

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

SGJ/B&B 16.05.24

16<sup>th</sup> May 2024

To: **ALL MEMBERS OF COUNCIL**

Dear Councillor

**YOU ARE HEREBY SUMMONED** to attend the **HYBRID ANNUAL MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** to be held at the Edwin Hall Council Chamber, Brookes Avenue, Broughton on **TUESDAY 21st MAY 2024 at 7.15 P.M.**

The agenda and papers are attached.

To join the meeting virtually please follow the instructions that will be sent via email on Tuesday afternoon. Members of the public are welcome to attend and observe the meeting. 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*

• • •

**SWYDDFEYDD Y CYNGOR**

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

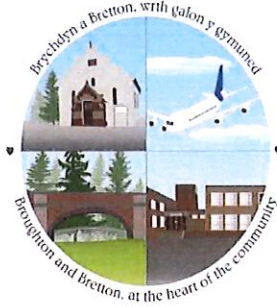
**COUNCIL OFFICES**

113 The Highway, Hawarden, Deeside, Flintshire CH5 3DL. Tel/Fax: 01244 533692

Ebost/Email: [mail@broughtonandbrettoncommunitycouncil.gov.uk](mailto:mail@broughtonandbrettoncommunitycouncil.gov.uk)

[www.broughtonandbrettoncommunitycouncil.gov.uk](http://www.broughtonandbrettoncommunitycouncil.gov.uk)





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

**HYBRID ANNUAL MEETING**

**21<sup>st</sup> MAY 2024**

**A G E N D A**

**1. APPOINTMENT OF CHAIRMAN 2024/2025:**

- a) To appoint the Chairman of the Council for the Municipal Year 2024/25.
- b) To receive the Declaration of Acceptance of Office from the Chairman and to receive any remarks.

**2. APPOINTMENT OF VICE-CHAIRMAN 2024/2025:**

- a) To appoint the Vice-Chairman of the Council for the Municipal Year 2024/25.
- b) To receive the Declaration of Acceptance of Office from the Vice-Chairman and to receive any remarks.

**3. APOLOGIES FOR ABSENCE:**

**4. DECLARATIONS OF INTEREST:**

To receive any declarations of interests from Members.



**5. RETIRING CHAIR'S REMARKS:**

To receive the retiring Chair's remarks following his year in office.

**6. MINUTES OF THE PREVIOUS MEETING:**

To receive and approve the minutes of the previous meeting of the Council held on 16<sup>th</sup> April 2024, copy attached.

**7. MATTERS ARISING FROM MINUTES:**

**8. 2023-2024 ANNUAL REPORT:**

Copy attached for members' approval.

**9. MEMBERS CODE OF CONDUCT:**

To confirm adherence to the Model Code of Conduct as previously adopted by Council. The Council's Code of Conduct can be accessed via the following link:

[http://www.broughtonandbrettoncommunitycouncil.gov.uk/ UseFiles/Files/Policies/Code%20of%20Conduct%20%202018.pdf](http://www.broughtonandbrettoncommunitycouncil.gov.uk/UseFiles/Files/Policies/Code%20of%20Conduct%20%202018.pdf)

**10. STANDING ORDERS:**

To agree to abide by the Council's Standing Orders available at:

[http://www.broughtonandbrettoncommunitycouncil.gov.uk/ UseFiles/Files/BBCC%20STOs%20May%202022%20Final.pdf](http://www.broughtonandbrettoncommunitycouncil.gov.uk/UseFiles/Files/BBCC%20STOs%20May%202022%20Final.pdf)

**11. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:**

i) To review and agree the Council's Expenditure Policy, copy attached.

ii) To agree to adhere to the Council's Financial Regulations, copy available at:

[http://www.broughtonandbrettoncommunitycouncil.gov.uk / UserFiles/Files/BBCC%20Model%20Financial%20Regulations%202019%20for%20Wales.pdf](http://www.broughtonandbrettoncommunitycouncil.gov.uk/UserFiles/Files/BBCC%20Model%20Financial%20Regulations%202019%20for%20Wales.pdf)





**12. APPOINTMENT OF STANDING COMMITTEES:**

To designate the standing committees of the Council for the remainder of the municipal year.

The Standing Committees are currently:

- Planning and General Purposes
- Lighting and Amenities; and
- Finance and Staffing

**13. APPOINTMENT OF CHAIRS OF COMMITTEES:**

To appoint the Chairman of each Committee above for the Municipal Year 2024/25.

**14. REPRESENTATION ON OUTSIDE BODIES:**

To agree the Council's representation on outside bodies as per the attached schedule.

**15. APPOINTMENT OF INTERNAL AUDITOR:**

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2024/25.

**16. CLERK AND FINANCIAL OFFICER'S REPORT:**

To receive a verbal update on the Council's contribution to the Joint Maintenance Agreement for the month of May and any other relevant matters.

