CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON & BRETTON COMMUNITY COUNCIL

SGJ/B&B 12.11.2026

12.11.2026

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 November 2026** at **6:30pm.** 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

Ms Sharron G Jones
Clerk & Financial Officer

MRS SHARRON G JONES
Clerc a Swyddog Cyllidol *Clerk & Financial Officer*
• • •
SWYDDFEYDD Y CYNGOR
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CYNGOR CYMUNED BRYCHDYN A BRETTON

BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

17TH November 2026

A G E N D A

COUNCIL MEETING:

1. APOLOGIES FOR ABSENCE:

2. DECLARATION OF INTEREST:

To receive any declarations of interests from Members.

3. MINUTES FROM THE PREVIOUS MEETING:

To receive and approve the minutes of the previous hybrid meeting of the Council held on 20th October 2026 copy attached.

4. MATTERS ARISING FROM THE MINUTES:

5. JOINT MAINTENANCE COMMITTEE MINUTES:

To receive the Joint Maintenance Committee minutes, copy attached.

6. CHAIR'S REMARKS:

PLANNING AND GENERAL PURPOSES COMMITTEE:

7. FLOOD ALLEVIATION MEASURES:

Report to follow.

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 November.

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 November.

9. POLICE MATTERS:

To consider any matters of concern.

10. HIGHWAYS AND STREETSCENE MATTERS:

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

11. COUNTY MEMBERS ITEMS:

To receive any relevant items for information.

12. MEMBERS INFORMATION ITEMS:

To receive any relevant information items.

LIGHTING AND AMENITIES COMMITTEE:

13. STREET LIGHTING:

To raise any street lighting issues.

14. STREET LIGHTING STOCK:

Report attached.

15. BROOKES AVENUE PLAY AREA:

To note that the works have been completed at the play area within the inclusion of a new inclusive round about and safety surfacing and a new "Quest" piece of equipment for older children.

FINANCE AND STAFFING COMMITTEE:

16. TRAINING PLAN:

Report attached.

17. ACCOUNTS FOR PAYMENT:

To receive a list of payments for November, copy attached

18. BANK RECONCILIATION:

To receive and not the bank reconciliation statement for the period ending 31st October 2026.

19. SMALL GRANTS SCHEME:

To consider the following applications for the council's Small Grants Scheme:

- Broughton & Bretton Bowling Club
- Broughton Boxing Fitness
- Broughton United Football Club
- Broughton War Memorial Institute
- Friends of the Country Park
- St. Marys Church

Summary report to follow.

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 October and November.

21. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

The Council is asked to consider the exclusion of the public and press from the meeting to consider quotations for improvement works at the country park.

22. IMPROVED AND NEW FOOTPATHS AT THE COUNTRY PARK:

Details of the give quotes will be shared at the meeting.

The Chairman would like to invite members for Christmas refreshments after the meeting.

Minutes of the Hybrid meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
20th October 2026

PRESENT: Councillor Ros Griffiths (Chairman)

Councillors: Klaus Armstrong-Braun, Jeff Brett-Roberts, Penny Brett-Roberts, Eileen Gregory, Barrie Gregory, Ryan McKeown, Sara Mason and Billy Mullin.

Officers: Ms S G Jones, Clerk & Financial Officer

Other: Thirteen members of the public for the flooding item and 2 members of public for the planning applications.

94/26 PUBLIC QUESTION TIME:

At the start of the meeting, the Chairman read out a statement to all members present. She advised the meeting of the Community Council's position in relation to flood alleviation measures and confirmed that the £10,000 received from Flintshire County Council in 2023 had been set aside as '*Ear Marked Reserves*' specifically for this purpose. This money was not to be utilised by the council for general funding.

The Chair thanked Councillor Chrissy Gee and the Clerk for a very good draft Flood Plan that had been prepared for Broughton that set out five zones of flooding. This plan required further work that had been promised from colleagues at Flintshire County Council. Further input for the Bretton Plan had been forthcoming with work already underway.

The Chairman added that the Community Council would need to ensure that the residents in both Broughton and Bretton benefitted from the £10,000 received from the County Council.

 Chair's signature: _____

Members of the public had been keen to focus on flood alleviation measures within the communities of Broughton and Bretton. Residents had been continually frustrated at the lack of acceptable flood alleviation measures, particularly as today marked the four year anniversary of Storm Babet.

