

PRESTON BROOK PARISH COUNCIL

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

Dear Councillor,

You are hereby summoned to attend the Ordinary Meeting of Preston Brook Parish Council to be held at 20.30 on the twenty-second day of July 2025 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) relating to the business of the meeting and note any dispensation requests received by the Proper Officer.
3. **Police** - to receive and note a report on local crime statistics.
4. **Minutes** - to receive and confirm the minutes of the last meeting.
5. **Public Realm** - to receive an update on public realm projects and agree actions.
 - i) To note that the new contractor for Bridgewater Grange will be commencing works in August.
 - ii) To note that the location plan for the planter at the Spar has been submitted, although this may require amending in light of the recent planning application for an illuminated totem.
 - iii) To discuss any other matters in the public realm and agree actions.
6. **Finance / Governance**
 - i) To note the period of rights for the public inspection of the FY2425 accounts.
 - ii) To note that the Council will be changing website hosting provider once all digital assets have been migrated.
7. **Planning**
 - i) To receive an update regarding Planning Application 25/00252/ADV (Totem Sign, Spar)

To agree the below objection in the first instance, pending further information. To also consider whether the Parish Council would accept a totem if it were of a different design with a heritage appearance.

Preston Brook Parish Council objects to this application on the grounds that the proposal fails to demonstrate full compliance with Policy HC4 of the adopted Development and Land Policies (DALP), and does not currently meet the necessary standards for highway safety and amenity.

Specifically:

- *The submitted drawings lack sufficient detail to properly assess the precise placement and visual impact of the proposed totem structure. It is requested that a scale drawing be provided including measurements from footway edge.*
- *The design does not demonstrate the location or depth of the footings or plinth. Although the structure appears to be set back from the highway boundary, no evidence has been provided to confirm that its foundations do not encroach upon or compromise the highway verge or footpath.*
- *There is no structural or material specification for the totem, which is necessary to understand its safety, durability, and overall appearance in the public realm.*
- *No information has been submitted regarding the brightness or illuminance of the signage, which is required to ensure compliance with Professional Lighting Guide PLG 05 – The Brightness of Illuminated Advertisements (2014). The Parish Council is particularly concerned about potential light pollution and impact on nearby residential amenity.*
- *Furthermore, no detail has been provided about the method of installation, including whether any temporary traffic management or highway access will be required. This raises concerns about compliance with the New Roads and Street Works Act 1991 and the potential disruption or safety implications for road users and pedestrians.*

In the absence of this critical information, the Parish Council considers the proposal to be premature and insufficiently evidenced. We respectfully request that the application be refused or deferred until all necessary information is submitted and public consultation can take place on the revised details.

- ii) To receive an update regarding Planning Application 25/00231/REM (17 Dwellings at Summer Farm - approval of reserved matters including appearance, landscaping, layout and scale)

8. Neighbourhood Plan

To note the Terms of Reference for the Neighbourhood Plan Steering Group have been submitted to Halton Borough Council.

9. 250th Anniversary of the Bridgewater Canal Tunnel

- i) To receive an update regarding the 250th anniversary celebration of the Bridgewater Canal tunnel.

- 10. **Borough Councillor Report** - to receive a report from ward councillors regarding issues affecting residents within the boundary of Preston Brook PC.

- 11. **Next Meetings** - to note the next meetings will be held on 23 September 2025.

- 12. **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.

- 13. **Exclusion of Press and Public** - the Council is recommended to pass the following recommendation in relation to the following items:

"That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings." (Public Bodies (Admission to Meetings) Act 1960 - Section 1)

- 14. **Assets** - to consider an update regarding the ownership of local assets as outlined in the Confidential Report.

- 15. **Staffing Matter** - to consider an ongoing staffing matter and agree a course of action as outlined in the Confidential Report.

CONFIDENTIAL REPORT - 22.7.25

Item 14 - ASSETS

It is recommended to ratify the actions taken following the last meeting to register stewardship of the parcels of land to the entrance of the Wharf by adverse possession as detailed below.

The names and addresses of each land parcel are as follows.

- 1) Horses Rest, The Wharf, Preston Brook, Halton, Cheshire, WA4 4BA.
- 2) Hill Top Hollow, Hill Top Road, Preston Brook, Halton, Cheshire, WA4 4AH.
- 3) Third Parcel is where biker's usually rest or people stop to admire the canal - is used to be a part of Hill Top Hollow prior to the road being installed through it. As far as I am aware it doesn't have a post code, but it is on the opposite side of Hill Top Road, adjacent to land parcel two as above.

The price per registration is £950.00+VAT.

Item 15 - Staffing Matter

To note that there has been some operational challenges which have increased in the past couple of months owing to disruption caused by two residents of other authorities which are contacting all known associates of the PO, impacting their life, and his.