

AGENDA

1. APOLOGIES**2. NOTIFICATION OF INTERESTS****3. CONFIRM THE MINUTES OF THE MEETING HELD ON MONDAY 12th January 2009 (already circulated)****4. PUBLIC PARTICIPATION****5. PLANNING APPLICATIONS****Members are asked to consider the following application**

06/08/0971 – Alterations and change of use of former emergency planning centre and offices to conference centre and banqueting facilities, erection of two storey extension with basement accommodation and alterations/engineering operations to the former underground bunker including remodelling of existing mounding, new access ramps/steps/handrails, air conditioning plant room, cladding to exposed walls, new window/door openings, entrance porch and provision of roof terrace with tensile canopy and associated car parking @ Westleigh House Lea Rd PR4 0RW.

The Access and Design Statement is enclosed for members' information.

6. FINANCIAL MATTERS**Members are asked to approve the following payments:**

CHQ NUMBER	PAYEE	PURPOSE	AMOUNT
500507	GREENWOOD GARDEN SERVICES	LENGTHSMAN	851.00
500508	PRESTON CITY COUNCIL	HANGING BASKETS 2008	528.75
500509	THOMAS COLE SOLUTIONS	DOMAIN HOSTING ANNUAL COST	23.50
500510	LANCASHIRE PLAYING FIELDS ASSOCIATION	2009 ANNUAL SUBSCRIPTION	15.00
500511	LONGTON PARISH COUNCIL	1/3 RD SHARE SLCC SUBS AND PRACTITIONERS CONFERENCE 2009 MINUTE 07/09	118.66

7. INTERNAL AUDIT**Members are asked to consider and approve the following enclosed documents:**

- The Councils Risk Management Policy Statement 2009
- The Councils Risk Management Register 2009
- The Councils Asset Register 2009
- The Review of the Effectiveness of the Internal Audit and Internal Control 2009

8. COTTAM GALA 2009

A request has been received to consider a donation under LGA 1972 S137 towards the running costs of the Cottam Gala which is due to be held on the 9th May 2009. The request is not specific in terms of the amount requested although members may wish to be reminded that a donation of £100.00 was made last year to Trinity Church Cottam to assist with the costs of a 'float' in the Penwortham Gala and that this present request would replace any similar request this year. This Council has also made budgetary provision for £100.00 towards some involvement with Lea Gala later this year.

Members are asked to consider the above request.

9. PARISH PLAN

Following the last meeting it was agreed that the working party should organise making the appropriate amendments to the 'draft letter' to be sent various contacts with regard to the facilitation of a Parish Plan. In addition the working group have now put together an action plan to cover the next stage of the investigation process including actions to be agreed at this meeting (documents enclosed)

Members are asked to:

- **Consider and approve the revised version draft letter and authorise that it should be issued to the people on the 'contact list' already prepared.**
- **Consider and approve the suggested Action Plan.**
- **Agree the details of the actions proposed for this meeting.**

10. PHOTOCOPYING COSTS / PRINTING COSTS

Some years ago this Council took the opportunity to utilise Longton PC photocopying facilities at 4p per copy which remains very competitive against alternative external copying costs. This arrangement is only possible whilst the Clerk continues to work for both parishes. Currently annual costs are in the region of £260.00 per annum. In addition printing costs are incurred by supplying cartridges as required for the Clerks own printer. Over the last few years the cost of a duplex laser printer which has the joint capacity to produce low cost copies and printing on both sides of paper has significantly reduced and a business quality machine can now be purchased for approx £300.00 which will be able to produce copies as required at a cost of less than 4p per copy (present charge). Clearly there is an initial outlay and the need to purchase toner however over a 3 year period the overall cost is likely to be significantly less than the existing arrangements and it brings with it the self sufficiency of this Council.

Members are asked to consider the purchase of their own 'duplex laser printer' at a cost of approx £300.00

11. BUS SERVICES 24 & 25

Members are asked to consider making comment to the Stagecoach management concerning the announced discontinuation of the above services which it may be felt will result in an inferior service being put in place.

12. LEA SCOUT GROUP

It has been brought to our attention that this year celebrates the 60th anniversary of the above Scout Group who has as we understand it always met at St Christophers.

Members are asked to consider whether this Council might wish to support this anniversary in some way.

13. LENGTHSMAN WASTE CARRIER LICENCE

It has been brought to our attention that in order for our lengthsman to continue to undertake litter picking and the disposal of such litter including green waste from grass cutting or hedge trimming to the recycling centre he requires a 'waste carrier licence'

The licence costs £150.00 for a three year period and will need to be in the name of the lengthsman. A number of local councils who have also been made of aware of the legal requirements have undertaken to purchase the licence on behalf of the lengthsman at their own expense.

Members are asked to consider the above and approve or otherwise the purchase of the required licence which will be in the name of Peter Greenwood our lengthsman.

14. CHRISTMAS TREES 2009 - COTTAM

Provisional arrangements have now been made for the erection of a Christmas tree in the grounds of Cottam Primary School in 2009 along the same lines as that erected at St Christophers. There will be a need to install a concrete ducted plinth complete with collar for the tree and purchase 3 sets of festoons and appropriate transformers giving rise to costs in the first year of approx £2700.00 and then ongoing annual costs in line with those charged for the tree @ St Christophers currently estimated at £850.00. Members may wish to note that a number of enquiries have been made relating to last years tree from other local councils who have complimented this Council on the appearance of the tree and enquired

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about its annual costs which are seemingly significantly lower than quotes that these other councils have been receiving from other organisations (SRBC use an external contractor at a current cost of £1200) The budget provision for 2009/10 is £3500.00.

Members are asked to approve the arrangements outlined above.

15. NEXT MEETING

The next meeting will be held on Monday the 6th April 2009