



CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

16th June 2026

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 May, 2026, copy attached.

- 4. MATTERS ARISING FROM THE MINUTES:**
- 5. BROUGHTON COUNTRY PARK STEERING GROUP:**

To re-confirm the current membership of the Steering Group and confirm meeting frequency, particularly in light of the section 106 monies of £35,156.90 and plans to develop. The current members are Councillors Armstrong-Braun, Griffiths, Jennings, McKeown and Williams with one vacancy. (Min Ref: 118/23 Nov 2023)

6. INTERNAL AUDIT 2025-26:

To receive the Internal Auditor's report for the financial year ending 31st March 2026, copy to follow.

7. ANNUAL RETURN 2025-26:

To consider and approve the council's Annual Return for the year ending 31st March 2026, copy to follow.

8. ANNUAL REPORT 2025-26:

To consider the Council's Annual Report for 2025-26, copy to follow.

9. CHAIR'S REMARKS:

PLANNING AND GENERAL PURPOSES COMMITTEE

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.

16. REQUEST TO PURCHASE A NEW DEFIBRILATOR FOR BROOKES AVENUE:

To consider and approve the purchase of a new defibrillator for Brookes Avenue Community Centre at a cost of £1,500 due to the current model becoming obsolete.

17. REVIEW OF ANNUAL GRANTS TO COMMUNITY CENTRES:

To review the current arrangements for the annual grant of £1,500 for the Community Centre and Institute and consider any other organisations.

FINANCE AND STAFFING COMMITTEE:

18. ACCOUNTS FOR PAYMENT:

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

19. BANK RECONCILIATIONS:

To receive and note the bank reconciliation statements for the periods ending 30th April and 31st May 2026, copies attached.

20. 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 June.

21. 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
19th May 2026

PRESENT: Councillor Ros Griffiths (Chairman)

Councillors: Klaus Armstrong-Braun, Jeff Brett-Roberts, Penny Brett-Roberts, Chrissy Gee, Barrie Gregory, Eileen Gregory, Sam Jennings, Mike Lowe, Ryan McKeown, Billy Mullin, Michael Summers and Gareth Williams.

Officers: Mrs S G Jones, Clerk & Financial Officer

01/26 APPOINTMENT OF CHAIRMAN 2026/2027:

The previous past Chairman invited nominations for the position of Chairman for the Municipal Year 2026/2027. On being put to a vote, Councillor Ros Griffiths was duly elected Chairman of Broughton and Bretton Community Council for the Municipal Year 2026/2027.

Councillor Ros Griffiths duly completed her Declaration of Acceptance of Office form and thanked Members for supporting her nomination.

IT WAS RESOLVED: that Councillor Ros Griffiths be appointed Chairman of the Community Council for the Municipal year 2026/2027.

1 Chair's signature: _____

02/26 APPOINTMENT OF VICE-CHAIRMAN 2026/2027:

The Chairman requested nominations for the position of Vice-Chairman of the Council for the Municipal Year 2026/2027. On being put to a vote, Councillor Jeff Brett-Roberts was duly elected as Vice-Chairman for the 2026-27 municipal year.

Councillor Jeff Brett-Roberts duly completed his Declaration of Acceptance of Office form and thanked members for their support.

IT WAS RESOLVED: that Councillor Jeff Brett-Roberts be appointed Vice-Chairman of the Community Council for the Municipal year 2026/2027.

03/26 APOLOGIES FOR ABSENCE:

An apology for absence had been received from Councillor Sara Mason.

04/26 DECLARATIONS OF INTEREST:

There were none.

05/26 RETIRING CHAIR'S REMARKS:

Councillor McKeown thanked members for an enjoyable year which had seen the council working together as a team which had received positive outcomes for the Council and community as a whole. He also thanked the council's officers and Maintenance Team for the valued services.

06/26 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 21st April 2026 be approved as a correct record.

07/26 MATTERS ARISING FROM THE MINUTES:

A member asked if there had been any updates about the Community library. The Clerk and Financial Officer advised that a meeting had taken place but that feedback had been awaited; she would chase this up.

A question was also raised about the overgrown hedge surrounding the School field; it had been confirmed that this matter had been discussed at a recent School Governors meeting and the Head Teacher would assess the situation during the summer holidays.

IT WAS RESOLVED: to note the information.

08/26 MEMBERS CODE OF CONDUCT:

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

09/26 STANDING ORDERS:

IT WAS RESOLVED: to approve adherence to the Council's Standing Orders with the deletion of number 13, which appeared to be incorrect, and the addition of two replacement paragraphs from the Model Standing Orders.

10/26 EXPENDITURE POLICY AND FINANCIAL REGULATIONS:

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

11/26 CIVILITY AND RESPECT PLEDGE (WALES):

IT WAS RESOLVED: that the Civility and Respect Pledge (Wales) be approved.

