

BROUGHTON AND BRETTON COMMUNITY COUNCIL
ANNUAL REPORT 2023-24

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BROUGHTON AND BRETTON COMMUNITY COUNCIL

ANNUAL REPORT
MAY 2023 TO APRIL 2024



Councillor Billy Mullin
Chairman of the Council

Sharron Jones
Clerk and Financial Officer

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WELCOME FROM THE CHAIRMAN OF THE COMMUNITY COUNCIL

It gives me great pleasure to present the second Annual Report for Broughton and Bretton Community Council following the introduction of the Local Government and Elections (Wales) Act 2021. Broughton and Bretton became a separate Community Council in 1985 following a further local government reorganisation.

I am sure that you will be interested to learn about the work of the Community Council and the positive impact that the Council has had upon the local community of Broughton and Bretton that includes the two wards of Broughton North East and Broughton South.

I particularly enjoyed presenting pupils at the local primary school with commemorative coins for the coronation of King Charles III and providing small grants for community organisations to enjoy the celebrations.

I would like to thank the elected members and officers of the Community Council for their hard work during my twelve months as Chairman and particularly the Vice-Chairman, Councillor Ryan McKeown, for covering the role of Chairman during my recent illness. I'd also like to thank members of the Community Council for my well wishes. Members and officers work tirelessly for the good of the community and provide an efficient service.

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We have a small team of officers at the Community Council and I am particularly impressed with the working relationship of our small team and the way that they not only work together well but provide an “above and beyond” caring atmosphere for all members of staff, particularly during times of illness or compassion.

I am delighted to report that the recruitment of our Assistant Clerk following the retirement of our Administrative Assistant has been a seamless process. We held a retirement event for Fran Griffiths which had been well attended and a deserving ceremony for Fran. Georgey Griffiths continues to thrive in her new role. All staff are an asset to the council under the excellent direction of our experienced and professional Clerk, Sharron Jones.

It gives me great pleasure to announce that the council, under the Service Level Agreement with Hawarden Community Council, have adopted a work experience scheme. On the 15th April 2024 we welcomed a young man for a three-month maintenance work placement and on the 14th July we will welcome a young lady on an administration placement for one week; this is a great opportunity for the council to provide such vital opportunities.

During the year we have also worked hard in the publication of a Country Park Management Plan which will see much needed improvements to the County Park, a well-structured management plan which will assist the council in getting grants for improvement works.

I am honoured to have taken part in the annual Remembrance Day event in November 2023 which saw an enhanced attendance and many remarks at how well the event had been organised. This is a large community event which is commemorated so well.

The council has recently purchased a “lamp light of peace” to be lit at the local church at 9.15 p.m. on 6th June to commemorate the 80th Anniversary of the D-Day landings; a wreath will also be laid at the Hawarden memorial on this day with colleagues from the Royal British Legion.

I am excited to be working with members and officers on behalf of our community over the next year.

Councillor Billy Mullin
Chairman of Broughton and Bretton Community Council

SECTION 1 - INTRODUCTION TO THE REPORT

This annual report sets out to inform the residents of Broughton and Bretton about the activities undertaken by the Community Council during the period May 2023 to April 2024. This report will contain an outline of the structure of the Council, an overview of the Council's activities throughout the last year and a financial summary. The report also includes details of all the Community Councillors, members of staff and how to contact the Council.

Wales faces a number of challenges now and in the future, such as climate change, poverty, health inequalities and jobs and growth. To tackle these challenges, we need to work together in order to give current and future generations a good quality of life and we need to think about the long-term impact of the decisions we make today. We also need to bear in mind the impact that the Covid-19 pandemic has had on our residents and the local economy and of course the impact of the recovery process over the next few years.