Residents shared their personal experiences of flooding and had requested that the council consider the purchase of pumps. A comment was made that the pumps referred to in the Council's report might not provide sufficient capacity to cope with the water and that in addition, a "sump" to pump the water into had also been required, together with details of where the flood would be diverted too. All the relevant agencies had shared concerns that this would be a key factor in any solutions.

The Chairman explained her lack of frustration but said that discussions with Flintshire County Council, Natural Resources Wales and Water Co., had been on-going via Councillors and members of the two respective flood groups. In November 2025, at a special meeting of the council, it had been agreed to purchase a "Flood Snake" to assist with the flooding on Broughton Hall Road. The representative from the County Council had said that in order to purchase, train volunteers and deploy this device, a proper flood plan would need to prepared showing how this purchase could alleviate a flood. However, the county Highways authority had subsequently further technical information and clarification as to where the water would be dispersed to, before this had been agreed.

As discussed at a meeting in January 2024 it had been concluded that the North Wales Police and Flintshire County Council had agreed that Broughton Hall Road should be closed as soon as possible in the event of inclement weather, as the problem with flooding had been exacerbated by cars travelling along this route.

Residents continued to highlight different flooding experiences and it had been evident that the main issue in Broughton related to the overflow from the culvert off Main Road and other drain issues but that Bretton faced wider drainage system failures that involved Flintshire County Council, Natural Resources Wales and Water Co.

 Chair's signature: _____

The Community Council acknowledged their limited authority in solving these infrastructure issues and emphasized the need for coordination with Flintshire County Council, Natural Resources Wales, and Welsh Water.

Residents called for more regular communication and joint efforts to pressure relevant authorities for meaningful solutions, noting that three years had passed since the last major flooding incident without significant improvements.

At this juncture in the meeting, the Chair brought forward the Council's report, item 20, about flood alleviation measures.

In accordance with Standing Order number 47 a recorded vote had been requested that this report be withdrawn from the agenda, *in its current format*, due to its unsuitability. The principle of the report had not been objected to, but further work had been required:

The recorded vote was as follows:

COUNCILLOR	DECISION
Councillor Armstrong-Braun	For
Councillor Penny Brett-Roberts	Against
Councillor Jeff Brett-Roberts	Against
Councillor Barrie Gregory	Against
Councillor Eileen Gregory	Against
Councillor Ros Griffiths	Against
Councillor Sara Mason	For
Councillor Ryan McKeown	Against
Councillor Billy Mullin	Against

IT WAS RESOLVED: that this item be withdrawn in its current format.

95/26 PRESENTATION:

A resident of Broughton and his Advisor had attended the meeting to share a presentation with members in relation to a Planning Application that had recently been refused by Flintshire County Council.

 Chair's signature: _____

The gentleman had a son who had severe learning difficulties who currently lived in supported accommodation out of the area which had been funded by Flintshire County Council for a limited time. An application had been submitted to demolish a large unused building on land in the applicant's ownership, that had been deemed by Flintshire County Council, as residential use, as he wished to build accommodation for his son so that his son could reside close to his family and receive the support he needed.

Flintshire County Council had refused the application on the grounds that it would affect 'green barrier land' although it had been clearly stated within the deeds that this land had been classed as 'brown land'. Similar properties to the applicants had been built within the immediate vicinity.

The applicant and his agent welcomed the opportunity to share this information with members and sought the council's support as an appeal would be lodged against this decision in due course.

Members suggested that a site meeting might be beneficial and that they would lend their support to this application.

The applicant and agent thanked the council for this opportunity.

IT WAS RESOLVED: to note this information.

96/26 APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Sam Jennings, Mike Lowe, Michael Summers and Gareth Williams.

97/26 DECLARATIONS OF INTEREST:

There were none.

98/26 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 15th September be approved as a correct record.

 Chair's signature: _____

99/26 MATTERS ARISING FROM THE MINUTES:

There were none.

100/26 CHAIR'S REMARKS:

The Chairman shared she had recently attended the Civic Service in Leeswood, she had attended the One Voice Wales Conference with the Clerk and Financial Officer and the Chairman of Hawarden Community Council and she had attended, along with other members, the International Day for Older People event. Each of the events had been well attended and very informative.

101/26 EXTERNAL AUDIT OF THE COUNCIL'S ANNUAL ACCOUNTS FOR THE PERIOD ENDING 31ST MARCH 2026:

The External Auditor has issued his opinion on the Council's Annual Return which had been unqualified with no issues.