12/26 GENERAL POWER OF COMPETENCE:

IT WAS RESOLVED: that the General Power of Competence be approved.

13/26 LOCAL RESOLUTION PROTOCOL:

IT WAS RESOLVED: that the Local Resolution Protocol be approved.

14/26 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.

15/26 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 – **Eileen Gregory**
Finance and Staffing – **Barrie Gregory**

16/26 REPRESENTATION ON OUTSIDE BODIES:

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

Police Committee – **Councillor Chrissy Gee**
Broughton Community Centre Association – **Councillor Penny Brett-Roberts**
North and Mid Wales Association of Local Councils – **Councillor Gareth Williams**
Broughton CP School – **Councillor Ryan McKeown.**

17/26 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, 2027.

18/26 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 £6,112.56 and £7,726.31 respectively.

The Clerk also asked for formal approval for the use of the Brookes Avenue Playing fields for the annual carnival, an annual arrangement, which had been agreed.

The Clerk had submitted a report for consideration about her proposal to stand for election as President of the Society of Local Council Clerks for the year 2027-28, which was approved.

IT WAS RESOLVED: (i) to note the SLA costs; (ii) to approve the use of the Brookes Avenue playing fields for the annual Carnival and (iii) to formally approve the Clerk's request to stand as the President of the Society of Local Councils (SLCC).

19/26 DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2026/27:

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

16 th June 2026	19 th January 2027
21 st July 2026	16 th February 2027
15 th September 2026	16 th March 2027
20 th October 2026	20 th April 2027
17 th November 2026	

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.

20/26 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum £20,723.42 for May, be approved.

05 Chair's signature: _____

21/26 BANK RECONCILIATION:

IT WAS RESOLVED: that the bank reconciliation for the period ending 30th April be submitted to the meeting in June, following the year-end close down.

22/26 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.

23/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

IT WAS RESOLVED: that the council approve the exclusion of the public and press for the following item of business due to the confidential nature of the business.

24/26 NEW PLAY EQUIPMENT, BROOKES AVENUE:

Members had been presented with three quotes for improvements to the play area at Brookes Avenue, Broughton, following receipt of £38,032 in outstanding section 106 money from the County Council in November 2025.

IT WAS RESOLVED: that the proposal from Company B be approved, but that accessibility requirements be established.

Broughton and Bretton Community Council
 Planning Committee – 19th May 2026

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	OUT/000373/26 Ward: Broughton South	Proposed new dwelling on land adjacent to no 2 brookes avenue.	2 Brookes Avenue Broughton Chester CH4 0RD	Reg Date 01.05.2026 Target Date 26.06.2026 No Named Officer INVALID
2.	FUL/000329/26 Ward: Broughton North East	Installation of a new temporary storage unit adjacent to the existing building - refer to appended documents for further details. New site layout required, no adjustment to site drainage, no change in height or scale of existing building.	STAYCOLD EXPORT LTD, Unit 2a, HAWARDEN INDUSTRIAL PARK, Manor Lane, Hawarden, Deeside, CH5 3US	Reg Date 17.04.2026 Target Date 12.06.2026 No Named Officer INVALID
3.				Reg Date Target Date
4.				Reg Date Target Date
5.				Reg Date Target Date
6.				Reg Date Target Date

BROUGHTON AND BRETTON Community Council
Accounts for Payment
May-26

Ref:	Voucher No:	Payee:	Amount	Amount Net	VAT
BACS	BB/26/11	Litter Collector - May Salaries	£1,516.11	£1,516.11	£0.00
BACS	BB/26/12	Clwyd Pension - May Salaries	£522.77	£522.77	£0.00
BACS	BB/26/13	HMRC - May Salaries	£403.49	£403.49	£0.00
BACS	BB/26/14	H W Oultram - Van Fuel - April	£74.06	£62.08	£11.98
BACS	BB/26/15	BB Church - Christmas Lights Contribution	£45.00	£45.00	£0.00
BACS	BB/26/16	Audit Wales - Audit Fees 2022/23	£556.00	£556.00	£0.00
BACS	BB/26/17	Audit Wales - Audit Fees 2021/22	£2,160.00	£2,160.00	£207.53
CRD 1740	BB/26/18	The Range - Bird Seed	£15.69	£15.69	£0.00
BACS	BB/26/19	Rialtas - Software Support	£396.00	£330.00	£66.00
DD	BB/26/20	SSE Energy - March	£1,195.43	£996.19	£199.24
BACS	BB/26/21	HCC - SLA - April	£6,112.56	£6,112.56	£0.00
BACS	BB/26/22	HCC - SLA - May	£7,726.31	£7,726.31	£0.00
		TOTAL	£20,723.42	£20,446.20	£484.55

Chairman:

RA-4.10

Chair of Finance:

[Signature]

Clerk & Financial
Officer:

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Broughton and Bretton Community Council
Planning Committee – 16th June 2026

