

CYNGOR CYMUNED BRYCHDYN A BRETTON **BROUGHTON & BRETTON COMMUNITY COUNCIL**

SGJ/B&B 16.04.2024

10.04.2024

To: **ALL MEMBERS OF COUNCIL**

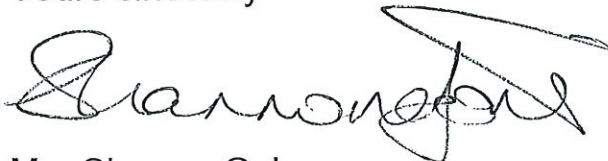
Dear Councillor

YOU ARE HEREBY SUMMONED to attend a **HYBRID MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** on **TUESDAY 16th April 2024 at 7.15PM**. The meeting will be held in the Edwin Hall Council Chamber, Brookes Avenue, Broughton.

The agenda and papers are attached.

To join the meeting remotely please follow the instructions that will be sent via email on Tuesday afternoon on request. Members of the public are welcome to attend and observe the meeting either in person or remotely. Please contact the Clerk and Financial Officer on **07931 231770** if you require log-in details for the meeting, or if you have any problems logging in.

Yours sincerely



Mrs Sharron G Jones
Clerk & Financial Officer

MRS SHARRON G JONES

Clerc a Swyddog Cyllidol Clerk & Financial Officer

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SWYDDFEYDD Y CYNGOR

113 Yr Highway, Penarlâg, Glannau Dyfrdwy, Sir y Fflint CH5 3DL. Ffôn/Ffacs: 01244 533692

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CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

16th April 2024

A G E N D A

COUNCIL MEETING:

- 1. APOLOGIES FOR ABSENCE:**
- 2. DECLARATIONS OF INTEREST:**
- 3. MINUTES OF THE PREVIOUS MEETING:**

To receive and approve the minutes of the previous hybrid meeting of the Council held on 19th April 2024, copy attached.

- 4. MATTERS ARISING FROM THE MINUTES:**
- 5. RECORDING OF COUNCIL MEETINGS:**

Draft policy "to follow".

- 6. CHAIR'S REMARKS:**

PLANNING AND GENERAL PURPOSES COMMITTEE:

7. FLINTSHIRE'S LOCAL AREA ENERGY PLANNING WORKSHOP:

To receive a verbal feedback report on the Flintshire Local Area Energy Planning Workshop.

8. PLANNING APPLICATIONS AND DECISIONS:

County Council Members:

- (i) To formally note that the participation of those Councillors who are also members of the County Council, in both the debate and subsequent vote, is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Community Council. The County Councillors reserve their final views on the application until they are in full possession of all relevant arguments for and against.
- (ii) To consider the planning applications received to date for the month of **April**, copy attached.

Members are asked to view the applications on-line prior to the meeting via

<http://www.flintshire.gov.uk/en/Resident/Planning/Home.aspx>

- (iii) To note any planning appeals.
- (iv) To note the attached planning decisions for **April**.

9. POLICE MATTERS:

To consider any matters of concern.

10. HIGHWAY/STREETSCENE MATTERS:

To raise any relevant matters for communication to the Senior County Highways Officer.

11. COUNTY MEMBER ITEMS:

To receive any relevant information items.

12. MEMBERS INFORMATION ITEMS:

To receive any relevant information items.

LIGHTING AND AMENITIES COMMITTEE:

13. STREET LIGHTING:

To raise any street lighting faults or related matters.

FINANCE AND STAFFING COMMITTEE:

14. ACCOUNTS FOR PAYMENT:

To receive the list of payments for April, copy attached.

15. ANNUAL AUDIT AND YEAR END PROCESS:

Report attached.

16. BANK RECONCILIATION:

To receive and note the bank reconciliation statement for the period ending 28th March 2024, copy to follow.

17. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the month of March and year-end checks was £21,787.22 and April £9,780.86

10. HIGHWAY/STREETSCENE MATTERS:

To raise any relevant matters for communication to the Senior County Highways Officer.

11. COUNTY MEMBER ITEMS:

To receive any relevant information items.

12. MEMBERS INFORMATION ITEMS:

To receive any relevant information items.

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To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the month of March and year-end checks was £21,787.22 and April £9,780.86



Minutes of the Hybrid meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
19th March 2024

PRESENT: Councillor Billy Mullin (Chairman)

Councillors: Klaus Armstrong-Braun, Jeffrey Brett Roberts, Penny Brett Roberts, Veronica Gay, Barrie Gregory, Chrissy Gee, Ros Griffiths, Ryan McKeown, Adam Williams and Gareth Williams

Officers: Mrs S G Jones, Clerk & Financial Officer
Miss G S Griffiths, Administrative Officer

175/24 APOLOGIES FOR ABSENCE:

Received from Councillors Sam Jennings, Mike Lowe and Sara Mason.