IT WAS RESOLVED: that the external Auditor's Report on the council's Annual Accounts be received and noted.

PLANNING AND GENERAL PURPOSES COMMITTEE

102/26 CHESHIRE WEST AND CHESTER COUNCIL NEW LOCAL PLAN ADDITIONAL 'CALL SITES':

IT WAS RESOLVED: to note the information.

103/26 COUNTRY PARK MANAGEMENT PLAN STEERING GROUP TERMS OF REFERENCE:

The Country Park Management Plan Steering Group, including the Friends of the Country Park, had held its first meeting and agreed the Terms of Reference for this group. The Council had been required to endorse this Terms of Reference.

IT WAS RESOLVED: that the Terms of Reference be approved.

 Chair's signature: _____

104/26 COUNTRY PARK MANAGEMENT PLAN STEERING GROUP MINUTES:

The Clerk and Financial Officer shared that the Steering Group had held its first meeting which had been very positive and well attended.

During the meeting a telephone call had been received from the National Forest for Wales Liaison Officer: North East, Natural Resources Wales to say that he had read the Management Plan and that it had been an excellent document. He had encouraged the council to apply for Green Flag status for the Country Park with a deadline of early Decembe 2026.

The Clerk and Financial Officer guided the group through the content of the Management Plan and a number of additions and changes had been agreed. It had also been agreed that each member of the Steering Group review the plan and let the Clerk have any additional information, amendments or deletions.

IT WAS RESOLVED: that the minutes of the Country Park Management Plan Steering Group be approved.

105/26 PLANNING APPLICATIONS AND DECISIONS:

(a) <u>County Council Members</u>:

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.

 Chair's signature: _____

106/26 POLICE MATTERS:

A member advised that the recent issue reported about the noisy, high speed cars at Broughton Retail Park had now been resolved following action from the police.

107/26 HIGHWAYS/STREETSCENE MATTERS:

The gantry on Bretton Road, Bretton lane had now been repaired after it had been damaged.

IT WAS RESOLVED: to note the information.

108/26 COUNTY MEMBERS ITEMS:

Councillor Mullin stated that there would be difficult times ahead for Flintshire County Council as they had to make substantial efficiencies across all departments. He acknowledged the good work of Ken Skates, Leader of Welsh Labour Party at The Senedd, following his attempts to lobby 'The Senedd' for further for additional learning needs.

Councillor McKeown had attended every Scrutiny Committee to understand the budget pressures facing the County Council over the next few months as it had been important to have a good understanding of the pressures and issues affecting each department prior to the budget meeting in February 2027.

He said that all portfolios had been asked to look at a ten per cent although the final decision had been dependent upon the current funding formal. He acknowledged the good news about the funding for Additional Learning Needs as they had received an extra £20m.

Councillor McKeown added that he had also chaired his first Education Scrutiny Committee the previous week.

IT WAS RESOLVED: to note the information.

109/26 MEMBERS INFORMATION ITEMS:

There were none.

 Chair's signature: _____

LIGHTING AND AMENITIES COMMITTEE:

110/26 STREET LIGHTING:

Members reported that the lights at the underpass had been constantly flickering.

IT WAS RESOLVED: that the be reported to the Trunk Road Agency.

111/26 2026 ANNUAL SUMMER PLAY SCHEMES:

The Clerk and Financial Officer had shared the latest reports that evidenced the success of the Summer playschemes within the community. They had been reasonably well attended and positive feedback from children and parents had been received.

A member said that he thought there had been limited engagement from the children and the playscheme ran for five days a week, over three weeks. This meant that there had been a total of fifteen sessions and the overall attendance had been two hundred and two which averaged a total of thirteen children a day on average. The Community Council paid a substantial amount of money for this play scheme and that more advertising had been required to encourage more children to attend. He also shared that some feedback received had been that the children had simply entered the play area to play rather than the play scheme.

It was suggested that a member of the play team be invited to attend a future meeting of the council.

IT WAS RESOLVED: that the information be noted.

112/26 2026 REMEMBRANCE SERVICE: SUNDAY 8TH NOVEMBER:

The Clerk and Financial Officer outlined the arrangements for the forthcoming Remembrance Parade and Service. She referred to the changes during the previous year to safeguard the children that had been welcomed.

 Chair's signature: _____

The Chairman advised that unfortunately she would be away this year and Councillor McKeown would lay the wreath at the Broughton Church Service as the Vice Chairman would attend the Hawarden Community Council/Royal British Legion Service.

