

PRESTON BROOK PARISH COUNCIL

21 June 2023

To: **Members of Preston Brook Parish Council**

Dear Councillor,

Dated this twenty-first day of June 2023, you are hereby summoned to attend a Meeting of Preston Brook Parish Council to be held at 20.30 on the twenty-sixth day of June 2023 to transact business on the agenda.

The meeting will be held in Preston Brook Village Hall, Sandy Lane, Preston Brook, Runcorn, Cheshire, WA7 3AW.

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Members of the public wishing to address the Council are advised to notify the Proper Officer before 10:00 on the day of the meeting outlining the representation they wish to make. Permission to speak at the meeting will be at the discretion of the Council. Public participation session at a meeting shall not require response or debate and should focus on matters relating to items on the agenda. All participants are restricted to a maximum of three minutes. Please note that the Council may not be able to answer any questions on a particular topic if the council has not considered or resolved the matter at a prior meeting. Should this be the case, the Council will advise correspondence with the Proper Officer to request the item be debated at a future meeting. If the question is considered outside the remit of Preston Brook Parish Council, residents will be referred to Halton Borough Council or another appropriate body.

Yours sincerely,



Luke Trevaskis
Proper Officer

TO CONTACT THE PROPER OFFICER, PLEASE EMAIL
clerk@prestonbrookparishcouncil.gov.uk

AGENDA

1. **Apologies** - to receive apologies for absence.
2. **Declarations** - to record declarations of members' interests of a pecuniary or non-pecuniary nature in accordance with the Localism Act 2011 (Sections 26-34 and Schedule 4).
3. **Minutes** - to receive and confirm the minutes of the last meeting.
4. **Police** - to receive and note a report on local crime statistics.
5. **Public Realm** - to receive an update on public realm projects and agree actions.
6. **Village Hall** - to receive an update on the Village Hall and agree actions.
7. **Finance**
 - i. to approve Month 2 finances.
 - ii. to receive and approve end of year accounts for 2022-2023.
 - iii. to receive and approve end of year bank reconciliation for 2022-2023.
 - iv. to receive and approve end of year AGAR for 2022-2023, agreeing that this be duly signed by the Chairman and Chief Officer (noting the signature may be redacted when the documents are published on the website to comply with the GDPR).
 - v. to approve the date for the Notice of Elector's Rights to view the 2022-2023 accounts.
8. **Planning** - to consider planning matters and agree actions.
9. **Conservation Status** - to receive an update and agree actions.
10. **Neighbourhood Plan** - to receive an update and agree actions.
11. **Borough Councillor Report** - to receive a report from ward councillors regarding issues affecting residents within the boundary of Preston Brook PC.
12. **Next Meetings** - to note the next meeting will be held on 24 July.
13. **Public Forum** - to consider representations from members of the public which have been submitted to the Proper Officer by 10:00 on the day of the meeting and to note each representation is restricted to three minutes.