176/24 DECLARATIONS OF INTEREST:

Councillor Ryan McKeown declared an interest in 195/24. He duly completed his declaration of interest form and left the meeting whilst the matter was under discussion.

177/24 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 20th February 2024 be approved as a correct record.

178/24 MATTERS ARISING FROM THE MINUTES:

The Clerk and Financial Officer informed members that she had recently held a meeting with Professor Maureen Wayman about the Flood Management Plan. Professor Wayman had a wealth of information and knowledge about the drains, water flows and systems within Broughton and Bretton and she had agreed to be involved in drafting the Flood Management Plan.

The information that Professor Wayman had collected would enable the Community Council to show on a map exactly where the issues are and who was responsible for each section, whether it be the Community Council, Flintshire County Council or Welsh Water.

A representative from Flintshire County Council had also agreed to help with the development of the plan and would be invited to attend any meetings to discuss the Flood Management Plan.

IT WAS RESOLVED: to note the update and arrange a meeting with representatives to draft the Flood Management Plan.

179/24 MANDATORY MEMBERS ALLOWANCES 2023/2024:

A member advised that his allowance together with Councillor Griffiths', Lowe and Mullin had been gifted towards the provision of a Defibrillator to be installed at the Offa's Dyke Pub in Broughton. However due to the local fund raising that had occurred, not all allowances would be required. The Community Council would take ownership of the Community Defibrillator and add it to the Council's Asset Register and weekly maintenance routine, as had been agreed previously.

Another member had attended a Governors meeting for the Primary School in Broughton who had been raising funds a service called 'Play Buddies' which was a wraparound care package available for child care after school hours and was a separate charity to the school. They would be grateful for any donations.

Councillors Griffiths, Mullin and Williams requested that their allowances be forwarded to this worthy cause.

IT WAS RESOLVED: to note the above arrangements.

180/24 RECORDINGS OF MEETINGS:

The Clerk and Financial Officer clarified that the member who had this item had not requested that Council meetings be recorded but had wished to clarify that meetings could be recorded without permission being sought. This had been clarified by the Monitoring Officer at Flintshire County Council.

A discussion ensued about the recording of meetings and edited clips posted on social media. Members felt it was appropriate to record council meetings in case there had been any discrepancy about previous discussions, but stated that a policy should be drafted for consideration prior to any formal agreement.

The policy would need to include what the process is for members of the public to request a recording of a meeting, how they wished to receive it and the cost.

IT WAS RESOLVED: that a policy be drafted for the recording of Council meetings to be considered at the next meeting.

181/24 CHAIRMANS REMARKS:

Nothing to report.

PLANNING AND GENERAL PURPOSES COMMITTEE:

182/24 STRATEGIC DEVELOPMENT PLANS TRAINING:

Some members had recently attended the free training provided by One Voice Wales on Strategic Development Plans; a lot of information had been shared but the main concern had been about the impact on the Local Development Plans. There would be four in Wales created and monitored by Corporate Joint Committees.

Members stated the importance of including local flood plains within the plans particularly when developers would submitted new planning applications.

IT WAS RESOLVED: to note the implementation of Strategic Development Plans.

183/24 PLANNING TRAINING PORTAL – ONE VOICE WALES:

The Clerk and Financial Officer advised members that she had arranged for a bespoke online training package for planning via Planning Aid Wales. All members would be able to complete the training in their own time and at their own pace and would be provided with personal login details. The training covered ranged from basic planning information and material planning objections to Strategic Development Plans.

IT WAS RESOLVED: that the training be approved and welcomed.

184/24 PLANNING APPLICATIONS AND DECISIONS:

(a) County Council Members:

That that the participation of those Councillors who were also Members of the County Council, in both the debate and subsequent vote, was on the basis that the views expressed were preliminary views taking account of the information made available to the Community Council. The County Councillors reserved their final views on the applications until they were in full possession of all relevant arguments for and against.

- (b) That the County Planning Authority be advised of this Council's observations on the applications submitted to it for consideration, as per the attached schedule.
- (c) That the planning decisions be noted.
- (d) There were no planning appeals.