IT WAS RESOLVED: to note the information.

113/26 FLOOD RESILIENCE FUND:

As discussed earlier in the meeting, **IT WAS RESOLVED:** that this item be withdrawn from the agenda, *in its current format*, due to its unsuitability. The principle of the report had not been objected to, but further work had been required:

FINANCE AND STAFFING COMMITTEE:

114/26 INCOME AND EXPENDITURE REPORT:

The Clerk and Financial Officer had circulated a report outlined the council's Income and Expenditure during the first half the year.

IT WAS RESOLVED: that the Income and Expenditure Report be approved.

115/26 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum £6,645.25 for November, be approved.

116/26 BANK RECONCILIATIONS:

IT WAS RESOLVED: that the bank reconciliations for the period ending 30th September be approved.

117/26 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer stated that the Service Level Agreement costs for the month of October would be shared at the next meeting.

 Chair's signature: _____

118/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

IT WAS RESOLVED: that the public be excluded from the meeting to consider tenders received for Tree Works and Path improvements at the Country Park.

119/26 TREE WORKS AT THE COUNTRY PARK:

The Clerk and Financial Officer shared with members the details of three quotes that had been received for the treatment of Ash Die Back within the Country Park. This cost had not been budgeted for so it had been suggested that it form part of the improvement works to the park and paid from out of the outstanding 106 monies received by the council for the Country Park in the sum of £35,156.90.

IT WAS RESOLVED: that the quote be awarded to Contractor B in the sum of £4,800.

120/26 NEW FOOTPATH AT THE COUNTRY PARK:

IT WAS RESOLVED: to defer the item.

 Chair's signature: _____

ITEM 5

MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held virtually
on
THURSDAY 29TH OCTOBER 2026

Broughton & Bretton Community Council:

Councillors Jeff Brett-Roberts, Barrie and Eileen Gregory and Gareth Williams.

Hawarden Community Council:

Councillors Bill Cooper (Chairman), Janet Axworthy and Dave Mackie.

Shotton Town Council:

Councillors Gary Cooper, Mike Evans and Doreen Mackie.

Also in Attendance:

Sharron Jones, Clerk & Financial Officer, Broughton & Bretton and Hawarden Community Councils (SGJ)
Collette Lowry, Town Clerk and Financial Officer, Shotton Town Council (CL)
Nigel Davey, Senior Maintenance Officer/Electrician

 Chair's signature: _____

1. APPOINTMENT OF CHAIR:

Councillor Bill Cooper had been nominated to act as Chairman; this was duly seconded and agreed and **IT WAS RESOLVED**: that Councillor Bill Cooper be appointed Chairman for the meeting.

The Chairman welcomed Nigel Davey, Senior Maintenance Officer/Electrician to the meeting.

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Ros Griffiths (B&B), Ant Turton (HCC) and Connor Wynne (HCC).

3. MINUTES OF THE PREVIOUS MEETING:

The minutes of the previous meeting held on 23rd January 2026, copies of which had been circulated with the agenda, were received and approved as a correct record.

4. MATTERS ARISING FROM THE MINUTES:

There were none.

5. JOINT SERVICES:

The Chairman referred members to the comprehensive report that had been circulated with the agenda for the meeting. The report outlined the half yearly budget position for 2026/27.

Members commended the Council's Senior Maintenance Officer/Electrician for the completion of the replacement LED programme which had now been completed.

IT WAS RESOLVED: that the budget report be received and noted.

6. STREET LIGHTING – LED HEAD REPLACEMENT SCHEME:

The Chairman referred to the joint repot by the Clerk and Financial Officer and the Councils' Senior Maintenance Officer/Electrician about the councils' stock of street lighting.

As previously reported the LED head replacement programme had been completed. The purpose of this report was to advise members of the condition of the Councils' street lighting stock and proposals for improvements.

A list of the council's street lighting stock by council and ward had been circulated with the report.

A discussion ensued and members recommended that those columns requiring a "sleeve" be upgraded to new steel columns in 2027/28 at an average cost of £1,000 per column, subject to full council authorisation during the November and December meetings of the respective councils.

IT WAS RESOLVED: to note the comprehensive update and take a report to each respective council in November/December for a decision and budget considerations for 2027/28.

7. DATE OF NEXT MEETING:

The next meeting would take place in the third week of January 2027.