The Well-being of Future Generations (Wales) Act 2015 provides a legally-binding common purpose – *the seven well-being goals* – for national government, local government, local health boards and other specified public bodies. It details the ways in which specific public bodies must work, and work together to improve the well-being of Wales. There is a specific duty under Section 6 of the Environment (Wales) Act 2016 to produce an annual plan on how the council contributes to the climate change and biodiversity plans for the area. A copy can be accessed via the following link:

http://www.broughtonandbrettoncommunitycouncil.gov.uk/Policies_and_Procedures_22281.aspx

This following report will outline how Broughton and Bretton Community Council has contributed to the seven well-being goals for the community of Broughton and Bretton and covers the municipal year from May 2023 to May 2024 during the Chairmanship of Councillor Billy Mullin.



SECTION 2 – BROUGHTON AND BRETTON COMMUNITY COUNCIL

Broughton and Bretton Community Council comprises the villages of Broughton and Bretton, the latter being essentially a ribbon development of less than one hundred properties.

Broughton and Bretton appeared in the Domesday Book where they were known as Brochetune and Edritone.

Broughton's more recent history has been shaped by the Aircraft Industry following a decision by the Government to build an aircraft factory here in 1936. Construction started in 1938 and was fully operational in September 1939. The factory was to employ over 6,000, mostly women, and made 5,000 Wellington Bombers peaking by 1942 to a rate of 130 per month. Since its wartime management by Vicker's Armstrong, the site has been managed by De Havilland, Hawker Siddely and now Airbus UK which employs some 5,000 people. Involved in the construction of wings for the Airbus fleet of aircraft. Airbus UK is North Wales' largest employer.

Broughton also boast the County of Flintshire's largest retail centre, Broughton Shopping Park which includes many of the major high street stores, restaurants and a cinema.

The Council has 14 members divided into the two wards of Broughton North East and Broughton South following the elections in 2017 when there were three wards; South, North and East. There is a population of approximately 6,535 electors in Broughton and Bretton. [Source: Census 2022.]

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Broughton and Bretton Community Council, Hawarden Community Council and Shotton Town Council share an administration and maintenance service managed by the joint Clerk and Financial Officer to Hawarden and Broughton and Bretton Community Councils. Shotton Town Council appointed its own Town Clerk in 1987 but has continued to share the maintenance services.

This arrangement was held up as a flagship example of local councils working in partnership in a review undertaken by the University of Aberystwyth and subsequently by Welsh Government.

Individual Councillor details are listed on pages 21-23.

At the figure head of the Council is the Chairman, who is elected annually from amongst its serving Councillors. **The current Chairman is Councillor Billy Mullin who is a resident of the North East Ward. The current Vice-Chair is Councillor Ryan McKeown who is a resident of Broughton South.**

The Community Council employs one Litter Collector and as mentioned above works jointly with Hawarden Community Council who employ six members of staff on a full and part-time basis.

A staffing structure can be seen at **Appendix 1**.



The Community Council Offices are shared with Hawarden Community Council and are located at 113 The Highway, Hawarden (see 'contact us' on page 23).

Members of the public are welcome to attend all meetings of the Council and its Committees. The meetings are held at 7.15 p.m. on the third Tuesday of each month excluding August and December when the Council is in recess. The meetings are held via a hybrid arrangement to increase public participation following the Covid-19 pandemic and the introduction of the Local Government and Elections (Wales) Act 2021. The Council has three Committees chaired by an elected member as follows:

- Finance and Staffing
Chair: Councillor Ros Griffiths
- Lighting and Amenities
*Chair: **Councillor Penny Brett-Roberts***
- Planning and General Purposes
*Chair: **Councillor Gareth Williams***



The Council's main duties include:

- Providing financial and administrative support in respect of all services delivered by the Community Council
- Management and maintenance of the council office located at 113 The Highway, Hawarden and the Council's Depot
- Management and maintenance of street lighting, open spaces and two council owned play areas
- Management and maintenance of Broughton Country Park
- Litter collection throughout the community of Broughton and Bretton and provision of litter bins (where not provided by the County Council)
- Provision of village name signs at the gateway to the villages

