

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

SGJ/B&B 10.09.20

10th September 2020

To: ALL MEMBERS OF COUNCIL

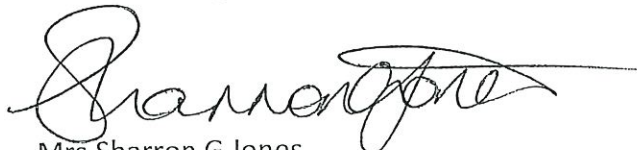
Dear Councillor

YOU ARE HEREBY SUMMONED to attend a **MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** to be held remotely (*The Local Authorities (Coronavirus) (Wales) Regulation 2020*) on **TUESDAY 15TH SEPTEMBER 2020 at 7.00PM.**

The agenda and papers are attached.

To join the meeting 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 **07752 595239** 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

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CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

VIRTUAL MEETING

15 SEPTEMBER 2020

A G E N D A

1. APOLOGIES FOR ABSENCE:

2. DECLARATIONS OF INTEREST:

To receive any declarations of interests from Members.

3. MINUTES OF THE PREVIOUS MEETING:

To receive and approve the minutes of the meeting of the Council held on 21st July 2020, copy attached.

4. MATTERS ARISING FROM MINUTES:

5. GUIDANCE TO COUNCILS ON HOLDING MEETINGS ON A PHYSICAL BASIS:

The Clerk and Financial Officer will outline the current guidance. A copy of the One Voice Wales Guidance is attached and a link to a 15 minute presentation from the Council's insurance brokers can be viewed at:

<https://www.slcc.co.uk/event/should-you-hold-face-to-face-meetings-assess-the-risk-free-webinar/>

Members are requested to agree to continue with virtual meetings until definitive guidance is issued to allow Community and Town Councils to meet in person.

6. POLICE/HIGHWAY AND LIGHTING MATTERS:

To raise any relevant matters for communication to the office, North Wales Police and the County Highways department.

7. 2020 PLAY AREA INSPECTION REPORT:

To note the recent play area inspection report and recommendations following the annual ROSPA (*Royal Society for the Prevention of Accidents*) inspection, copy of action plan attached.

8. ACCOUNTS FOR PAYMENT:

To approve the attached list of accounts for payments for September and to note the List of Payments from the August recess meeting, copy attached.

9. BANK RECONCILIATIONS:

To receive a copy of the bank reconciliation statements for the periods ending 4 August, copy attached and 4th September 2020 to follow.

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 September, (table attached) and to note the planning applications considered at the August recess meeting, 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 consider the notification of the pre-planning application submitted by Redsun Projects Ltd for a development of industrial units on Manor Lane. The Community Council has been consulted as a neighbouring community. The application can be found at: <https://www.cadnantplanning.co.uk/hawarden-business-park-expansion>
- (v) To note the planning decisions as attached.

11. CLERK AND FINANCIAL OFFICER'S REPORT:

To receive a verbal report on the following items:

- li) the council's contribution to the Joint Maintenance Committee for the months of August and September and any other relevant matters
- ii) to receive an update on the grants for Keep Wales Tidy; and
- iii) to consider a request from the Planning and Development Officer for Micro-care, Flintshire County Council (FCC). FCC have recently established a Micro-care team which is a small business who offer personalised care and support services to older people, tailored to their individual needs. The Officer has requested to attend a future virtual meeting of the Council.

12. CHAIRMAN'S REMARKS:

13. MEMBERS INFORMATION ITEMS:

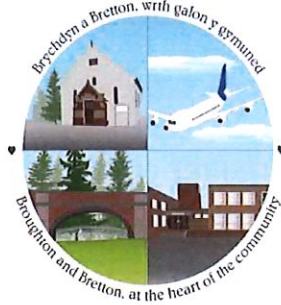
To receive any relevant information items.

14. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

To consider the exclusion of the press and public as the following matter relates to confidential staffing matters and Data Protection.