The meeting concluded at 5.26 p.m.

The Chairman thanked Nigel Davey for his attendance and all members wished Mr. Davey a speedy recovery following his spinal surgey.

ITEM 7
(i)

Broughton and Bretton Community Council
Planning Committee – 17th November 2026

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
1.	ADV/000902/26 Ward: Broughton North East	1 (no) fascia sign and 1 (no) projecting sign	4B, BROUGHTON SHOPPING PARK, Chester Road, Broughton, Chester, CH4 0DP	**Reg Date** 03.11.2026 **Target Date** 29.12.2026 **Officer** Barbara Kinnear
2.	FUL/000579/26 Ward: Broughton North East	Change of use to vehicle repair workshop in retrospect and the proposed installation of MOT testing bay	Unit 1, Jackson Court, Manor Lane, Hawarden, Deeside, CH5 3QP	**Reg Date** 29.10.2026 **Target Date** 24.12.2026 **Officer** Alison Dean
3.	LBC/000875/26 Ward: Broughton North East	Listed Building Consent - Installation of pitched roof insulation to the habitable second floor loft space	MANOR FARM HOUSE, Manor Lane, Hawarden, Deeside, CH5 3PL	**Reg Date** 21.10.2026 **Target Date** 16.12.2026 **Officer** Stef Connah
4.	Ward:			**Reg Date** **Target Date** **Officer**
5.	Ward:			**Reg Date** **Target Date** **Officer**
6.	Ward:			**Reg Date** **Target Date** **Officer**

ITEM 7
(11)

Broughton and Bretton Community Council
Planning Committee – 17th November 2026

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	SCR/000855/26 Ward: Broughton North East	5398-EIASR-01 - Request a formal Screening Opinion	BRITISH AEROSPACE AIRBUS LTD, Chester Road, Broughton, Chester, CH4 0DR	**Z20 EIA-Development not requiring ES** 04.11.2026 James Beattie
2.	FUL/000551/26 Ward: Broughton North East	The proposal relates to Glynne Arms car park at the Airbus site in Broughton and involves widening the existing access from the A5104 to introduce an additional exit lane to reduce congestion during shift changes, including widening the access point on the classified highway, relocating a street lighting column and utility pole if required following consultation, and adding Keep Clear road markings on the public highway to improve safety and traffic flow.	British Aerospace Airbus Ltd, Chester Road, Broughton, Chester, CH4 0DR	**Refused** 28.10.2026 James Beattie
3.	OUT/000373/26 Ward: Broughton South	Proposed new dwelling on land adjacent to No 2 Brookes avenue.	2 Brookes Avenue Broughton Chester CH4 0RD	**Approved** 26.10.2026
4.	Ward:			
5.				
6.				

ITEM 14

CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

17TH NOVEMBER 2026

STREET LIGHTING
Report by the Clerk & Financial Officer and
Senior Maintenance Officer/Electrician

1. Purpose of Report:

(a) To advise members of the condition of the Councils' street lighting stock and proposals for improvements.

(b) To recommend a preferred option for consideration in the 2027/28 budget proposals.

2. Background:

2.1 Members will recall that over the last five years the Council's Senior Maintenance Officer/Electrician has embarked on a programme to replace the Council's old street lamps with new LEDs. This was due to the old "Sox" (sodium oxide) lamps no longer being produced and also to encourage efficiencies with the replacement LEDs and contribute to the Climate Change requirements. Members of all three councils will have seen a reduction in energy bills for street lighting noting that the overall contract is still to be negotiated.

2.2 As members are aware, this programme has now come to its conclusion with the number of LED replacements being completed.

3. CONSIDERATIONS:

3.1 The Council has a number of the old fashioned concrete/aluminium columns still in situ. Some have a "sleeve" inserted onto the top of them that includes a new LED head and some don't have sleeves and contain an old lantern style 20w lamp.

3.2 The number in brackets denotes the number of sleeves required within each ward.

Broughton and Bretton Community Council				
Broughton				
Concrete	Aluminium	Steel	Pole Brackets	Total
48 (6)	16	84	16	164
Bretton				
1 (1)	4	10	0	15

3.3 Concrete/aluminium columns are circa 50-60 years old and subject to weather damage and water logging. These old style concrete columns need to be tested for their "stability". The tops of the columns can become cracked which need inspecting and the door area can become cracked reducing ingress protection levels.