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- Provision of CCTV surveillance at the Council Offices, Brookes Avenue Community Centre and Broughton shopping precinct
- Provision of financial support (Grants/Donations) to local community groups and organisations
- Organisation of Remembrance Day service in partnership with Hawarden Community Council and the Ewloe and Hawarden branch of the Royal British Legion
- Maintenance of various planters throughout the community
- Installation each year of Christmas lighting across Broughton and Bretton (and as part of the “Joint Agreement” throughout Hawarden and Shotton)
- Provision of community notice boards
- Provision of roadside seats



St Mary's Church, Broughton

SECTION 3 - THE SEVEN WELL-BEING GOALS FOR WALES

The summary of the Council's activities that follows is based upon the seven well-being goals of the Well-Being of Future Generations (Wales) Act 2015 (hereinafter called "The Act"). The Act defines sustainable development as the process of improving the economic, social, environmental and cultural well-being of Wales by acting, in accordance with the sustainable development principle, aimed at achieving the well-being goals.

Broughton and Bretton Community Council recognises the role it has to play in promoting sustainable development and how it goes about meeting its duty under the Act whilst working for and with its local communities.

The well-being goals are indivisible from each other and explain what is meant by the well-being of Wales. The Community Council embraces these well-being goals and places them at the heart of its planning and decision-making process to improve the general quality of life (well-being) within its administrative area. The seven goals are as follows:

A Prosperous Wales	Cymru Lewyrchus
A Resilient Wales	Cymru Gydnerth
A Healthier Wales	Cymru Iachach
A More Equal Wales	Cymru sy'n fwy Cyfartal
A Wales of Cohesive Communities	Cymru o Gymunedau Cydlynus
A Wales of Vibrant Culture and Thriving Welsh Language	Cymru â Diwylliant Bywiog lle mae'r Gymraeg yn Ffynnu
A Globally Responsible Wales	Cymru sy'n Gyfrifol ar Lefel Fyd-eang

The Act requires the Council to think about the long-term impact of its activities on the community. The Council needs to work together with key partners and agencies in order to achieve these goals. The profile of the community can be accessed via the following link and refer to Appendix 1:

<https://www.flintshire.gov.uk/en/PDFFiles/Policy-and-Performance/PSB/Well-being-assessment-Area-Profiles-English.pdf>

Cymru Lewyrchus - A Prosperous Wales

“An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.”

Broughton and Bretton Community Council has representatives on numerous bodies which aim to deliver future plans to grow the economy within the community. Broughton Retail Park continues to thrive alongside the local shopping precinct.

The Community Council has strong links with its primary school and the local high school in the neighbouring village of Saltney and try to work on various projects collaboratively throughout the year. The Community Council has strong link with Airbus UK and continues to work on community events on a regular basis.



Cymru Gydnerth – A Resilient Wales

“A nation which maintains and enhances a bio-diverse natural environment with healthy functioning ecosystems that support social, economical and ecological resilience and the capacity to adapt to change (for example, climate change.)”

The Community Council has attempted to invest in more efficient and environmentally friendly use of energy sources during recent years which has resulted in a reduced carbon footprint and energy costs.

The Council embarked upon a major capital programme to replace its street lights with new LED¹ Heads which consume less energy and are more environmentally friendly. The Council continues to benefit from reduced energy bills month by month as each of the Council's stock is updated.

The council produces an annual bio-diversity report to outline areas where it can enhance and encourage biodiversity as legislated by the Environment (Wales) Act 2016 (Public Authorities subject to the Biodiversity and Resilience of Ecosystems Duty) Regulations 2021 Section 6 Duty on Welsh Councils. (see link on page 6 for details.)