15. CLWYD PENSION FUND:

To receive a report from the Clwyd Pension Fund, copy attached.



Minutes of the 'Virtual' Meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
21 JULY 2020

PRESENT: Councillor Phil Griffiths (Chair)

Councillors: Klaus Armstrong-Braun, Penny Brett-Roberts, Derek Butler, Ros Griffiths, Lindsay Jones, Donna Lalek, Mike Lowe, Ryan McKeown, Billy Mullin, Sue Stevens, Linda Thomas and Adam Williams

Officers: Mrs S G Jones, Clerk & Financial Officer
Fran Griffiths, Administrator

330/19 CHAIRMAN'S ANNOUNCEMENT:

Councillor Phil Griffiths announced with great sadness the recent sudden sad death of Graham Docherty. Graham had been an exceptional Caretaker of Broughton Community Centre for many years and had been an outstanding local citizen to the community of Broughton.

In respect of Graham and for those people throughout the UK who had lost their lives during the Covid 19 pandemic, the Chairman requested a minute silence in tribute.

331/19 APOLOGIES FOR ABSENCE:

An apology for absence had been received from Councillor Chrissy Gee.

332/19 DECLARATIONS OF INTEREST:

No Declarations of Interest had been made by Members.

333/19 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 16th June 2020 be approved as a correct record and signed by the Chair.

334/19 MATTERS ARISING FROM THE MINUTES:

There were none.

335/19 ELECTORAL REVIEW OF FLINTSHIRE COUNTY COUNCIL FINAL REPORT:

The Clerk and Financial Officer advised members that the final report had been issued and that, as requested and supported by Flintshire County Council, the community of Broughton and Bretton would remain unchanged.

IT WAS RESOLVED: to receive and note the update.

336/19 POLICE/HIGHWAYS AND LIGHTING MATTERS:

Members raised the following issues:

- i) Incidents about the use of nitrous oxide by young people at Broughton Community Centre; North Wales Police had been made aware.
- ii) Roundabout on Mold Road required a cut.
- iii) Hedge on pathway near Lansdown Road had overgrown; John Griffiths had been made aware.
- iv) Some branches that had been cut down branches on the green in Wellington Road had not yet been removed.

337/19 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments for July in the sum of £13,919.36 be approved.

338/19 BANK RECONCILIATIONS:

IT WAS RESOLVED: that the bank reconciliation for the period ending 30th June 2020 be received and noted.

339/19 PLANNING APPLICATIONS:

IT WAS RESOLVED:

(a) County Council Members:

It was noted 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) There were no planning appeals.
- (d) There were no planning decisions to note.

340/19 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer advised of the following issues:

- i) that the Council's contribution to the Joint Maintenance Agreement for the month of July was £7,666.99.
- ii) she had received an Employee PAYE reference number from HMRC to enable mandatory payments to be paid to members via the HMRC PAYE system.
- iii) Flintshire County Council Summer had proposed to offer a Summer Play Scheme for the last two weeks of the Summer 2020. Covid-19 safety measures had been implemented and incorporated into the planned delivery of the scheme. Budgetary provision had been included in the Council's budget for the usual four-week scheme and the new scheme reflected a lower cost; members endorsed this provision.
- iv) Covid-19 guidance had been issued and the Clerk and Financial Officer had produced the relevant action plans for the use of the depot, use of maintenance vehicles and the re-opening of play areas, including signage.
- v) Councillor Donna Lalek and the Clerk and Financial Officer had attended a recent virtual meeting with the Flintshire Local Voluntary Council. The meeting had been very informative and described how local community councils had supported their communities during lockdown. It was likely that this would become a monthly meeting.
- vi) A collection had been organised for Graham and a suggestion had been put forward that a memorial bench be installed, in his honour, at the Brookes Avenue recreation area; this had been welcomed.

341/19 MEMBERS INFORMATION ITEMS:

Councillor Lindsay Jones advised Members that the Community Centre had recently been utilised as an ambulance centre to enable teams to socially distance and not be in the same staff room at their headquarters.