3.4 Aluminium columns are poorly designed, not structurally sound and light weight. The closing mechanisms on the doors are poor and there is limited spacing within the electrical housing. An upgrade of aluminium columns would be beneficial towards future sustainability.

3.4 Subject to the financial implications below, the council is asked to consider whether to:

(a) Embark on a programme to begin to replace its concrete columns over a number of years, for example 5/10 per year; or

(b) Replace only those concrete columns, *that do not currently have a sleeve*, with a steel column and an LED head.

3.5 During the annual inspections, columns "at risk" will be identified during the year and will need to replace accordingly with new steel columns.

4. FINANCIAL IMPLICATIONS:

4.1 The <u>current</u> 2026 cost implication is as follows:

(a) To purchase a "Sleeve" only to be erected on top of a concrete column (x27) = £**266.00**. *(£150.00 for the sleeve; LED at £106.00 and photocell at £10.00),* noting the age of the columns and the difficulties faced in paragraphs 3.3 and 3.4 above; or

(b) Replace the current concrete columns without sleeves (x7) with a complete new steel column, LED head and photocall = **£941.00** plus VAT

Cost breakdown is as follows:

£250.00 for the purchase of a new 6 ft. steel column.
£150.00 for column removal and disposal (*via Flintshire County Council).*
All groundworks can be accommodated "*in-house*" with the Council's Maintenance Team.
£425.00 for a Scottish Power transfer (from old concrete column to new column)].

4.2 Total cost for option A is £1,862.

4.3 Total cost for option B is £6,587.

5. RECOMMENDATIONS:

5.1 Members of council are requested to consider the contents of this report and provide a recommendation for inclusion and consideration in the 2027/28 budget proposals.

5.2 It is suggested that the Councils consider the prioritisation of the replacement of columns currently without sleeves due to their age and structure.

5.3 The council can renew its lighting stock on an annual basis.

6. CLIMATE CHANGE/BIODIVERSITY IMPLICATIONS:

6.1 The replacement of old lamps with LEDs is more cost-effective and less harmful to the environment. Councils has a **duty** to produce an Annual Biodiversity Report that includes reference to the LEDs as a key objective in its Climate Change agenda.

ITEM 16

CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

18TH November 2026

TRAINING PLAN FOR EMPLOYEES AND COUNCILLORS

FINAL

1. Purpose and scope:

1.1 The Community Council aspires to be a competent and efficient Council. In order to achieve and maintain this level of performance the Council is committed to providing employees and members with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

1.2 Section 67 of the 2021 Local Government and Elections (Wales) Act **requires** community councils to make and publish a plan about the training provision for its members and staff as it has been recognised that Town and Community councils and their staff should seek to equip themselves to be as effective and efficient as possible when exercising functions.

1.3 Therefore the Council will ensure that staff and members are provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

1.4 The Community Council will commit itself to the following:

- To develop employees and members to achieve the objectives of the Council.
- To regularly review the needs of training and development for employees and members.
- To regularly evaluate the investment in training and training budgets during the annual budget setting process.
- To continue to support employees and members in their continued professional development (LDP)

2. Identifying training needs:

2.1 Employees:

- Induction training and an employee's pack will be provided for new members of staff.
- Contracts of employment and job descriptions will include details of the Council's commitment to training.
- Current or any new Clerk to hold CiLCA or equivalent. Clerk *to be a member of* the Society of Local Council Clerks. (SLCC).
- Training provided to be no less than the minimum requirement of Continuous Professional Development including attendance at professional conferences to keep abreast of new legislation and changes.
- Employees are encouraged to be proactive in identifying their own training and development needs linked to achieving the aims of the Council.
- Staff training will be identified through annual appraisals, 121s, staff meetings and informal discussions in the light of the overall objectives of the Council and any new legislation or equipment purchases.
- The appraisal for the Community Clerk will be carried out by the Chairman of the Council and the Chairman of the Staffing and General Purposes Committee and the Chairman of the Finance Committee.
- Relevant additional training may be requested at any time.
- The Maintenance Team require professional certificates in various types of work, some are required annually, some are three yearly and some are five yearly.

- There is an annual requirement for Health and Safety, Manual Handling and Fire Safety.
- First Aid is a three-year requirement.

2.2 Members:

As part of their continuous professional development, all Councillors are encouraged to take part in learning activities on a regular basis. The only "mandatory" training is the Code of Conduct usually provided free of charge by Flintshire County Council. This may include in house training, corporate days and training which is a requirement for specific roles they carry out for example finance or chairing meetings.