The Clerk and Financial Officer continues to work towards a paperless office transferring files from paper to electronic, where possible, and archiving older documents via the Record Office. The use of email as a form of communication has greatly increased and large documents are circulated via email rather than in paper copy with the Council's agenda. During the onset of the Covid-19 pandemic the introduction of The Local Authorities (Coronavirus) (Wales) Regulation 2020 enabled the council to meeting virtually and use electronic forms of communications including summons' to meetings. This was substantiated with the introduction of the Local Government and Elections (Wales) Act 2021.

¹ LED stands for "light emitting diode." A diode is an electrical component with two terminals which conduct the electricity only in one direction. With an electrical current, the diode emits a bright light around the small bulb. Typically, diodes have been used in many technologies such as radios, televisions and computers as an electrical component for conduction.

The Community Council has installed a smart metre at its office to reduce costs and continues to recycle its own waste.



Cymru iachnach – A Healthier Wales

“A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood”.

The Community Council aims to support groups who encourage healthier living.

Clubs that have benefitted during the past from annual or one-off grants include:

- Brookes Avenue Community Centre
- Broughton War Memorial Institute
- Broughton Senior Citizens Association
- Broughton and Bretton Bowling Club
- Broughton Football Club
- Broughton pre-school play group
- Bretton Chapel

The Community Council is also responsible for 2 children's play areas within the community and numerous open spaces. The council, in 2021, invested £72,000 in a total refurbishment of the Country Park play area and continues to modify equipment at Brookes Avenue playing fields along with the Skate Park. **The Community Council has secured matched funding from the County Council for further improvements at Brookes Avenue in 2024/25.**

There is a Bowling Club within the community which benefit from an annual grant together with the two community centres at Brookes Avenue and Main Road, Broughton.

The Community Council jointly manages an allotment site with the allotment society.

The Council has funded or part-funded community defibrillators across the community at Bretton Chapel and Brookes Avenue Community Centre **and the Offa's Dyke pub.**

The Community Council also part funds the community library based at Broughton primary school. This is a three-way agreement between the school, Flintshire County Council and the Community Council.

The Council annually provides a Summer Play scheme on Brookes Avenue playing fields which is highly successful.

Cymru Mwy Cyfartal – A More Equal Wales

“A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio-economic background and circumstances)”

The Council continues to financially support diverse groups within the community and is represented via members on a number of community groups and organisations as mentioned previously. The Community Council will provide council reports and/or correspondence in alternative formats, on request.

The population characteristics as defined by the “Assessment of Local Well-being for Flintshire” states:

Population characteristics – age structure similar to GB average.
Population total increased well above Flintshire average in past 10 years.

Ethnicity & religion significantly less diverse than England & Wales averages. Welsh speakers well below the Welsh average.

Health - limiting long term illness below Wales & Flintshire average. Lower levels of chronic illness than Wales average.

Housing and living arrangements - lower proportion of person households than national average. Overcrowding and lack of central heating levels below national average, as is proportion of households with no car - all measures similar to Flintshire average. High level of owner occupation compared to national averages. House prices above wales and Flintshire average. Affordability (income to house price ratio) particularly poor at lower quartile level.

Ethnicity and religion are significantly less diverse than England and Wales averages, but there is a high proportion of “other white” ethnic groups compared to Wales as a whole.



Cymru o Gymunedau Cydlynus – A Wales of Cohesive Communities

“Attractive, viable, safe and well-connected communities”

The Community Council, in exercising its statutory and consultative responsibilities, continues to engage in issues that affect all people across the community and takes its time to ensure that it makes the best decisions in the interests of the community.

Broughton and Bretton Community Council continues to provide support to local community groups via one-off grants or an annual commitment in the case of Community Centres.

The Council supports events such as Remembrance, Summer Festivals, Christmas Lights. These events bring the community together and increase in size and participation year on year. The Brookes Avenue Community Centre organises a highly successful annual carnival in June each year.

There is sufficient dialogue with the local Police Community Support Officers who respond to issues efficiently.

