

PRESTON BROOK PARISH COUNCIL

3 October 2022

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

Dear Councillor,

Dated this third day of October 2022, you are hereby summoned to attend an ordinary meeting of Preston Brook Parish Council to be held at 19.00 on the seventh day of October 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

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. **Training** - to agree a date for in house training on 'roles and responsibilities of councillors' and key legislation that may be needed to be understood by members to fulfil their duties as a holder of public office.
6. **Co-option** - to consider any applications for co-option.
7. **Public Realm**
 - i. to note that an order has been raised with Halton BC's contractor to install the bench.
 - ii. to note that a grab wagon will deliver six large sandstone boulders to Bridgewater Grange to prevent HGVs from parking/reversing.
 - iii. to consider the purchase of additional planters to intersect the boulders on Bridgewater Grange.
 - iv. to consider the responsibility of the hedge cutting at Preston Brook Village Hall.
 - v. to receive an update on other public realm projects and agree actions.
8. **Village Hall** - to receive an update on the Village Hall and agree actions.
9. **Highways**
 - i. to consider writing to the CEO of Halton BC and Police and Crime Commissioner regarding issues of concern relating to highways.
 - ii. to consider the request from Sandymoor Parish Council to part fund a speed indicator device that can be shared across the parishes (it is understood an approach has also been made to Daresbury PC).
10. **Communication**
 - i. to note the most recent newsletter has been circulated and consider content for the next edition.
 - ii. to consider a request from the Village Hall Committee / Trustee to access to the Council's Facebook page to promote the facilities to the community.
11. **Finance**
 - i. to receive Q2 2022-2023 finance report.
 - ii. to note the External Auditor, PKF Littlejohn, has provided an Interim Audit Report Notice.

12. **Planning** - to consider planning matters and agree actions.

- i. Planning Application 22/00493/OUT - to consider planning application and agree actions.
- ii. Conservation - to consider the fee estimate for preparing the Preston on the Hill Conservation Area Appraisal to support an application for Conservation Area Status (£4,600+VAT) and the subsequent fee for preparing the final document, including the Management Plan (£1,300+VAT).
- iii. Neighbourhood Plan - much work is required to understand exactly what the Council wants a Neighbourhood Plan to achieve for the area. Halton's Local Plan has 'safeguarded' considerable land to the east of the railway line for development at a later date, as well as allocating land for residential development adjacent to Preston-on-the-Hill and two smaller, though not insignificant, allocations in Preston Brook (plus land for employment purposes). There are a number of options open to the Council and consideration should be given to the development of design principles to help bring out and reinforce local character and identity. The scale of growth might also provide opportunities to identify projects and improvements the Council would like to see take place in the area. Given the cost implications, the Council should consider a date to meet with each potential contractor, to discuss ideas further and agree which contractor presents the best fit to achieve the authority's aims.
- iv. Neighbourhood Plan Open Session - to discuss holding an initial session for residents in the Village Hall to introduce them to the benefits of a Neighbourhood Plan, whilst recruiting interested parties to become involved in a Steering Group.

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

14. **Next Meetings** - to note the date of the next meeting is 7PM on 18 November 2022, and agree meeting schedule/venue for the remainder of the civic year (up to April 2023), taking into consideration that the Village Hall Committee/Trustees have also requested to coordinate their meeting schedule to coincide with Preston Brook PC, to enable councillors/clerk to attend.

15. **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.