- All newly elected members will receive an induction pack from the Clerk and Financial Officer.
- Newly elected members are encouraged to attend Councillor Training. One Voice Wales training programmes are circulated to all members on a monthly basis. New members must undertake Code of Conduct, the Council as an Employer, the Council, Council meetings and The Councillor.
- It is advisable that newly appointed Chairmen, undertake Chairing skills and any "champions" appointed under the relevant training, for example, Biodiversity, Place Planning.
- Longstanding, Councillors who wish to refresh their skills/knowledge can request to attend courses at any time during their term of office.
- Specialist training will be provided on an ad-hoc basis and other needs to be prioritised in line with the individual Member's roles, Council policy and Council plans.
- A record of all training will be kept centrally and published on the council's website, as part of the requirement of the Local Government and Elections (Wales) Act 2021.
- Relevant additional training may be requested at any time.
- Councillors who are members of more than one Community or Town Council and receive training via another council will be included in this plan; training fees may also be shared.

2.3 The Council can also commit to offering support to its local area Community/Town Councils. The Community Council is committed to networking with other councils as it sees this as an effective

means of information gathering, and where possible to link in with training events held by other councils.

2.4 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling.
- Changes in legislation.
- Changes in systems and introduction of new equipment
- New or revised qualifications become available.
- Accidents.
- Professional error.
- New working methods and practices.
- Complaints to the Council.
- A request from a member of staff.
- Devolved services / delivery of new services

3. Training Resources/Providers:

3.1 An annual budget will be set for employee training and Members training by the Council during the budget setting process. All employees or members attending training are entitled to claim travel expenses and subsistence allowances.

3.2 Training Providers for both employees and members will include:

- Society of Local Council Clerks
- One Voice Wales
- Regional and national seminars/conferences
- Planning Aid Wales
- Principal Authorities
- In-house
- Any other recognised training authority, for example, OxyGas

4. Evaluation and review of training:

4.1 Evaluation will be reviewed by the Clerk and Financial Officer and the Chairman of the Staffing and General Purposes Committee on an annual basis in September each year and presented to the

full Council to ensure sufficient resources are included in the budget process.

4.2 Training will be reviewed in light of any changes to legislation or new ways of working, new qualification requirements and new equipment etc.

4.3 Employees will receive an annual appraisal by the Clerk and Financial Officer and training needs identified will be sourced.

5. Recording:

5.1 The Clerk and Financial Officer will maintain a record of training attended by staff and Councillors. Fees paid for by the council will be recovered from staff and Councillors who leave the council within two years of the training being completed.

5.2 The rates of recovery suggested are:

Within 6 months – 100% of training fees.
Between 6 -12 months – 50% of training fees.
Between 12-24 months – 25% of training fees.

5.3 The costs can be recovered from staff and councillors who fail to attend a course that is booked and paid for by the council without good reason.

RECORD OF TRAINING BROUGHTON AND BRETTON COMMUNITY COUNCIL			
ELECTED MEMBERS			
Type of Training	Attendance	Provider	Date
Code of Conduct	All members attended "mandatory" Code of Conduct training	Flintshire County Council	24th May/June 2022
Code of Conduct (Mandatory)	Councillor J. Brett-Roberts Councillor P. Brett-Roberts Councillor Ros Griffiths Councillor Barrie Gregory	Flintshire County Council	22nd and 24th Oct 2024 16.04.2026
Planning On-line Training (Mandatory)	All members	Planning Aid Wales	TBC Invoice paid April 2024
Finance and Governance Toolkit	Councillor Ros Griffiths	One Voice Wales	28th August 2024
Biodiversity Part 1	Councillor Ros Griffiths	One Voice Wales	8th October 2024
Biodiversity Part 2	Councillor Ros Griffiths	One Voice Wales	8th October 2024
One Voice Wales Annual Conference	Councillor Chrissy Gee	One Voice Wales/SLCC	16th October 2024
Information Management	Councillor Penny Brett-Roberts	One Voice Wales	28th June 2021
The Council as an Employer	Councillor Penny Brett-Roberts	One Voice Wales	6th July 2021

The Councillor	Councillor Penny Brett-Roberts	One Voice Wales	7th July 2021
Local Government Finance	Councillor Penny Brett-Roberts	One Voice Wales	12th July 2021
The Council	Councillor Penny Brett-Roberts	One Voice Wales	21st June 2021
Understanding the Law	Councillor Penny Brett-Roberts	One Voice Wales	16th June 2021
The Council Meeting	Councillor Penny Brett-Roberts Councillor Chrissy Gee Councillor Klaus Armstrong-Braun	One Voice Wales	8th March 2021 19th March 2024 10th April 2024
Chairing Skills	Councillor Klaus Armstrong-Braun	One Voice Wales	23rd March 2021 24th April 2024
Induction to Community Engagement	Councillor Klaus Armstrong-Braun	One Voice Wales	24.06.2025
Understanding the Planning System	Councillor Penny Brett-Roberts	Planning Aid Wales	27.03.2025
STAFF			
Level 5 Community Governance Year 1	Clerk and Financial Officer	SLCC/De Montfort University, Leicester	Feb to Nov 2024
Practitioner's Conference	Clerk and Financial Officer	SLCC	Feb 2024
SLCC National Conference	Clerk and Financial Officer	SLCC	November 2024

Wales Conference	Clerk and Financial Officer	One Voice Wales and SLCC	October 2024 Nov 2024 (virtual)
Mobile Elevated Platform Operator	SMO, MO, MA	Flintshire Training	January 2021/May 2022
Oxy-acetylene/Propane Gas User	MO	Proactive Gas Safety Ltd	November 2024 (online)
Mobile Elevated Platform Operator	HW ND	Flintshire Industrial Training Ltd	November 2023 January 2024
Van mounted static Boom	ND	Flintshire Industrial Training Ltd	January 2024
Health & Safety Awareness	WE, GSG, HW, ND, SGJ WE, GSG, HW, ND, SGJ, PD, CW, AP	Tutor Care (online) Tutor Care (online)	28.05.2025 11.06.2026
Manual Handling of Innominate Objects	WE, GSG, HW, ND, SGJ WE, GSG, HW, ND, SGJ, PD, CW, AP	Tutor Care (online) Tutor Care (online)	28.05.2025 11.06.2026
Fire Safety Awareness	WE, GSG, HW, ND, SGJ WE, GSG, HW, ND, SGJ, PD, CW, AP	Tutor Care (online) Tutor Care (online)	28.05.2025 11.06.2026
Emergency First Aid	WE, GSG, HW, ND, SGJ, AP, CW	Tutor Care (face to face)	21.01.2026

ITEM 17

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Nov-26

Ref:	Voucher No:	Payee:	Amount	Amount Net	VAT
BACS	BB/26/75	Litter Collector - Oct Salaries	£1,556.52	£1,556.52	£0.00
BACS	BB/26/76	Clwyd Pension - Oct Salaries	£540.01	£54.01	£0.00
BACS	BB/26/77	HMRC - Oct Salaries	£428.46	£428.46	£0.00
BACS	BB/26/78	H W Oultram - Van Fuel - Oct	£58.07	£48.67	£9.40
DD	BB/26/79	SSE Energy - Street Lighting - Sept	£1,091.15	£909.29	£181.86
BACS	BB/26/80	Play & Leisure - New Equipment - Brookes Avenue	£50,240.81	£41,867.34	£8,373.47
BACS	BB/26/81	SLCC - SLCC & One Voice Wales Conference - Chairman	£90.00	£75.00	£15.00
BACS	BB/26/82	Chairman - Fuel Allowance - OVW Conference	£108.90	£108.90	£0.00
BACS	BB/26/83	HCC - SLA - Oct	£7,877.50	£7,877.50	£0.00
BACS	BB/26/84	HCC - SLA - Nov	£5,715.45	£5,715.45	£0.00
CASH	BB/26/85	Royal British Legion - Remembrance Wreaths	£100.00	£100.00	£0.00
		TOTAL:	£67,806.87	£58,741.14	£8,579.73
	CHAIRMAN:				
	CHAIR OF FINANCE:				
	CLERK & FO:				

ITEM 18

Broughton & Bretton Community Council

Bank - Cash and Investment Reconciliation as at 3 November 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

03/11/2026	16622.28	21,057.00	
29/10/2026	Lloyds 30 Day a/c	106,022.40	
			127,079.40

Receipts not on Bank Statement

	0.00
Closing Balance	**127,079.40**

All Cash & Bank Accounts

1	Lloyds Current a/c	21,057.00
2	Lloyds 30 Day a/c	106,022.40
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	**127,079.40**