

Preston Brook Parish Council

MINUTES OF PRESTON BROOK PARISH COUNCIL ANNUAL GENERAL MEETING HELD at 7:30pm ON TUESDAY 15th JUNE 2021 AT PRESTON BROOK VILLAGE HALL

Opened at 7.35pm

Part 1

Members Present

M.Marlow, L.Sanders (in the Chair virtual), P.Bolton, G.Littler

Also present:

Clerk to the Council

C Wyna

Public

There were 3 members of public present

1. **Apologies** – No apologies received
2. **Declarations** – There were no declarations of interest.
3. **Police Report** – PCSO Bromley advised via email to the Clerk that there was no report to be presented as no incidents to report.
4. **Minutes of the previous meeting**
RESOLVED that the minutes of the Annual Parish Meeting of 18 May 2021 be accepted as a true record. The minutes were proposed by Cllr Marlow and seconded by Cllr Littler.
5. **To consider and approve co-option of Mr Alan Price and Dr Jamie Walton**
Clerk had submitted email from Dr Walton in advance of the meeting and he presented verbally his interested in joining. Following some discussion it was AGREED by all to co-opt Dr Walton to the council. Mr Price was unable to attend and it was agreed to defer to the next meeting.
6. **Financial Report**
 - a) **Receipts** – £13,000 – Precept 2021/2022
 - b) **Payments approved**
 - C.Wyna – Salary - £320.42
 - HMRC - £74.20
 - Halton BC – Costs for election - £308.50
 - Parish online – mapping subscription - £40.50

Balance of account - £36,535.42

c) To approve the annual accounts for 2020/21 for submission to external auditor

The Clerk had circulated in advance of the meeting. There were no comments or questions raised and it was AGREED by all present.

7. Planning

a) 21/00311/FUL – Proposed conversion of existing office/storage/workshop building to form 3 residential apartments at Hilltop Farm, Windmill Lane, Preston on the Hill, WA4 4AZ

Following some discussion there were no comments or objections to the application.

8. To approve budget of up to £500 for tree inspection on land at Bridgewater Grange

Clerk advised that following some concerns raised by residents it may be prudent to undertake a survey of the old tree at Bridgewater Grange due to possible disease. It was asked whether the tree had a TPO – Clerk to determine. It was last inspected in early 2019. This was AGREED.

9. To approve the quotation for the refurbishment of the village hall toilets

Clerk had provided the upgraded quotation from M.Lacey which was an enhancement against the original specification and included new sanitaryware, cubicles as previously it was to be reused. L.Bolton advised that the previous quotes were based upon the original specification and were far higher than this revised quote. Following some discussion it was AGREED IN PRINCIPLE subject to seeing other quotes that the works proceed with M.Lacey. It is also noted as previously agreed that the parish council will pay the works on behalf of the hall but village hall will need to be invoiced for their commitment in advance of payment to the supplier. Cllr Marlow requested that we keep quotes on file for openness/transparency in line with our financial regulations.

10. Policies

a) To approve the Model Standing Orders 2018

Clerk had circulated in advance and updated new policy in line with old. There were no comments and this was AGREED.

b) To approve the Model Financial Regulations

Clerk had circulated in advance. There were no comments and this was AGREED.

11. To discuss and agree next steps in response to the correspondence between Cllr J Bradshaw and Ian Saxby regarding speeding issues and turning on Windmill Lane

Clerk provided a detailed overview of issues to date with the suggestion of revisiting 1) reducing HGV traffic through the village 2) introduction of sleeping policeman or chicane at Windmill Lane 3) one way approach on Hill Top Road. It was suggested to invite Ian Saxby to a future meeting to discuss in more detail to conclude a way forward as well as the new PCC.

12. To approve repair/replacement of bench at Windmill Lane and associated budget

Clerk had researched and circulated an option to Cllrs in advance of the meeting the cost of up to £350 was AGREED to purchase and install. It was also requested if we could look to refurbish the fingerpost sign at Hill Top Road – Clerk to contact J.Tickle and M.Byrne.

13. To discuss and agree an approach to the recruitment of more parish councillors to complete the constitution of 8 members

This was discussed and options of advertising via newsletter, facebook and noticeboards were considered. Cllrs to consider this as an ongoing activity in order to bring new residents onboard.

14. To discuss and approve approach to the recruitment of a new parish clerk

Clerk updated on the need to commence advertisement with a view to installing and the current clerk completing at the end of August to allow for the recruitment process to complete and transition. It was agreed that the clerk would prepare an advert and job description for Cllrs to agree and then we would advertise via CHALC and other platforms. Cllrs to consider the panel for recruitment and advise the clerk.

15. Urgent items

There were no urgent items but it was requested whether the council could consider the restoration costs of the telephone box. This was to be looked into by resident and costs presented to the Clerk for further consideration/approval by the council.

16. Public forum

There were no items raised other than participation in discussions (allowed) throughout the meeting.

17. Next meeting

- Date and time of next meeting being Tuesday 20th July 2021 at 7:30pm.
- Meeting closed at 9:20pm

18. Exclusion of Public and Press

Part 2

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100 of the Local Government Act 1972.

Signed as a true record

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**Councillor L Sanders
Chairperson**