342/19 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960:

IT WAS RESOLVED: to approve the exclusion of press and public as the following matter relating to individual details and could contravene the Data Protection Regulations 2016.

343/19 ENHANCED LITTER COLLECTION IN BROUGHTON AND BRETTON:

The Clerk and Financial Officer had previously circulated a confidential report for consideration by members.

IT WAS RESOLVED TO: to employ a Litter Collector as an employee of the Council with effect from 1st September 2020 and that the cost of this be met from within reserves.

87 Chair's signature: _____

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Jul-20

Ref:	Voucher No:	Payee:	Amount
BACS	BB/19/89	Ewloe PO - June Agendas	£ 14.76
BACS	BB/19/90	Came & Co - Annual Insurance	£ 1,199.33
BACS	BB/19/91	Litter Collector May/June	£ 520.00
6327(FG)	BB/19/92	Ewloe PO - Audit/Annual Report	£ 10.35
BACS	BB/19/93	JDH Business Services - Internal Audit	£ 228.00
BACS	BB/19/94	BB War Memorial Inst - Annual Grant	£ 1,500.00
BACS	BB/19/95	BB Community Centre - Annual Grant	£ 1,500.00
BACS	BB/19/96	Cllr KAB - Mandatory Member Allowance	£ 150.00
BACS	BB/19/97	Cllr PBR - Mandatory Member Allowance	£ 150.00
BACS	BB/19/98	HMRC	£ 60.00
DD	BB/19/99	GotoMeeting - enhanced audio call	£ 11.35
BACS	BB/19/100	NMWALC - annual fees	£ 65.00
BACS	BB/19/101	Scottish Power - unmetered supplies	£ 383.58
BACS	BB/19/102	Litter Collector June/July	£ 520.00
BACS	BB/19/103	HCC - Joint Maintenance - July	£ 7,666.99
		TOTAL	£ 13,979.36

Chairman:

Chair of Finance:

Broughton and Bretton Community Council
Planning Committee – 19th July 2016

Planning Applications notified to FCC:

No.	Planning Application Number & Date	Proposal	Applicant	Address	Case Officer	Council Decision

1	055426	Replacement casement window and installation of internal bedroom partition on first floor	Mr Tomos Deverell	Warren Hall Mold Road Broughton Chester CH4 0EW	Mrs C Morter	No objections
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ONE VOICE WALES

GUIDANCE TO COUNCILS ON HOLDING MEETINGS ON A PHYSICAL BASIS

We have been receiving many requests from Councils about how they might now plan for a return to the holding meetings on a physical rather than on a remote basis. This guidance note is intended to guide Councils as to the steps they need to take before making an informed decision about holding meetings in a Council Chamber, hall or community centre. It is extremely important that the factors highlighted in this note are properly considered before any decision is taken in order to ensure that due regard is given to the health and safety of Councillors, employees and members of the press and the public as well as compliance with prevailing regulations and guidance published by the Welsh Government.

It is acknowledged that the decision as to whether to hold meetings on a physical basis is ultimately for the Council to decide but it is hoped that this guidance will provide a foundation upon which to base that decision.

WELSH GOVERNMENT REGULATIONS AND GUIDANCE

It is the responsibility of every Council to consider two specific regulations these being:

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- a) The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020 (Web Link - <https://www.legislation.gov.uk/wsi/2020/442/made>) which provide the framework within which Councils are able to meet and work throughout the pandemic. They provide flexibility for Councils to meet at all stages of the crisis on a remote basis using video conferencing, telephone conferencing or a mixture of both. In a recent survey conducted by One Voice Wales on remote working it was found that around 85% of respondents were already holding meetings on this basis.
- b) The Health Protection (Coronavirus Restrictions) (No. 2) (Wales) Regulations 2020 as amended (Web-Link - <https://gov.wales/health-protection-coronavirus-restrictions-no-2-wales-regulations-2020>) are also of significant relevance.
- c) For those Councils who meet in halls and community centres, it will be necessary for them to assure themselves that the venue used is compliant with prevailing Welsh Government guidance regarding the safe use of such premises – Web Link <https://gov.wales/safe-use-multi-purpose-community-centres-covid-19>