185/24 POLICE MATTERS:

A member stated they had recently had a discussion with Inspector Ivor Jones who said that the police had been exploring the idea of setting up a monthly meeting to be held in Mold where members from all Community Councils would be invited to attend to share any issues.

The pedestrian crossing had recently been discussed and Flintshire County Council had been responsible for installing cameras on the crossing. Reports of any speeding vehicles should be reported to the police who take the appropriate action.

Another member asked whether the cameras that overlook Broughton Village shops could be re-situated as they overlook the shops and not the car park?

A member asked whether any police support could be given to the traffic coming out of the Broughton Shopping Park as people continued to drive through the red lights at the pedestrian crossing near Parc Jasmin, despite the light being on red. There had been several complaints on Facebook from the public about people speeding through the lights.

A member responded and said that she had attended a site meeting recently with Lee Shone, County Highways Traffic Officer who would look into this matter as the road potentially belonged to the Trunk Road Agency and traffic management and speeding had been the responsibility of the County Council not the police.

IT WAS RESOLVED: that enquiries be made regarding the cameras at Broughton Village Shops and the concerns regarding the pedestrian crossing be raised with Trunk Road Agency if appropriate.

186/24 HIGHWAYS/STREETSCENE MATTERS:

A member advised that the pot holes that had been previously reported on Broughton Hall Road, Church Road, Winston Road, Parkfield Road and Forest Drive had all been patched and fixed. The member wished to thank John Griffiths for his quick response.

IT WAS RESOLVED: that John Griffiths, Senior Highways Officer be sent a letter of thanks.

187/24 COUNTY MEMBERS ITEMS:

No items had been reported.

188/24 MEMBERS INFORMATION ITEMS:

No items had been reported.

LIGHTING AND AMENITIES COMMITTEE:

189/24 STREET LIGHTING:

No street lighting issues reported.

190/24 BROOKES AVENUE PLAY AREA AND NEW TREES:

The Clerk and Financial Officer together with members of the Maintenance Team and County members had attended a site meeting at Brookes Avenue Play area to discuss the play equipment and a request from a member of the public to consider planting additional trees.

It had been agreed that trees should not be planted between the play area/skate park and the football pitch but that further trees could be planted along the border backing onto the A55 to assist with drainage, noise and visual improvements.

£5,000 had been granted from Flintshire County Council during the last financial year and it had been agreed to earmark this, subject to council approval, for 2024-25 together with a further request for match funding of £10,000 so that a new multi play unit for older children could be purchased and installed in place of the unused balance beam. The climbing bars would also be repaired. The rocking horse would be replaced in future years, subject to grant funding.

IT WAS RESOLVED: to approve the plans as outlined above.

FINANCE AND STAFFING COMMITTEE:

191/24 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum £22,443.50 for March, be approved.

192/24 BANK RECONCILIATION:

IT WAS RESOLVED: that the bank reconciliation for the period ending 29th February be approved.

193/24 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer stated the March recharges would appear on agenda for April following a review of the annual charges.

She advised that the Seasonal Maintenance Assistant would commence work on Tuesday 26th March until the end of October and that the council would take on a work placement on the 15th April who would work with the Maintenance Team for three months.

IT WAS RESOLVED: information received and noted.

194/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

IT WAS RESOLVED: to exclude the public and press from the following item of business due to the commercial nature of the item.

195/24 POTENTIAL SUB-LEASE OF FOOTBALL PITCHES AT BROOKES AVENUE PLAYING FIELDS:

IT WAS RESOLVED: that a sub-lease be drafted for the football pitches only, with the relevant legal advice sought.

Broughton and Bretton Community Council
Planning Committee – 19th March 2024

Planning Applications confirmed by FCC

No.	Planning Application Number	Proposal	Address	CASE OFFICER
1.	FUL/000171/24 Ward: Broughton East	Application for variation of condition no. 2 and removal of condition no. 5 attached to planning permission ref: FUL/000118/22	HOWARTH TIMBER AND BUILDING SUPPLIES LTD	Barbara Kinear 07.03.2024 No objections
2.	FUL/000114/24 Ward: Broughton East	Proposed extension to existing conservatory & garage	20, Cledwen Road, Broughton	Stef Connah 01.03.2024 No objections
3.	FUL/000052/24 Ward: Broughton East	Installation of roof mounted PV panels and related equipment	Staycold Export Ltd, Unit 2a, Hawarden Industrial Park, Manor Lane, Hawarden, Deeside, CH5 3US	Barbara Kinear 07.03.2024 No objections

