

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

SGJ/B&B 17.06.2025

12.06.2025

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 17th June 2025 at 6.30 PM.** 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



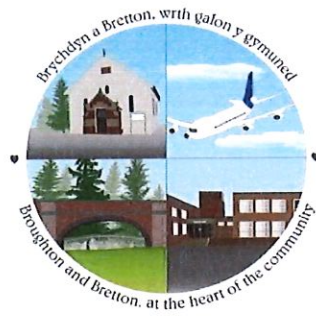
Mrs Sharron G Jones
Clerk & Financial Officer

MRS SHARRON G JONES
Clerc a Swyddog Cyllidol Clerk & Financial Officer

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CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

17TH June 2025

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 20th May, 2025, copy attached.

4. MATTERS ARISING FROM THE MINUTES:

5. INTERNAL AUDIT 2024-25:

To receive the Internal Auditor's report for the financial year ending 31st March 2025, copy attached.

6. ANNUAL RETURN 2024-25:

To consider and approve the council's Annual Return for the year ending 31st March 2025, copy attached.

7. ANNUAL REPORT 2024-25:

To consider the Council's Annual Report for 2024-25, copy to follow.

8. CHAIR'S REMARKS:

PLANNING AND GENERAL PURPOSES COMMITTEE

9. COMMUNITY REVIEW QUESTIONNAIRE:

Members will recall that in October 2023 Flintshire County Council had contacted the Community Council about a Community Review. This review was delayed because of the number of elections that took place in 2024 so the Elections Manager has recirculated the questionnaire in case the council wished to update it. The Community Council previously submitted a NIL response. A copy of the blank questionnaire is attached for Members' information.

Additional comments are requested, specifically, around the external boundary of the Council area. Are there any new housing developments that might be split between town/community council areas?

Comments are required by 10th June, 2025.

10. 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 **June**, 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 **June**.

11. POLICE MATTERS:

To consider any matters of concern.

12. HIGHWAY/STREETSCENE MATTERS:

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

13. COUNTY MEMBER ITEMS:

To receive any relevant information items.

14. MEMBERS INFORMATION ITEMS:

To receive any relevant information items.

LIGHTING AND AMENITIES COMMITTEE:

15. STREET LIGHTING:

To raise any street lighting faults or related matters.

FINANCE AND STAFFING COMMITTEE:

16. ACCOUNTS FOR PAYMENT:

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

17. BANK RECONCILIATIONS:

To receive and note the bank reconciliation statements for the period ending 31st May 2025, copy to follow

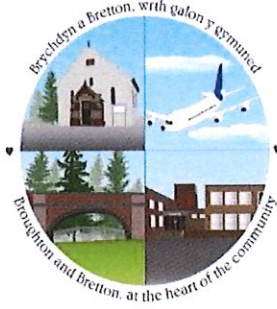
18. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the months of June.

19. FINANCIAL POLICIES:

To review and agree the attached policies, there are no changes to the content other than revised dates:

- (i) Policy on income
- (ii) Annual investment strategy
- (iii) Financial Risk Assessment
- (iv) Internal Financial Controls
- (v) Reserves Policy



Minutes of the Hybrid meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
20th May 2025

PRESENT: Councillor Ryan McKeown (Chairman)

Councillors: Klaus Armstrong-Braun, Jeff Brett-Roberts, Penny Brett-Roberts, Chrissy Gee, Barrie Gregory, Eileen Gregory, Ros Griffiths, Sam Jennings, Mike Lowe, Sara Mason, Billy Mullin, Luisa Rosado and Gareth Williams

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

01/25 APPOINTMENT OF CHAIRMAN 2025/2026:

The previous past Chairman invited nominations for the position of Chairman for the Municipal Year 2025/2026. On being put to a vote, Councillor Ryan McKeown was duly elected Chairman of Broughton and Bretton Community Council for the Municipal Year 2025/2026.

Councillor Ryan McKeown duly completed his Declaration of Acceptance of Office form and thanked Members for supporting his nomination.

IT WAS RESOLVED: that Councillor Ryan McKeown be appointed Chairman of the Community Council for the Municipal year 2025/2026.

1 Chair's signature: _____

02/25 APPOINTMENT OF VICE-CHAIRMAN 2025/2026:

The Chairman requested nominations for the position of Vice-Chairman of the Council for the Municipal Year 2025/2026. On being put to a vote, Councillor Ros Griffiths was duly elected as Vice-Chairman for the 2025-26 municipal year.

Councillor Ros Griffiths duly completed her Declaration of Acceptance of Office form and thanked members for their support.

IT WAS RESOLVED: that Councillor Ros Griffiths be appointed Vice-Chairman of the Community Council for the Municipal year 2025/2026.

03/25 APOLOGIES FOR ABSENCE:

There were none.