The Council also has its own Litter Collector/Lengthsman to improve the community environment and keep it tidy and supports a number of Community Closed Circuit TV Cameras to assist with anti-social behaviour throughout the community.

The Council was successful in obtaining grants from the Welsh Government under the Keep Wales Tidy initiative. A butterfly garden has been installed in the grounds of the Brookes Avenue Community Centre and a wildlife garden has been installed in the council's Country Park.

According to the "Assessment of Local Well-being for Flintshire" it states in relation to Broughton and Bretton *that "community safety - crime rates are now compared to national level and Flintshire average."*



A Wales of Vibrant Culture and Thriving Welsh Language
Cymru Â Diwylliant Bywiog lle mae'r Gymraeg yn Ffynnu

"A society that promotes and protects culture, heritage and the Welsh Language, and which encourages people to participate in the arts, and sports and recreation."

The Community Council has adopted a Welsh Language Scheme approved by the Welsh Language Board. The Council however converses in the English language to conduct its business.

The most recent statistics show that the number of welsh speakers in the community is well below the Welsh average. Relevant council documentation will be made available in Welsh or alternative formats on request.



A Globally Responsible Wales
Cymru sy'n Gyfrifol ar Lefel Fyd-eang

“A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to the global well-being”

The information contained throughout this annual report illustrates quite clearly how Broughton and Bretton Community Council contributes towards the enhancement of people's well-being locally. By retaining its focus on the future requirements of local people and continuing to work closely in partnership with local communities and other key stakeholders who have a wider remit, including Flintshire County Council and members of the Public Services Board, Broughton and Bretton Community Council can be confident of contributing positively to national and indeed global well-being.



SECTION 4 – 2024-25 FINANCIAL SUMMARY

The Community Council has an expenditure budget of £168,768 for the forthcoming financial year 2024-25. The Council's precept has been set at £144,475 relying on reserves to keep the council tax low for its rate payers in this current climate.

As mentioned earlier in the report the Council's joint agreement for Administration and Maintenance with Broughton and Bretton Community Council and Shotton Town Council amounts to £41,528 for administration services including staff and £36,740 for maintenance services including staff.

The Community Council also employs its own Lengthsman/Litter Collector.

A summary of the main areas of the budget expenditure for 2024-25 are shown below:

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Heading	Expenditure £
Staffing	28,500
Joint Admin	41,528
Joint Maintenance	36,740
General	12,550
Community Funding	20,230
Open Spaces	6,820
Public Lighting	11,000
Allotments	1,000
TOTALS	157,142

The council's precept is relatively low compared to other councils within the county of Flintshire; please view the leaflet on page 3 of the Council Tax Budget leaflet via this link:

<https://flintshire.gov.uk/en/PDFFiles/Council-Tax/Council-Tax-Budget-Leaflet-2024-25.pdf>

SECTION 5 – 'A COMPETENT COUNCIL'

The future is challenging for Community and Town Councils in Wales. Welsh Government recently conducted a review of this tier of government and the findings can be viewed via the following link:

<https://gov.wales/docs/dsjlg/publications/localgov/180807-independent-review-panel-en.pdf>

The Community Council is subject to internal and external audit to ensure that it manages public finances appropriately. Thanks to the diligence of the Clerk and Financial Officer working closely with the Chairman of Finance, the council's finances are sound and the Council have had a clean audit since 2017. The 2022-23 audit is still outstanding due to problems within External Audit. The 2023-24 audit has been completed on time.

The Local Government and Elections (Wales) Act 2021 which was introduced in April 2021 allows for the local councils to use the “**General Power of Competence**”. This can be applied where a council has a qualified clerk, two thirds of its members have been elected and it has two years unqualified audits. Unfortunately, due to the delay in processing the 2022-23 audit, the council is unable to apply for the General Power of Competence at this stage. This matter will be debated by the council in due course.