**17. DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2024/25:**

These meetings will be held via a hybrid arrangement following the introduction of the Local Government and Elections (Wales) Act 2021:





18<sup>th</sup> June 2024  
16<sup>th</sup> July 2024  
17<sup>th</sup> September 2024  
15<sup>th</sup> October 2024  
19<sup>th</sup> November 2024

17<sup>th</sup> 21<sup>st</sup> January 2025  
18<sup>th</sup> February 2025  
18<sup>th</sup> March 2025  
15<sup>th</sup> April 2025

The above meetings will, if confirmed by the Council, commence at 7.15 p.m. It is customary for the Council to go into recess during August and December, when only urgent business is transacted. For this purpose, relevant Recess Sub-Committees, comprising the Chair of Council, the Chair of the relevant Committee and the Clerk and Financial Officer will be held to approve Planning and Finance matters.

Meeting dates can be changed with the consent of the Chairman of the Council for extenuating circumstances, inclement weather or illness or absence of the Clerk and Financial Officer.

**18. ACCOUNTS FOR PAYMENT:**

To approve the attached list of accounts for payment for May 2024.

**19. BANK RECONCILIATION:**

To receive and note the bank reconciliation for the period ending 31<sup>st</sup> April, copy to follow.

**20. PLANNING APPLICATIONS AND DECISIONS:**

*County Council Members:*

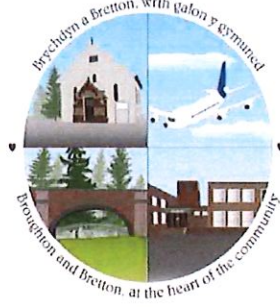
- (i) To formally note that the participation of those Councillors who are also members of the County Council, in both the debate and subsequent vote, is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Community Council. The 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 May, (table 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 planning decisions as attached.

|





Minutes of the Hybrid meeting of  
**BROUGHTON AND BRETTON COMMUNITY COUNCIL**  
held on  
**16<sup>th</sup> April 2024**

**PRESENT:** Councillor Billy Mullin (Chairman)

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

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

**194/24 APOLOGIES FOR ABSENCE:**

Received from Councillors Jeffrey Brett-Roberts, Penny Brett-Roberts,  
Sam Jennings, Mike Lowe and Sara Mason.

**195/24 DECLARATIONS OF INTEREST:**

There were none.

**196/24 MINUTES OF THE PREVIOUS MEETING:**

**IT WAS RESOLVED:** that the minutes of the previous meeting held on  
19<sup>th</sup> March 2024 be approved as a correct record.



### **197/24 MATTERS ARISING FROM THE MINUTES:**

The Clerk and Financial Officer advised members that she had organised a meeting for the Flood Response Plan.

**IT WAS RESOLVED:** to note the update.

### **198/24 RECORDING OF COUNCIL MEETINGS:**

The Clerk and Financial Officer referred to the draft policy that had been sent to all members and stated there had been two areas in particular that she felt needed to be discussed within the meeting.

She referred to page 4, point 3.11 which related to the cost of the recording if a member of the public requested to purchase a copy; it had been suggested that the price be set at £5.00.

A member asked whether there would be any requirement on any requests for a recording. There would need to be a disclaimer that the recording is for the purpose requested and only for the purchaser to view. They would not be permitted to add, delete or edit any of the recording for posting on social media platforms.

Members agreed to the cost of £5 per recording and that the policy be amended to reflect the above.

**IT WAS RESOLVED:** that the policy be approved with the amendment as noted above and that the cost of the recording be established at £5 with a disclaimer being signed on receipt.

### **199/24 CHAIRMANS REMARKS:**

The Chair said that he had been pleased that members had worked together over recent months following a period of discontent and friction. Members need to work together and are duty bound to do the best for the community.





## **PLANNING AND GENERAL PURPOSES COMMITTEE:**

### **200/24 FLINTSHIRE'S LOCAL AREA ENERGY PLANNING WORKSHOP:**

The Clerk and Financial Officer shared that she attended the Flintshire Local Area Energy Planning Workshop and had sent the power point slides to all members which had been very detailed.

Flintshire would aim to have a fully electric fleet by 2030, with smaller fleet being electronic and the HGV vehicles likely to be ran on hydrogen. A new garage with a charging point would open in Sandycroft, later in the year.

A member stated Flintshire County Council have a lot do before they can change all vehicles to electric, but a lot can be done on the waste strategy element. There was a contract on the fleet of recycling wagons which had recently been renewed and they currently run on diesel not hybrid or bio diesel.

The Clerk and Financial Officer confirmed that following the implementation of the new workplace recycling legislation on 1<sup>st</sup> April 2024 recycling receptacles had been placed in the office and the depot.