04/25 DECLARATIONS OF INTEREST:

There were none.

05/25 RETIRING CHAIR'S REMARKS:

Councillor Gee thanked members for an enjoyable year which had seen the council working as a team and she felt that the council had worked well together.

She thanked Councillor Griffiths for her support during meetings and also the Clerk and Assistant Clerk for all the office support. She had enjoyed representing Broughton and Bretton Community Council at all the events she attended throughout her tenure as Chairman.

Councillor Gee congratulated Councillor McKeown as incoming Chairman and she hoped that he had a similar enjoyable year.

Councillor McKeown thanked Councillor Gee for such a good year as Chairman and he agreed that the Community Council had worked well together and had been united on matters and had achieved positive outcomes.

Members provided a round of applause was for Councillor Gee.

06/25 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 22nd April 2025 be approved as a correct record.

07/25 MATTERS ARISING FROM THE MINUTES:

There were none.

08/25 MEMBERS CODE OF CONDUCT:

IT WAS RESOLVED: to adhere to the Council's Code of Conduct.

09/25 STANDING ORDERS:

IT WAS RESOLVED: to approve the adherence to the Council's Standing Orders.

10/25 EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

IT WAS RESOLVED: to agree to abide by the Council's Financial Regulations and Expenditure Policy.

11/25 APPOINTMENT OF STANDING COMMITTEES:

IT WAS RESOLVED: to approve the Standing Committees of Planning and General Purposes, Lighting and Amenities and Finance and Staffing and to continue to run the committees following council meetings on a rolling agenda.

12/25 APPOINTMENT OF CHAIRMEN OF COMMITTEES:

IT WAS RESOLVED: to appoint the Chairman for each of the council's standing committees for the municipal year as follows:

Planning and General Purposes – **Gareth Williams**

Lighting and Amenities – **Sam Jennings**

Finance and Staffing – **Penny Brett-Roberts**

13/25 REPRESENTATION ON OUTSIDE BODIES:

IT WAS RESOLVED: that the above Councillors serve on the outside bodies as follows:

Police Committee – Councillor Chrissy Gee

Broughton Community Centre Association – Councillor Penny Brett-Roberts

North Wales Association of all Councils – Councillor Gareth Williams

Broughton CP School – Chairman Ryan McKeown.

14/25 APPOINTMENT OF INTERNAL AUDITOR:

IT WAS RESOLVED: to approve the appointment of the Council's Internal Auditor, JDH Business Services Ltd., for the financial year ending 31st March, 2026.

15/25 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer stated that the Service Level Agreement for the months of April and May had been £8,725.64 and £6,759.83.

She advised members that a pond survey had been undertaken on 9th May at the Country Park and provided members with the results of the survey. The County Council's Biodiversity Officer had commented that this result had been exceptional considering the recent weather conditions.

IT WAS RESOLVED: to note the information.

16/25 DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2025/26:

Meetings would commence at 6:30 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.

The Clerk and Financial Officer sought approval for the July council date to be put back by one week due to a conference that she had been invited to attend and compere for the day, which members approved.

IT WAS RESOLVED: to approve the dates of forthcoming meetings as follows:

17 th June 2025	20 th January 2026
22 nd July 2025	17 th February 2026
16 th September 2025	17 th March 2026
21 st October 2025	21 st April 2026
18 th November 2025	

17/25 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum £7,274.22 for May, be approved.

18/25 BANK RECONCILIATION:

IT WAS RESOLVED: that the bank reconciliation for the period ending 30th April be approved.

19/25 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.

BROUGHTON AND BRETTON Community Council
Accounts for Payment
May-25

Ref:	Voucher No:	Payee:	Amount	Amount Net
DD	BB/25/01	SSE - Street Lighting - March	£769.30	£732.67
BACS	BB/25/02	HCC - SLA - April	£8,725.64	£8,725.64
BACS	BB/25/03	HCC - SLA - May	£6,759.83	£6,759.83
BACS	BB/25/04	Rialtas - Year End 2025	£723.60	£603.00
BACS	BB/25/05	Litter Collector - May Salary	£1,478.68	£1,478.68
BACS	BB/25/06	H W Oultram - Vehicle Fuel - April	£56.93	£47.72
BACS	BB/25/07	William Hall & Co - Allotment Land	£500.00	£500.00
BACS	BB/25/08	Charlies - Bird Seed	£14.12	£14.12
BACS	BB/25/09	Earth Anchors - Community Bin	£499.20	£368.00
BACS	BB/25/10	Audit Wales Fees	£379.00	£379.00
BACS	BB/25/11	Clwyd Pension Fund - Salaries	£420.61	£420.61
BACS	BB/25/12	HMRC - Salaries	£759.68	£759.68
		TOTAL	£21,086.59	£20,788.95

Chairman:



Chair of Finance:

