

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

SGJ/B&B 15.04.2025

09.04.2025

To: **ALL MEMBERS OF COUNCIL**

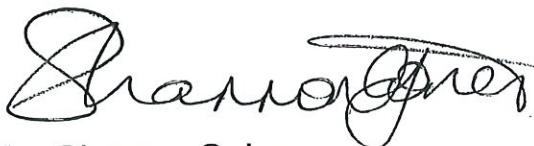
Dear Councillor

YOU ARE HEREBY SUMMONED to attend a **HYBRID MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** on **TUESDAY 15th April 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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SWYDDFEYDD Y CYNGOR

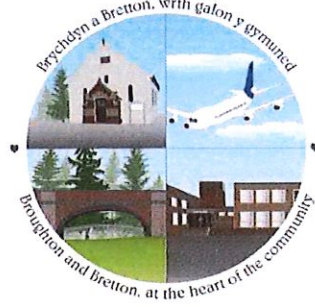
113 Yr Highway, Penarlâg, Glannau Dyfrdwy, Sir y Fflint CH5 3DL. Ffôn/Ffacs: 01244 533692

COUNCIL OFFICES

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

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www.broughtonandbrettoncommunitycouncil.gov.uk



CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

15th April 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 18th March 2025, copy attached.

- 4. MATTERS ARISING FROM THE MINUTES:**
- 5. VACANCIES IN BROUGHTON and BRETTON WARDS:**

A number of expressions of interest have been received for the two vacancies. Prospective candidates have been asked to attend the meeting and/or submit an email to explain why they wish to be a Community Councillor and what would like to bring to the community.

Members will be asked to vote accordingly.

6. 2025/26 YEAR END ACCOUNTS AND AUDIT PROCESS:

Report attached.

7. CHAIR'S REMARKS:

PLANNING AND GENERAL PURPOSES COMMITTEE:

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 of April, 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 **April**.

9. POLICE MATTERS:

To consider any matters of concern.

10. HIGHWAY/STREETSCENE MATTERS:

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

11. COUNTY MEMBER ITEMS:

To receive any relevant information items.

12. MEMBERS INFORMATION ITEMS:

To receive any relevant information items.

LIGHTING AND AMENITIES COMMITTEE:

13. STREET LIGHTING:

To raise any street lighting faults or related matters.

14. GWELLA – REQUEST FOR MATCH FUNDING 2025-26:

Letter attached which is self-explanatory, for members' consideration.

FINANCE AND STAFFING COMMITTEE:

15. ACCOUNTS FOR PAYMENT:

To approve the attached list of payments for April, copy attached.

16. BANK RECONCILIATION:

To receive and note the bank reconciliation statement for the period ending 31st March 2025, copy to follow.

17. CLERK AND FINANCIAL OFFICER'S REPORT:

- (i) To receive a verbal report on the Council's contribution to the Joint Maintenance Committee for the month of April.
- (ii) Members are asked to note that The Independent Remuneration Panel for Wales (The Panel) was abolished on 31 March 2025. The Panel's functions have transferred to the Democracy and Boundary Commission Cymru (the Commission) (formerly the Local Democracy and Boundary Commission for Wales – LDBCW) on 1st April 2025.

This has come about as a result of the Elections and Elected Bodies (Wales) Act being passed in July 2024. Having received Royal Assent in the Autumn, the Act expands the role and remit of the Commission across aspects of a healthy Welsh democracy, including setting the remuneration for members of the following bodies across Wales:

- a) Principal Councils
- b) Town and Community Councils
- c) Corporate Joint Committees
- d) Fire and Rescue Authorities
- e) National Park Authorities



Minutes of the Hybrid meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
18th March 2025

PRESENT: Councillor Chrissy Gee (Chairman)

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

Officers: Sharron G Jones, Clerk & Financial Officer
Georgey Griffiths, Assistant Clerk

150/24 APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Sam Jennings, Mike Lowe and Gareth Williams. The Chairman reported that sadly Councillor Sam Jennings' mother had passed away and that the council would like to send a card and flowers to Sam.

151/24 DECLARATIONS OF INTEREST:

There were none.

152/24 MINUTES OF THE PREVIOUS MEETING:

IT WAS RESOLVED: that the minutes of the previous meeting held on 18th February 2025 be approved as a correct record but that the recorded vote for the draft budget and precept demand from the January minutes be added to the Council's website.

153/24 MATTERS ARISING FROM THE MINUTES:

There were none.

154/24 VACANCIES IN THE BROUGHTON NORTH EAST AND SOUTH WARD:

The Clerk and Financial Officer shared that both vacancies had been advertised Council's website and shared on social media.