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	FUL/000367/26 Ward: Broughton South	We would like to add a single story rear extension to include a small downstairs bathroom, utility space and living room.	5, Old Warren, Broughton, Chester, CH4 0EG	Reg Date 29.05.2026 Target Date 24.07.2026 Officer Barbara Kinnear
2.	FUL/000437/26 Ward: Broughton South	Single storey rear extension, with brick walls and flat roof. Interior alterations to suit.	11, Denford Close, Broughton, Chester, CH4 0SP	Reg Date 18.05.2026 Target Date 13.07.2026 Officer Stef Connah
3.	ADV/000419/26 Ward: Broughton North East	Advertisement Consent to install five non-illuminated sponsorship signs 1000x500mm placed on the roundabout using a powder coated two posts and plate, passive sign system, one sign located facing each road entrance.	Roundabout 21, A5104 Chester Road, Broughton, Flintshire, CH4 0FX	Reg Date 13.05.2026 Target Date 08.07.2026 Officer Stef Connah
4.	ADV/000423/26 Ward: Broughton North East	Advertisement consent to install three non-illuminated sponsorship signs 1000x500mm placed on the roundabout using a powder coated two posts and plate, passive sign system, one sign located facing each road entrance.	Roundabout 16, Manor Lane/B5125 Chester Road, Bretton, CH5 3GL	Reg Date 14.05.2026 Target Date 09.07.2026 Officer Stef Connah
5.	ADV/000421/26 Ward: Broughton North East	Advertisement consent to install four non-illuminated sponsorship signs 1000x500mm placed on the roundabout using a powder coated two posts and plate, passive sign system, one sign	Roundabout 15, Manor Lane (Kimberly Clark), Bretton, CH5 3PJ	Reg Date 13.05.2026 Target Date 08.07.2026

Broughton and Bretton Community Council
 Planning Committee – 16th June 2026

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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		located facing each road entrance.		Officer Stef Connah
6.	ADV/000422/26 Ward: Broughton North East	Advertisement Consent To install four non-illuminated sponsorship signs 1000 x 500mm placed on the roundabout using powder coated two posts and plate, passive sign system, one sign located facing each road entrance.	Roundabout 14, Manor Lane/B5129 Roundabout, Bretton, CH5 3PS	Reg Date 13.05.2026 Target Date 08.07.2026 Officer Stef Connah
7.	FUL/000428/26 Ward: Broughton North East	SINGLE STOREY EXTENSION TO REPLACE EXISTING SINGLE STOREY EXTENSION AND TIMBER SHED	1, Lesters Lane, Bretton, Chester, CH4 ODA	Reg Date 09.06.2026 Target Date 04.08.2026 Officer Stef Connah

Broughton and Bretton Community Council
 Planning Committee – 16th June 2026

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	LDP/000278/26 Ward: Broughton South	The proposal consists of the removal of the existing driveway to the rear of the property and its incorporation into the residential garden. The works include the breaking up and removal of existing hard surfacing and the laying of new soft landscaping, including lawn and/or planting. The area will be enclosed by following on the 1metre wall and hedging on our side for privacy.	73, The Boulevard, Broughton, Chester, CH4 0SN	Approved 22.05.2026 Jon Williams
2.	FUL/001069/25 Ward: Broughton North East	The installation of replacement mechanical plant and associated fence enclosures.	Aldi Store, Broughton Shopping Park, Chester Road, Broughton, Chester, CH4 0DP	Approved 22.05.2026 Stef Connah
3.				
4.				
5.				
6.				

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Jun-26

Ref:	Voucher No:	Payee:	Amount	Amount Net	VAT
BACS	BB/26/23	Litter Collector - June Salaries	£1,516.31	£1,516.31	£0.00
BACS	BB/26/24	Clwyd Pension - June Salaries	£522.77	£522.77	£0.00
BACS	BB/26/25	HMRC - June Salaries	£403.29	£403.29	£0.00
BACS	BB/26/26	H W Oultram - Van Fuel - May	£68.30	£57.25	£11.05
DD	BB/26/27	SSE Energy - Street Lighting - April	£932.68	£777.23	£155.45
BACS	BB/26/28	Groundwise - Tree Works - Ash Tree, Brookes Ave	£720.00	£600.00	£120.00
BACS	BB/26/29	Clear Councils - Council Insurance Renewal	£1,706.38	£1,706.38	£0.00
CRD 1740	BB/26/30	Steve Durrands - Year End Assistance ACC's	£295.00	£295.00	£0.00
BACS	BB/26/31	OVW - National Conf & Awards Ceremony - Chairmans Ticket	£139.00	£139.00	£0.00
DD	BB/26/32	The Range - Bird Seed	£15.69	£15.69	£0.00
CRD5814	BB/26/33	Daleside - Compost	£60.00	£50.00	£10.00
		TOTAL	£6,379.42	£6,082.92	£296.50

Chairman:

Chair of Finance:

Clerk & Financial
Officer: