

PRESTON BROOK PARISH COUNCIL

21 October 2021

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

Dear Councillor,

Dated this twenty-first day of October 2021, 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 October 2021 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 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
 - ii) to discuss areas of concern with the Police Crime Commissioner and agree any areas of concern to be considered a police priority for the Preston Brook PC area.
4. **Minutes** - to confirm and sign as a true record the minutes of the last meeting.
5. **Finance** -
 - i) to consider and approve Q2 transaction list.
 - ii) to consider and approve Q2 budget report.
 - iii) to consider and approve Q2 bank reconciliation.
 - iv) to consider and approve the addition of the Proper Officer to the bank mandate.
 - v) to consider and approve the payment schedule.
6. **Policies** - to note the Council's lawful duty to comply with legislation and adopt the below policies.
 - i) to consider and approve the Risk Management Scheme - *Accounts and Audit Regulations 2015*.
 - ii) to consider and approve the Grievance Policy - *Employment Act 2008 and Employment Tribunals - Constitution and Rules of Procedure (Amendment) Regulations 2008*.
 - iii) to consider and approve the Disciplinary Policy - *Employment Act 2008 and Employment Tribunals - Constitution and Rules of Procedure (Amendment) Regulations 2008*.
 - iv) to consider and approve the Equality Policy - *Equality Act 2010*.
7. **Planning** - to note a brewery has acquired a lease for 40,000sq.ft. of warehouse space in Preston Brook and discuss concerns regarding the potential increase in HGVs.
8. **Highways** - to receive an update from an officer of Halton Borough Council regarding traffic calming requests and agree any additional requests for Highways (such as the location of the proposed finger post).
9. **Ward Councillor Report** - to receive a report from ward councillors regarding issues affecting residents within the boundary of Preston Brook PC.
10. **Photocopier** - to consider the arrangements for moving the photocopier to the Village Hall and agree actions.
11. **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.
12. **Next Meeting** - to consider items for the agenda of the next meeting and agree the below meeting schedule.