There had been three expressions of interest to date and the prospective candidates would be invited to attend the Council meeting in April to address council and introduce themselves. Members would be given an opportunity to ask questions, prior to a vote being taken.

IT WAS RESOLVED: that the prospective candidates be invited to the Council Meeting in April.

155/24 CHAIRMAN'S REMARKS:

The Chairman said that she would be attending the Charity Dinner organised by Councillor Dennis Hutchinson, the Chairman of Flintshire County Council on Friday 21st March 2025.

PLANNING AND GENERAL PURPOSES COMMITTEE:

156/24 PLANNING APPLICATIONS AND DECISIONS:

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) That the planning decisions be noted.
- (d) There were no planning appeals.

157/24 DEMOCRACY AND BOUNDARY COMMISSION CYMRU 2025: POLICY AND PRACTICE DOCUMENT IN PREPERATION FOR THE 2025 ELECTORAL REVIEW PROGRAMME:

A copy of the report had been shared and members had been invited to make comments.

IT WAS RESOLVED: to note the report and its implications.

158/24 DEMOCRACY AND BOUNDARY COMMISSION CYMRU: FINAL DETERMINATIONS FOR THE 2026 REVIEW OF SENEDD CONSTITUENCIES:

IT WAS RESOLVED: to note the report with disappointment at the new name for the County of Fflint Wrecsam.

159/24 THE ROLE, GOVERNANCE AND ACOUNTABILITY OF THE COMMUNITY AND TOWN COUNCIL SECTOR:

The Chairman advised that following the Welsh Government Inquiry, a report had been produced with eleven recommendations. It had been disappointing to note that no additional finance would be forthcoming for the sector, but a new audit regime had been suggested together with improved partnership working between local councils and the principal council.

IT WAS RESOLVED: to note the report.

160/24 VE/VJ Day and other commemorative events for WWII:

A discussion had been held about how to support this commemorative event including wreath laying, lamp light of peace and community events.

A member shared that the Royal British Legion would be laying a wreath at 12:00pm on the 8th May and there had been discussions about refreshments being made available locally.

Members suggested that a combined community event would be worthwhile if this could be accommodated.

IT WAS RESOLVED: that small grants of up to £60 be provided to community and resident groups for commemorative events and that a poster be created and placed on the council's social media.

161/24 POLICE MATTERS:

Members had no new items to report, but a member said that she had been disappointed to see, via social media, that the Police and Crime Commissioner had recently attended Broughton Park with the local PCSO's to discuss burglary prevention; she had been disappointed that members had not been informed about this event and could have attended.

IT WAS RESOLVED: to note the information.

162/24 HIGHWAYS/STREETSCENE MATTERS:

A member advised that Flintshire County Council had been due to receive additional funds for road repairs. An exercise would be undertaken to determine the priority roads for improvement during the next financial year.

IT WAS RESOLVED: that the information be noted and that a request be made to John Griffiths, Senior Highways Officer for the list of roads to be repaired.

163/24 COUNTY MEMBERS ITEMS:

A member advised that a tree had fallen down by the school during the recent storm. It had been reported to the County Council.

IT WAS RESOLVED: that the information be noted

164/24 MEMBERS INFORMATION ITEMS:

Members had nothing to report.

LIGHTING AND AMENITIES COMMITTEE:

165/24 REQUEST FOR A COMMUNITY DEFIBRILLATOR:

The Clerk and Financial Officer advised that a member of the public had raised money to install a Community Defibrillator at the Mill House Public House on Broughton Retail Park and had asked if the Community Council could take over the responsibility and maintenance of it. A member mentioned that a "bleed kit" might also be installed but that this might need to be raised at a future meeting of the council.

IT WAS RESOLVED: that members approve the addition of the new Community Defibrillator to the Council's weekly inspections and asset register.

166/24 STREET LIGHTING:

No street light issues were reported.

FINANCE AND STAFFING COMMITTEE:

167/24 SMALL GRANT APPLICATIONS:

No small grant applications had been received. An organisation had submitted a grant application for consideration but it was one of two organisations that received annual support from the council and therefore both organisations would need to be treated in the same manner.

168/24 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments in the sum of £18,029.80 for March, be approved.

169/24 BANK RECONCILIATION:

IT WAS RESOLVED: that the bank reconciliation for the period ending 28th February be received and noted.

170/24 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer advised that the cost to the council for the Service Level Agreement in March had been £8,016.44

She also reminded all members to login to the One Voice Wales online Planning training that had previously been arranged.