ASSESSMENT OF THE RISKS TO HEALTH AND SAFETY

Councils need to be mindful of the risks associated with meeting on a physical basis especially in relation to their more vulnerable Councillors, the duty of care to their employees as well as to members of the public and press who may be in attendance. A risk assessment will be required and this would be an expectation of the Council's insurers. This would require an assessment of the risks faced by those attending physical meetings; action needed to control the risk; who will carry out the actions and the target date for completion of the actions. The risk assessment will need to be a written document which should be shared with those attending such meetings. Guidance on preparing risk assessments can be accessed from the following web-link: -

Health and Safety Executive - <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

KEEPING ABREAST OF CHANGES IN REGULATIONS AND GUIDANCE

Councils will be aware that the Welsh Government is undertaking regular reviews of published guidance and it is important that Councils keep up to date with such changes. One Voice Wales will, however, continue to circulate any changes we become aware of to reduce the need for Clerks to expend time in checking for updates.

In concluding this guidance note, we would urge Councils to focus on safety and avoiding the spread of the virus and to only commence physically held meetings when they have satisfied themselves that the risks can be effectively managed.

2020 Play Area Safety Inspection Reports - Summary of outcomes July 2020

Risk Summary Key:

Low or very low risk (no major issues, requires monitoring as per weekly inspections)

Medium risk (appropriate action required within resources)

High (requires urgent and/or immediate attention)

NOTE: New signs have been purchased and erected at all play areas about the safe use during the current pandemic Covid-19
All play areas have new signs purchased and ready to install with contact information and other guidance

Broughton & Bretton

Date of Inspection	Location	Overall Risk	RoSPA Risk/Action Required:	Local Action:	Action:
30.06.19	Brookes Avenue, Broughton	<p>Play area is Low</p> <p>Skate Park is High due to the nature of activity and volume of users</p>	No immediate action identified within the report	<ul style="list-style-type: none"> Fencing – rusting in places, requires de-scale and painting Basket Ball Post – descale and paint. Hanging Carousel – safety surface requires levelling Carousel – replace timber. Agility High Bars – replace cap Multi play Toddlers – surface levelling required. Rocker Bike – laminate damage requires repair Rocker Seesaw – springs require repair Slide Junior – surface repair Swing Basket – shackles and bushes require repair 	<p>All Issues Will be Monitored Via weekly Inspections and added to Works Schedule</p>

Item 7

				<ul style="list-style-type: none"> • Swing – Junior – 1 Bay 2 Seat – some chain wear; requires monitoring <i>and replacement before 40% wear</i> and safety surfacing requires re-gluing with paintwork requiring descale and repaint. • Swing – Single Point – Swing seat requires reassembling with secondary safety device (as per 2018 report) on a regular basis • Swing – Toddler – 1 Bay 2 Seat – central strap requires replacing • Tyre Walk – requires minor repair • General surface – moles present and require action 	
30.06.19 Annual	Country Park, Broughton	Low risk	No immediate action identified within the report	<ul style="list-style-type: none"> • Fencing – section needs repair • Litter Bin – corroded at bottom, requires repair • Bird fouling on Swing Pod frame; requires clean • Climber – rota web – surface requires levelling • Carousel – trip points on surface • General surface – moles present and require action 	

27th August 2020
SGJ/KG

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Aug-20

Ref:	Voucher No:	Payee:	Amount
6327(FG)	BB/20/01	Ewloe PO - July Agendas	£ 10.84
BACS	BB/20/02	Rialtas - annual maintenance	£ 148.80
BACS	BB/20/03	Litter Collector	£ 520.00
BACS	BB/20/04	Scottish Power - unmetered supplies	£ 396.48
DD	BB/20/05	ICO - Annual Fee	£ 35.00
BACS	BB/20/06	Hawarden CC SLA - August	£ 5,498.67
		TOTAL	£ 6,609.79

Chairman:

Chair of Finance:

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Sep-20

Ref:	Voucher No:	Payee:	Amount
BACS	BB/20/07	Litter Collector - 31.08.20	£ 520.00
BACS	BB/20/08	Salaries	£ 1,643.96
		TOTAL	£ 2,163.96

Chairman:

Chair of Finance:

Broughton & Bretton Community Council**Bank - Cash and Investment Reconciliation as at 4 August 2020**

Item 9

Confirmed Bank & Investment Balances**Bank Statement Balances**

04/08/2020	Lloyds Current A/C	10,129.90
04/08/2020	Lloyds 30 Day a/c	111,585.61
19/09/2014	NS&I Treasurers A/C	0.00
10/12/2019	Nat West Bus Res A/C	0.00

121,715.51**Receipts not on Bank Statement****0.00****Closing Balance**

121,715.51**All Cash & Bank Accounts**

1	Lloyds Current a/c	10,129.90
2	Lloyds 30 Day a/c	111,585.61
3	Investment a/c	0.00
4	Nat West Business Reserve A/C	0.00
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 121,715.51

Broughton and Bretton Community Council
Planning Recess Committee – 10th August 2016

Planning Applications – Comments submitted to FCC

No.	Planning Application Number & Date	Proposal	Address	Case Officer	Council Decision
1	055713	Display of signage	Roundabout 27 Warren North Broughton	Mr D McVey	No objections but clarification sought around any benefits of the advertising income to Broughton and Bretton Community Council?
2	055571	Demolition of outbuilding and re-building to form utility room	Elms Farm Bretton Lane Bretton Chester Flintshire CH4 0DX	Miss J Perkins	No objections
3	055670	Change of use to hardstanding for the storage builders merchandising materials	Land adjoining Boys & Boden Ltd Broughton Mills Road Broughton	Mr D McVey	No objections
4	055730	Erection of a single-aisle dispatch/ inspection facility and related infrastructure	British Aerospace Chester Road Broughton	Mr K Slater	No objections
5	055700	Erection of front porch	Wellfield Bretton Lane Bretton Flintshire CH4 0DX	Mr K Slater	No objections

Broughton and Bretton Community Council
Planning Committee – 15 September 2020

Item 10
(ii)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	061586 Ward: Broughton North East	Application for approval of details reserved by condition nos 3 (Risk Assessment) & 5 (Analysis Report) attached to planning permission ref 060946 (Proposed refurbishment of existing building with 2 first floor infill extensions, glazed atrium infil, balcony to the rear and associated hard and soft landscaping)	Cokebusters Ltd, the Armoury Building, Aviation Park, Saltney Ferry	B Kinnear
2.	061532 Ward: Broughton North East	Installation of install fixed line broadband electronic	Carphone Warehouse, Broughton Shopping Park, Chester Road, Broughton,	Target Date: 21.10.20
3.	061619 Ward: Broughton North East	To move the driveway from the side of the front of the house with a drop curb and erect higher fencing around the borderline	1 Ellemere Avenue, Broughton	Target Date: 15.10.20

Notification of Planning Decisions from Flintshire County Council

No.	Planning Application Number	Proposal	Address	Decision:
1.	061321 Ward: Broughton South	Erection of replacement porch	16 Pine Tree Close, Broughton	Approved Delegated Officer 10.08.20
2.	060854 Ward: Broughton South	Extension and conversion of garage to existing dwelling driveway for the extension. Plan is to convert the existing garage into a usable space and join to a new extension at the side of the property.	35 Long Road, Broughton	Approved Delegated Officer 03.09.20
3.	061296 Ward: Broughton South	Single storey side extension	Fern Bank, Old Warren, Broughton	Approved Committee 05.09.20