

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

Monday the 3rd March 2025 at Cottam Community Centre Haydocks Lane commencing at 7.30pm

Present: Cllrs Butler, Jewell, Rayfield, Smith, Whitham, Abram, Coward,

Parker, Harper, Brown and O’Donnell

There were three members of the public present.

10/25 To receive apologies

***Cllr Lambert and Gibson***

11/25 To consider and approve the Minutes of the Meeting held on the 20th January 2025 (enclosed)

***It was resolved that the minutes of the meeting held on the 20th January 2025 should be approved and signed by the Chairman as a true and accurate record.***

12/25 To receive Declarations of Interest

***None***

13/25 To adjourn the meeting for a period of public discussion

*The meeting was adjourned*

*A resident raised concerns about dog faeces and the lack of dog bins in the area. A local ward councillor present agreed to take the matter up with Preston City Council who are the responsible authority.*

*It was mentioned that the works on Hoyles Lane are coming to an end. The road will be partially open very shortly with full re-opening in the summer. Preston Bus has agreed to partially reinstate the 44 bus in order to provide a limited service along Hoyles Lane once the temporary opening has been achieved.*

*It was mentioned that the nursery development next to the Community Centre has received planning permission and the land has now been cleared ready for development. It was stated that the building will be three storeys with the third floor being office space, the nursery occupying the first two levels.*

*The pedestrian pathway under the bypass, which has been the subject of flooding, is still closed. A local ward councillor has become involved and an e-petition to get the pathway re-opened as soon as possible has been submitted.*

*It was stated that the road access to the Calder Rise development from Cottam Way will eventually join with the developments to the north as a through road.*

*The meeting was reconvened*

14/25 To consider a response to the planning application 06/2025/1254 for the building of 24 residential units (Class C) and commercial development Class E 9g) with associate access, landscaping and infrastructure at Land off Cottam Way Cottam.

***It was resolved that no representation need be made.***

15/25 To approve the following payments:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 02/12/2024 | NEWGATE NURSERIES PLANTING CANBERRA MEMORIAL CIL |  |  | 81 |  | 214.80 |
| 02/12/2024 | SAVOY TIMBER BENCH PROJECT CIL |  |  | 82 |  | 111.68 |
| 02/12/2024 | S FITZPATRICK LENGTHSMAN TEAM |  |  | 83 |  | 720.00 |
| 02/12/2024 | A BARTLETT LENGTHSMAN TEAM |  |  | 84 |  | 708.00 |
| 02/12/2024 | G THOMPSON LENGTHSMAN TEAM |  |  | 85 |  | 780.00 |
| 02/12/2024 | GGS LENGTHSMAN TEAM |  |  | 86 |  | 2666.00 |
| 17/12/2024 | WV MCWHITTE SALARY & EXP 3RD QTR |  |  | 87 |  | 3200.84 |
| 17/12/2024 | SLCC 1/3 SGARE SUBSCRIPTION |  |  | 88 |  | 120.00 |
| 17/12/2024 | BG FENCING MATERIALS DRAINAGE WORKS CANBERRA MEMORIAL CIL |  |  | 89 |  | 211.10 |
| 17/12/2024 | VISION ICT WEB SITE HOSTING AND SUPPORT |  |  | 90 |  | 282.00 |
| 17/12/2024 | HMRC 3RD QTR |  |  | 91 |  | 2483.13 |
| 17/12/2024 | GGS LENGTHSMAN TEAM |  |  | 92 |  | 1307.00 |
| 17/12/2024 | SANDERSON AND SONS |  |  | 93 |  | 1631.40 |
| 23/12/2024 | COTTAM C ASSOCIATION ROOM HIRE |  |  | 94 |  | 35.00 |
| 23/12/2024 | S FITZPATRICK LENGTHSMAN TEAM |  |  | 95 |  | 180.00 |
| 23/12/2024 | A BARTLETT LENGTHSMAN TEAM |  |  | 96 |  | 528.00 |
| 23/12/2024 | G THOMPSON LENGTHSMAN TEAM |  |  | 97 |  | 540.00 |
| 24/12/2024 | EON NEXT ELECTRICAL SUPPLY LEA TOWN |  |  | 98 |  | 26.69 |
| 31/12/2024 | BANK CHARGES |  |  | 99 |  | 0.30 |
| 31/12/2024 | BANK CHARGES |  |  | 100 |  | 7.35 |
| 06/01/2025 | GGS LENGTHSMAN TEAM |  |  | 101 |  | 819.00 |
| 06/01/2025 | W CADWALLADER BENCH REPAIR CIL |  |  | 102 |  | 200.00 |
| 06/01/2025 | VIKING DIRECT STATIONERY |  |  | 103 |  | 26.94 |
| 06/01/2025 | STONEOAK STATUE CLEANING CIL |  |  | 104 |  | 3636.00 |
| 21/01/2025 | EON NEXT ELECTRICAL SUPPLY |  |  | 105 |  | 27.05 |
| 28/01/2025 | G THOMPSON LENGTHSMAN TEAM |  |  | 106 |  | 540.00 |
| 28/01/2025 | S FITZPATRICK LENGTHSMAN TEAM |  |  | 107 |  | 540.00 |
| 28/01/2025 | SAVOY TIMBER BENCH REPAIR CIL |  |  | 108 |  | 36.61 |
| 28/01/2025 | A CROSS LENGTHSMAN TEAM |  |  | 109 |  | 450.00 |
| 28/01/2025 | GLASDON NEW BENCH ON CANAL CIL |  |  | 110 |  | 730.92 |
| 28/01/2025 | A BARTLETT LENGTHSMAN TEAM |  |  | 111 |  | 360.00 |
| 28/01/2025 | GGS LENGTHSMAN TEAM |  |  | 112 |  | 2322.00 |
| 31/01/2025 | BANK CHARGES |  |  | 113 |  | 8.55 |
|  |  |  |  |  |  |  |