IT WAS RESOLVED: to note the update.

Broughton and Bretton Community Council
Planning Committee – 18th March 2025

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	OUT/000090/25 Ward: Broughton South	Outline application for demolition of derelict industrial unit and erection of 2 dwellings	TANFIELD HOUSE, Old Warren, Broughton, Chester, CH4 0EG	Alison Dean 20.02.2025 Cllrs asked whether this is within the Green belt / barrier? No Objections
2.	FUL/000118/25 Ward: Broughton North East	Installation of electric vehicle charging (EVC) and associated works.	BROUGHTON SHOPPING PARK, Chester Road, Broughton, Chester, CH4 0DP	Stef Connah 13.02.2025 No Objections
3.				
4.				
5.				
6.				

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Mar-25

Ref:	Voucher No:	Payee:	Amount
BACS	BB/24/105	Arwyn Parry Construction - Pond work at Country Park	£7,200.00
BACS	BB/24/106	Vision ICT - Website Hosting - April 25 - March 26	£432.00
BACS	BB/24/107	Vision ICT - Fee for Domain Renewal April 25 - March 27	£78.00
BACS	BB/24/108	HCC - Repayment for Feb Agendas	£23.40
BACS	BB/24/109	Bretton Chapel - Christmas Tree Lighting	£45.00
DD	BB/24/110	SSE Energy - Street Lighting - 01.01.25-31.01.25	£769.30
BACS	BB/24/111	Litter Collector - Salary - March	£1,478.15
BACS	BB/24/112	HMRC - Salary - March	£316.78
BACS	BB/24/113	Clwyd Pension Fund	£520.61
BACS	BB/24/114	HCC - SLA March 2025	£8,016.44
BACS	BB/24/115	SLCC - Cllr Gee - Online Conference	£78.00
BACS	BB/24/116	H W Oultram - Vehicle Fuel - February 2025	£72.12
		TOTAL	£19,029.80

Chairman:

Rankins

Chair of Finance:



BROUGHTON AND BRETTON COMMUNITY COUNCIL

TUESDAY 15TH APRIL 2025

EXTERNAL AUDIT OF THE COUNCIL'S ACCOUNTS

1. PURPOSE OF REPORT:

To note the date for the external audit of the Council's accounts for the year ending 31st March 2025 and the preparation required.

2. PROCESS:

The following process will need to be followed to ensure that the Annual Return, additional Governance assertions and supporting information are submitted to the external auditor, Wales Audit Office by **1st July 2025**:

- Internal Audit is undertaken by the Council's Internal Auditor, JDH Business Services Ltd;
- The financial software 'end of year' will be completed by RBS (software provider) on **30th April 2025**. RBS will prepare the annual accounts which will include:

- Completing the year end closedown
- Preparing the Annual Return
- Preparation of supporting accounting information
- Creation of the new financial year on the software
- Assist in the preparation of the variances analysis, if required
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **31st May 2025**;
- Approval of final accounts by the Council will be at its meeting on 17th **June 2025** together with the report of the Internal Auditor, draft Annual Return, additional Governance assertions and supporting information; and
- Delivery of paperwork to the external auditor will be confirmed together with the notice for the exercise of electors' rights under the 2004 Act.

3. FUTURE AUDIT ARRANGEMENTS:

Members will recall that the Clerk and Financial Officer has previously advised that the External Auditor will produce a three-year cycle of audits commencing in 2023. In one of these years a full, detailed and comprehensive review of transactions will take place with a lighter audit in the remaining two years. Broughton and Bretton Community Council will be having a detailed audit this year.

4. RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.

Broughton and Bretton Community Council
Planning Committee – 15th April 2025

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Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
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1.	FUL/000118/25 Ward: Broughton North East	Installation of electric vehicle charging (EVC) and associated works.	BROUGHTON SHOPPING PARK, Chester Road, Broughton, Chester, CH4 0DP	25.03.2025 Stef Connah Approved
2.	LDP/000106/25 Ward: Broughton North East	S192 application for single-storey rear extension and part garage conversion	13, St Marys Way, Broughton, Chester, CH4 0NQ	27.03.2025 Jon Williams Approved
3.	ADV/000112/25 Ward: Broughton North East	Illuminated Logo above entrance doors and blade sign	White Stuff, Unit 3A1, Broughton Shopping Park, Broughton, Flintshire, CH4 0DE	20.03.2025 Stef Connah Approved
4.	ADV/000057/25 Ward: Broughton North East	Advertisement Consent for new fascia on the glass facade - approximately 3 meters long and 0.5 meters wide, at a height of about 3.5 meters from the ground and two projection hanging signs to be installed at each end of the unit, each measuring 0.5 meters wide by 0.5 meters high, placed at a height of approximately 3.7 meters	13A, BROUGHTON SHOPPING PARK, Chester Road, Broughton, Chester, CH4 0DP	12.03.2025 Stef Connah Approved
5.				
6.				



Mrs Sharron Jones
Broughton and Bretton Community Council
113 The Highway
Hawarden
Deeside
CH5 3DL

Via Email:
mail@broughtonandbrettoncommunitycouncil.gov.uk

Your Ref./Eich Cyf MF/Letter/0325
Our Ref./Ein Cyf MF/0325
Date/Dyddiad 13 March 2025
Ask for/Gofynner am Richard Roberts
Direct Dial/Rhif Union 01352 702466
Email/Ebost richard.roberts@gwella.wales

Dear Clerk,

Match Funding Scheme Improvements to Children's Play Areas 2025/26

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2025/26 budget for the match-funding of improvement works to children's play areas. For 2025/26, the match-funding scheme will be managed by Gwella on behalf of the County Council.

Flintshire Libraries and Leisure Limited, trading as Gwella, is a Local Authority Trading Company (LATC), wholly owned by Flintshire County Council, which began managing leisure centres, libraries, heritage services and play areas on 1 November 2024. As an independent organisation, Gwella works co-operatively with the Council to deliver valued and sustainable community services.

Flintshire County Council and Gwella wish to work in partnership with Town & Community Councils on a match-funding basis (£ for £) and seek expressions of interest for the 2025/26 scheme.

It is important that the County Council targets its future investment towards those sites of greatest need in terms of play deprivation and strategic importance.

The County Council seeks support for and engagement with the match-funding scheme from all Town & Community Councils. Once this support is established, the County Council will recognise the additional play investment needs of towns and villages through the appropriate allocation of capital funding.

Working in partnership with.
Gweithio mewn partneriaeth gyda



Flintshire Libraries and Leisure Limited
Deeside Leisure Centre, Chester Road West
Queensferry, Flintshire, CH5 1SA
www.gwella.wales

Should you wish to participate in the match-funding scheme for 2025/26, please advise Gwella's Play Design service which play area you have identified in your community as being most in need of investment.

In order that we have an agreed programme in place, I would be grateful if you can confirm your expression of interest to Richard Roberts, Gwella's Play Design Officer, by 30 May 2025. The outcome of your expression of interest will then be reported back to you at the earliest opportunity. I also need to advise that Gwella and the County Council cannot guarantee that all expressions of interest will be approved.

Should you require any further information, please do not hesitate to contact Richard Roberts on 01352 702466 or via richard.roberts@gwella.wales.

Thank you for your continued support of children's play.

Yours sincerely,



Paul Jones
Business Improvement & Performance Manager (Gwella)

Working in partnership with.
Gweithio mewn partneriaeth gyda



Flintshire Libraries and Leisure Limited
Deeside Leisure Centre, Chester Road West
Queensferry, Flintshire, CH5 1SA
www.gwella.wales

ITEM

ITEM 15

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Apr-25

Ref:	Voucher No:	Payee:	Amount	Amount Net
BACS	BB/24/117	FCC - CCTV Cameras x 2	£3,137.42	£1,137.42
GG crd	BB/24/118	Charlies - Bird Seed	£14.99	£14.99
CASH	BB/24/119	Cllr Armstrong Braun - MMA 2025	£208.00	£208.00
BACS	BB/25/120	Broughton War Memorial Institute - VE Day Grant	£60.00	£60.00
BACS	BB/25/121	Woodworks - Tree Repairs - Country Park	£1,740.00	£1,450.00
DD	BB/25/122	SSE Street Lighting - Feb	£694.83	£661.74
BACS	BB/25/123	Planning Aid Wales - Training Cllr Penny Brett-Roberts	£50.00	£50.00
BACS	BB/25/124	Clwyd Pension - Salaries - April	£420.61	£420.61
BACS	BB/25/125	HMRC - Salaries - April	£379.74	£379.74
BACS	BB/25/126	Litter Collector - Salary - April	£1,478.35	£1,478.35
BACS	BB/25/127	Rialtas - Digital Tax for VAT Submission Annual Subscription	£139.20	£116.00
BACS	BB/25/128	Rialtas - Software Annual Support & Maintenance	£243.60	£203.00
BACS	BB/25/129	HW Oultram - Vehicle Fuel	£56.87	£47.67
		TOTAL	£8,623.61	£6,227.52

Chairman:

Chair of Finance: