

# PRESTON BROOK PARISH COUNCIL

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21 April 2022

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

Dear Councillor,

Dated this twenty-first day of April 2022, you are hereby summoned to attend a meeting of Preston Brook Parish Council to be held at 19.30 on the twenty-sixth day of April 2022 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](mailto:clerk@prestonbrookparishcouncil.gov.uk)

## AGENDA

1. **Apologies** - to record 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. **Police** -
  - i) to receive and note a report on crime statistics
4. **Minutes** - to confirm and sign as a true record the minutes of the last meeting.
5. **Finance** -
  - i) to consider and approve the payment schedule.
  - ii) to consider and approve the budget report.
  - iii) to consider and approve the draft Annual Governance and Accounting Statement for 2021-2022.
  - iv) to consider and approve the internal auditor for 2021-2022.
6. **Village Hall** - to receive an update on the correspondence with the Village Hall Committee.
7. **Highways** - to receive an update on correspondence from Halton Borough Council and agree actions.
8. **Platinum Jubilee Celebrations** - to receive an update on contractors, consider and approve the risk assessment for the event, and agree any further actions.
9. **Public Realm** - to consider the costs for the public realm project opposite the SPAR, receive an update on the available CIL budget, and agree actions.
10. **Communications** - to approve the draft newsletter and receive an update on social media.
11. **Policies**
  - i) to consider and approve the Code of Conduct.
12. **Ward Councillor Report** - to receive a report from ward councillors regarding issues affecting residents within the boundary of Preston Brook PC.
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.