**IT WAS RESOLVED:** to note the information.

### **201/24 PLANNG 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.

#### **202/24 POLICE MATTERS:**

A member stated they had spoken to Inspector Iwan Jones and there had been nothing to report. Another member informed that PCSO Richard Bryan had recently been promoted so there had been a vacancy for a PCSO in Broughton and Bretton area.

**IT WAS RESOLVED:** that another email is sent regarding the cameras opposite the precinct.

#### **203/24 HIGHWAYS/STREETSCENE MATTERS:**

A member asked for an update on the pedestrian crossing on Park Jasmin and the safety barrier at the end of the road.

Another member advised that it had recently been announced that the 20mph speed limit within Wales would be reverted back to 30 mph. Members commented on the unnecessary cost to the County Council over this matter and suggested that Welsh Government reimburse the County Council.

**IT WAS RESOLVED:** that the information be noted.



## **204/24 COUNTY MEMBER ITEMS:**

A member shared information about the Flexi Bus that is currently in service and asked if the information could be put on the Council's website as not many people knew about it and it was a free service.

Residents could also sign up to an account for free and there was a regular bus service that can be booked, similar to a taxi, from the nearest bus stop. The scheme was available to anyone and would commence from the Broughton estate from 8:00 a.m.

**IT WAS RESOLVED:** that the Flexi Bus information is shared on the Broughton and Bretton Community Council website.

## **205/24 MEMBERS INFORMATION ITEMS:**

Councillor Griffiths advised members that she had recently been elected as a standing member on the Standards Committee at the County Council; members applauded this accolade.

A member asked whether the Council would consider inviting the Chief Executive from Welsh Border Community Transport to attend a future meeting of the council to share information about this valuable community service.

**IT WAS RESOLVED:** that Welsh Border Community Transport be invited to attend a future meeting of the council.

## **LIGHTING AND AMENITIES COMMITTEE:**

### **206/24 STREET LIGHTING:**

No street lighting issues reported. A member wanted to thank the Maintenance Officers for their speedy and efficient service with light repairs, which was duly noted.





**FINANCE AND STAFFING COMMITTEE:**

**207/24 ACCOUNTS FOR PAYMENT:**

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

**208/24 ANNUAL AUDIT AND YEAR END PROCESS:**

**IT WAS RESOLVED:** that the process for the year end closure, internal and external audit be noted.

**209/24 BANK RECONCILIATION:**

**IT WAS RESOLVED:** that the bank reconciliation for the period ending 31<sup>st</sup> March be approved.

**210/24 CLERK AND FINANCIAL OFFICER'S REPORT:**

The Clerk and Financial Officer provided an update on staffing issues with one member of staff having had a lengthy stay in hospital. All staff had provided a rota of visits as this member of staff did not have any family members.

On Monday 15<sup>th</sup> April, the council would take on a new starter on a maintenance work placement for a period of three months.

Members asked for Paul to be sent a hamper of food items and a get well soon card from the Chairman of the Council on behalf of all members.

**IT WAS RESOLVED:** to note the information and send get well wishes to the member of staff.



Broughton and Bretton Community Council  
Planning Committee – 16<sup>th</sup> April 2024

Planning Applications confirmed by FCC

No.	Planning Application Number	Proposal	Address	CASE OFFICER
-----	-----------------------------	----------	---------	--------------

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  <b>No Objections</b>
2.				
3.				



**BROUGHTON AND BRETTON Community Council**  
**Accounts for Payment**  
**Apr-24**

Ref:	Voucher No:	Payee:	Amount
BACS	BB/24/102	Chris Davies - Cllrs McKeown's Defib Donation / MMA 2024	£156.00
BACS	BB/24/103	Cllr Gregory - MMA 2024	£156.00
BACS	BB/24/104	Vision ICT - Tax Invoice Website Hosting & Support	£429.60
DD	BB/24/105	Cllr Armstrong-Braun - MMA 2024	£156.00
BACS	BB/24/106	HW Oultram & Co - Van Fuel - Feb	£70.40
BACS	BB/24/107	Post Officer - Stamps for March Agendas	£20.25
BACS	BB/24/108	SSE Street Lighting - Jan-Feb	£898.29
BACS	BB/24/109	Planning Aid Wales - Annual Online Training Platform	£175.00
BACS	BB/24/110	HCC - SLA for April	£9,780.86
BACS	BB/24/111	Litter Collector Salary - April	£1,415.78
BACS	BB/24/112	HMRC	£278.71
BACS	BB/24/113	Clwyd Pension Fund	£221.90
BACS	BB/24/114	Rialtas Software Annual Support	£230.40
BACS	BB/24/115	Rialtas - VAT Submission Annual Subscription	£132.00
GG 103	BB/24/116	Amazon - Dog poo bag holder	£33.57
BACS	BB/24/117	HCC - SLA year end adjustment	£21,787.22
		<b>TOTAL</b>	<b>£35,941.98</b>

Chairman:

  
 RG in HMs