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

16/25 To consider further enhancements to the War Horse and surrounding area. The War Horse has been cleaned, however, there are damaged areas to both ears and one ear has a crack at its base. The original sculptor who did the enhancements to the Canberra Statues and also did the original War Horse has quoted £2200 to do the work to bring the feature back to its original level.

The surrounding area which represents ‘water’ has also deteriorated with time. A quote has been received from Soft Surfaces, who undertook replacing the Community Hall play surface has provided a quote of £3720 to recover the ‘water’ area with Wetpour Rubber Surfacing (as used at the Community Centre) in either a plain blue or water blend (an example of the latter will be available at the meeting.

The front grass area needs attention – this can be re-turfed by our lengthsman team with materials at an approx price of £500.

To the rear of the feature was an area filled with loose gravel which is now little more than a muddy area covered with weed. Soft Surfaces are able to supply and install a Resin Base Rubber Mulch, including a geotextile membrane which would transform that part of the area and complete the enhancement of the area, once again making it a feature for the area at a cost of £2150.

Quotations are enclosed for perusal – please note that they do expire before our meeting but as it is only by a matter of days it is hoped that they will hold should this Council decide to go ahead with the works outlined. It will also be necessary to put up a temporary fence around the site so as to allow the Wetpour to harden, this would be done by our lengthsman team after installation for a period of approx 48 hours. Whilst it is hoped that PCC might be able to supply appropriate metal fencing there could be a cost in order to protect the site from damage during this time.

Total Costs excluding any temporary fencing as known are £8570 – it is suggested that a budget using CIL funds should be set at £10K to allow for any price variations or contingencies during the work should this Council wish to go ahead with the whole of the project.

Approval of Preston City Council for this maintenance work will be required.

***It was resolved that the proposals outlined above should be approved, a budget of £10K be allocated from CIL funds and that the works should be undertaken once the permission of PCC has been received.***

17/25 To consider the enclosed report and agree or otherwise the recommendations that are set out therein with regard to members dedicated email addresses, ‘cloud’ back up of Council electronic records and retention of records on members personal devices.

***It was resolved that the recommendations in the report should be accepted and implemented. The Clerk will now make the necessary arrangements for each Parish Councillor to have a Parish Council e-mail address, arrange an electronic back up facility through its IT support company for Parish Council electronic files and either amend an existing policy or create a new policy covering the responsibility of each Member to manage and control third party personal data and not to retain personal data on their own personal devices.***

18/25 To consider the working group recommendations with regard to the proposed Information Boards already agreed as part of the Canberra Memorial project. The working group looked at two options with regard to the boards and whilst they did identify a cheaper option than that being recommended, felt that to complete the project it was important to procure a high level of quality and use a company who already work with BAE who have all the requisite photographs and historic records to produce a professional high quality product which includes the writing of the wording and photographs which will form the story of the disaster.

The costs for the two boards range between £1888.00 to £2609.00 as per the attached quotations, depending upon the size of the information boards.

The budget allocation for this project was £6500 of which £1772 still remains as a result of savings elsewhere – should the Council wish to go ahead whichever option may be chosen it will require a slight budget adjustment from CIL funds to cover.

***It was resolved that this Council should purchase two Avenue Aluminium Frame Information Boards with appropriate artwork panels from Reid Creative size 644 x 470mm at a cost of £2381.00 quotation reference RC4859 depicting the Canberra Air Crash to be place next to the Memorial Statues that have recently been renovated.***

19/25 To consider and approve that the Lengthsman contract hourly rate of pay currently set at £18.00 per hour should be increased in line with inflation (CPI) currently at 3% to a figure of £18.55

***It was resolved that the Lengthsman hourly rate should be increased as suggested above.***

20/25 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 per hour and £15 per hour, should be increased in line with inflation (CPI), currently at 3% to figures of £12.40 and £ 15.45 per hour.

***It was resolved that the contracts referred to above should be renewed for a further 12 months at the rates suggested above, except that the lower rate proposed of £12.40 per hour should be increased to £12.60 per so as to equate to the current Real Living Wage.***

21/25 To note that the next meeting is scheduled for the 7th April 2025.

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