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Mar-24

Ref:	Voucher No:	Payee:	Amount
GG 6335	BB/24/83	Post Office - Feb agendas	£30.30
BACS	BB/24/84	HW Oultram & Co - Van Fuel	£79.31
BACS	BB/24/85	FCC - CCTV Cameras	£3,414.27
DD	BB/24/86	SSE - Street Lighting - December 2023	£899.61
BACS	BB/24/87	William & Co - Allotment Land rent	£500.00
BACS	BB/24/88	FCC - Community Library	£12,588.84
BACS	BB/24/89	One Voice Wales - Members Training	£60.00
BACS	BB/24/90	Salary - March - Litter Collector	£1,403.26
BACS	BB/24/91	Clwyd Pension Fund - March Salaries	£493.10
BACS	BB/24/92	HMRC - March Salaries	£291.28
BACS	BB/24/93	Cllr Mason - MMA 2024	£156.00
BACS	BB/24/94	Cllr Gee - MMA 2024	£156.00
BACS	BB/24/95	Cllr Jennings - MMA 2024	£156.00
BACS	BB/24/96	Cllr Gay - MMA 2024	£156.00
BACS	BB/24/97	Cllr Williams - MMA 2024	£156.00
BACS	BB/24/98	Gallagher Insurance - Vehicle Insurance	£849.24
DD	BB/24/99	SSE - Street Lighting - Jan 24 - payment only taken in March 24	£898.29
BACS	BB/24/100	Cllr Jeff Brett-Roberts - MMA 2024	£156.00
BACS	BB/24/101	Cllr Penny Brett-Roberts - MMA 2025	£156.00
		TOTAL	£22,443.50

Chairman:



Chair of Finance:



Broughton and Bretton Community Council
Planning Committee – 16th April 2024

Item 8

Planning Applications confirmed by FCC

(ii)

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	FUL/000190/24 Ward: Broughton East	Proposed extensions, alterations and roof pitch to change to a dormer bungalow	APPLEBY, Bretton Lane, Bretton	Stef Connah Reg date – 13.03.2024
2.				
3.				

Broughton and Bretton Community Council
Planning Committee – 16th April 2024

ITEM 8
(iv)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	DET/000241/24 Flintshire Ward: Broughton South	Application for Approval of Details Reserved by Condition No. 4, Planning Ref: FUL/001087/23	11, Vale Close, Broughton	Barbara Kinnear Approved 05.04.2024
2.	FUL/000052/24 Flintshire Ward: Broughton South	Installation of roof mounted PV panels and related equipment	Staycold Export Ltd, Unit 2a, Hawarden Industrial Park, Manor Lane	Barbara Kinnear Approved 02.04.2024
3.				
4.				
5.				
6.				

ITEM 16



BROUGHTON AND BRETTON COMMUNITY COUNCIL

TUESDAY 16TH APRIL 2024

EXTERNAL AUDIT OF THE COUNCIL'S ACCOUNTS

1. PURPOSE OF REPORT:

To note the date for the external audit of the Council's accounts for the year ending 31st March 2024 and the preparation required.

2. PROCESS:

The following process will need to be followed to ensure that the Annual Return, additional Governance assertions and supporting information are submitted to the external auditor, Wales Audit Office. A date has not yet been supplied by Wales Audit Office due to backlog and staffing issues. The usual date is **by 1st July [2024]**:

- The financial software 'end of year' will be completed by RBS (software provider) on **15th May 2023**. RBS will prepare the annual accounts which will include:
 - Completing the year end closedown
 - Preparing the Annual Return
 - Preparation of supporting accounting information
 - Creation of the new financial year on the software
 - Assist in the preparation of the variances analysis, if required

- The internal audit will be completed by the Internal Auditors, JDH, after the **15th May, 2024** (exact date tbc) and will address all transactions up to the end of March 2024 (including any accruals and debtors in April 2024);
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **31st May 2024**;
- Approval of final accounts by the Council will be at its meeting on **18th June 2024** together with the report of the Internal Auditor, draft Annual Return, additional Governance assertions and supporting information; and
- Delivery of paperwork to the external auditor will be confirmed together with the notice for the exercise of electors' rights under the 2004 Act.

3. FUTURE AUDIT ARRANGEMENTS:

Members will recall that the Clerk and Financial Officer has previously advised that the External Auditor will produce a three-year cycle of audits commencing this year. In one of these years a full, detailed and comprehensive review of transactions will take place with a lighter audit in the remaining two years. Broughton and Bretton Community Council had been listed for its detailed in 2023 and has been completed but not yet returned.

4. RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.