meeting is scheduled for the 7th September 2026

It was noted that the date of the next meeting is scheduled for the 7th September 2026

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Lea and Cottam Parish Council – LA0125**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature: PKF Littlejohn LLP

Date: 16/07/2026

FINANCIAL STATEMENT 1ST APRIL 2026 TO 30 JUNE 2026				
REVISED				
BUDGET	INCOME	£		
373189	Balance b/f 1st April 2026	373189.50		
142500	Precept	142500.00		
5000	Bank Interest	2233.25		
8526	V A T Recovered	8525.56		
	CIL	161983.07		
529215		**688431.38**		
1000	Donations/Sponsorship			
300	Hire of Hall for Meetings	105.00		
800	Subs/Registrations/Training/Web Site	47.00		
10000	Grass Cutting	2600.00		
70400	Lengthsmen	14025.19		
600	Insurance	560.71		
4000	Open Space - Plants Bulbs General Repairs	286.29		
	VAT recoverable	4333.62		
20700	Clerk salary & Office Allow	4906.61		
2400	National Insurance	559.43		
770	Postage, Telephone, Stationery and Electricity	100.10		
300	Petrol Costs	45.50		
900	Audit / Legal	200.00		
1000	Newsletter	314.00		
100	Bank Charges	26.70		
13200	Xmas Tree	5971.10	2025	Invoiced Late by PCC
32900	PCC Open Space Contribution			
159370	Revenue Sub Total	34081.25		
3894	Ancient Oak Pond Works CIL	3894.00	Project Closed	
550	War Horse Project Reapair CIL	550.00	Project Closed	
3000	Drainage Invetigative Work Miller Green CIL	1680.00	Camera Survey O/S	
22000	Dodney Drive Green Drainage CIL		Invoice Awaited	
17966	Cottam Community Centre Works CIL	8541.09	Materials & Deposit Payts Made So Far	
8451	Jubilee Drainage Works CIL		Not Yet Commenced	
215231	**Total**	**48746.34**		
	Balance in hand	**639685.04**		
	less Restricted Funds (CIL)	**467307.51**	**Committed not yet spent**	**£41196**
			Not yet Committed	**£426111**
	Unspent Revenue Budget / Reserves	**172377.53**		
	BANK BALANCE (RECONCILIATION)	**547424.28**		
		32002.13		
		60258.63		
	Balance in hand	**639685.04**		

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**
09/03/2026 Jubile Park Fence	11125.00		
31/03/2026 Balance Check	**158396.23**	**478385.76**	**319989.53**
20/04/2026 Drainage Investigation Miller Green	1680.00		
24/04/2026		161983.07	

19/05/2026	Community Centre Refurb	8541.09		
15/06/2026	War Horse Repairs	550.00		
15/06/2026	Pond Clearance Opposite Ancient Oak	3894.00		
		173061.32	**640368.83**	**467307.51**

Hi Bill, Alex

Thanks for setting up the meeting on Blackpool Road earlier this week. It was good to meet you and Alex in person again.

When we discussed our options for bringing some colour and bees back to the wedge of grassland separating Riversway and Blackpool Road, I suggested buying native wildlflower plugs, which could be sown in the autumn, into short mown grass, following a cut and collect. The supplier recently used by Great Eccleston parish Council is Cumbria Wildflowers. We found them to be as good as anyone for the quality of the product and service. This is their website...

Native Wildflower Plants - Cumbria Wildflowers

Cornfield Annuals Seed Mix - Cumbria Wildflowers

Cowslip (Primula veris) plants - Cumbria Wildflowers

Cuckooflower (Cardamine pratensis) plants - Cumbria Wildflowers

Common Cat's-Ear (Hypochaeris radicata) plants - Cumbria Wildflowers

Red Campion (Silene dioica) plants - Cumbria Wildflowers

Bird's-Foot Trefoil (Lotus corniculatus) plants - Cumbria Wildflowers

Oxeye Daisy (Leucanthemum vulgare) plants - Cumbria Wildflowers

Black Knapweed (Centaurea nigra) plants - Cumbria Wildflowers

Assuming a budget of about £1000, my recommendations are in the table below. Ordering at least 150 of each species gets the unit price down, ultimately giving us more blooms in the ground. When I searched the website earlier, a pop up offering 10% off a first order appeared on screen. You may be able to take advantage of that, should you decide to go ahead. The species I've selected all share the same desirable attributes:

Easy to plant, establish and manage
Quick to spread by self-seeding, once established
Historically associated with traditional hay meadows
Providers of colour and nectar from early spring until autumn
Closely related to beloved cottage garden plants
Perennials, which negate the risk of erratic germination in established grass swards

The plants I recommend are:

Species	Colour	Flowering	Plug Size	Quantity	Price
Cowslip	Yellow	March, April	65cc	150	112.50
Cuckoo flower	Pink	April, May	65cc	150	112.50
Common cat's ear	Yellow	April, May, June, July	65cc	160	112.50
Bird's foot trefoil	Yellow	May, June, July	65cc	150	112.50
Red campion	Pink	May, June, July	65cc	150	112.50
Ox-eye daisy	White	May, June, July	65cc	300	250.00
Common knapweed	Purple	June, July, August, September	65cc	150	112.50
				1200	**£925**

Re: Entrance feature

From Thompson Dagnall <thompson.dagnall@gmail.com>
To Lea Cottam <clerk@leacottam-pc.gov.uk>
Date 2026-07-28 17:03

Hi bill stone would be approx 1.5m
Difficult to give exact size till I get the block of stone which would be a natural block but a pleasing shape if that makes sense.
I think your right about position of the carving a bit lower would be good just above eye level for motorists I would think best? I think more lettering in the circle would be too fussy and not as readable or compatible with the idea. If you think welcome is desirable then I think under the design would work better with more room for bigger letters..
Cost of the stone and carving would be £9,000. With the instalation approx £1,500
Hope this works for you.
Thanks
Thompson.

On Tue, 28 Jul 2026, 16:13 , <clerk@leacottam-pc.gov.uk> wrote:

> Thompson
>
> Received the drawing which I will discuss with my colleagues. we are not twinned.
>
> Before we can get Council agreement we need to have more information.
>
> 1. What will be width?
>
> 2. Engraving looks a little high in comparison to height of stone leaving a large blank area. Could it be more centralised or better still have wording as WELCOME TO LEA rather than just LEA - possibly below the figures.
>
> 3. We need a general estimate of total cost, stone, sculpture work and installation.
>
> Can you let bus have information asap so we can go to Council
>
> Bill
>
> ---
> W V MCENNERNEY-WHITTLE
> PROPER OFFICER
> TEL 01772 733829
>
>
>
> On 2026-07-28 13:19, Thompson Dagnall wrote:
>
>> Hi Bill see attached drawing of entrance feature As discussed I would suggest around 2M in height
>> Thanks
>> Thompson

Entrance Feature for Lea on the Blackpool road

Connects the two sides of Savick Brook, the French and English Lea.

Using the historical association to highlight the unique identity of Lea.

Is Lea twinned with a French town? Possible hands across the water?

HEIGHT 2 METRE WIDTH 1.5 METRE COST: £10500.00