All Community Council agenda, minutes accounts and contact details can be viewed via the council’s website or by emailing the office at mail@broughtonandbrettoncommunitycouncil.gov.uk. The Community Council is also signed up to the ‘*Community Charter*’ to govern its relationship with Flintshire County Council.

The Community Council during 2022 also signed up to the Civility and Respect Pledge and in accordance with the Local Government Elections (Wales) Act 2021 have developed a training plan for members of staff and elected members which can be accessed at:

http://www.broughtonandbrettoncommunitycouncil.gov.uk/_UserFiles/Files/Training%20Plan%20BBCC%20Final%2030.11.2022.pdf

The Council’s officers have completed their “Emergency First Aid at Work” training and retain a three-year certificate.

SECTION 6 - DETAILS OF WARDS, MEMBERS AND CONTACT DETAILS

Details of members including the wards they represent, contact details and political affiliations are available via this link:

http://www.broughtonandbrettoncommunitycouncil.gov.uk/Councillors_22228.aspx

BROUGHTON NORTH EAST WARD



Councillor Mike Lowe



Councillor Billy Mullin



Councillor Barrie Gregory



Councillor Veronica Gay

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Councillor Gareth Williams

BROUGHTON SOUTH WARD



Councillor Klaus Armstrong-Braun



Councillor Penny Brett-Roberts



Councillor Chrissy Gee



Councillor Ros Griffiths

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Councillor Ryan McKeown



Councillor Jeff Brett-Roberts



Councillor Sam Jennings



Councillor Sara Mason



Councillor Adam Williams

SECTION 7 – COUNCIL AND COMMITTEE TIMETABLE

Dates of meetings, agendas and minutes of all the meetings of the Council and its Committees are all available via the Council's website at:

http://www.broughtonandbrettoncommunitycouncil.gov.uk/Meetings_22229.aspx

Please note that minutes only become an approved document when they have been ratified by Council at the following meeting and may therefore be subject to alteration.

The Council and each of its committee meetings take place in the Edwin Hall Council Chamber, Brookes Avenue, Broughton at 7.15 p.m. on the dates below via hybrid arrangements. Members of the public are more than welcome to attend.

Meeting Dates 2024/25

18 th June 2024	21 st January 2025
16 th July 2024	18 th February 2025
17 th September 2024	18 th March 2025
15 th October 2024	15 th April 2025
19 th November 2024	

Full Community Council meeting followed by the following committees on a rolling agenda:

Planning and General Purposes Committee
Lighting and Amenities Committee
Finance and Staffing Committee

SECTION 8 - CONTACT DETAILS:



Mrs Sharron Jones PGDBA, CiLCA, FSLCC, Cert HE
Clerk and Financial Officer
Broughton and Bretton Community Council
113, The Highway
HAWARDEN
Flintshire CH5 3DN

Telephone: 01244 533692

Email: mail@broughtonandbrettoncommunitycouncil.gov.uk

Office opening times:

Monday to Thursday 8.30 a.m. to 4.30 p.m.

Friday 8.30 a.m. to 4.00 p.m.



Georgey Griffiths
Administrative Assistant



Nigel Davey
Senior Maintenance Officer

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Howard Williams
Maintenance Officer



Wayne Evans
Maintenance Assistant



Carl Wright
Litter Collector and Lengthsman



Paul Davies
Seasonal Worker

**STAFF STRUCTURE FOR
HAWARDEN COMMUNITY COUNCIL
JANUARY 2024**

Please note that Broughton and Bretton Community Council have a Service Level Agreement for staff, although Broughton and Bretton do employ its own Lengthsman/Litter Collector

Clerk and Financial Officer
(SGJ)
F/T

Senior Maintenance Officer
(ND)
F/T

Administrative Assistant
(FG)
P/T

Maintenance Officer (HW)
F/T

Lengthsman/Litter
Collection (AP)
P/T

Maintenance Assistant
(WE)
F/T

Seasonal Worker
(PD)