

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

SGJ/B&B 21.04.2026

16.04.2026

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 21st April 2026 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



Ms Sharron G Jones
Clerk & Financial Officer

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

• • •

SWYDDFEYDD Y CYNGOR

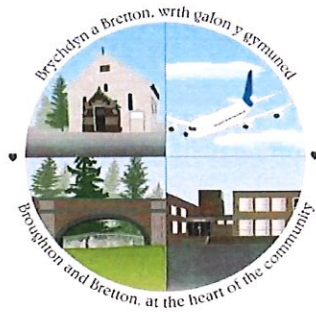
113 Yr Highway, Penarlâg, Glannau Dyfrdwy, Sir y Fflint CH5 3DL. Ffôn/Ffacs: 01244 533692

COUNCIL OFFICES

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

Epost/Email: mail@broughtonandbrettoncommunitycouncil.gov.uk

www.broughtonandbrettoncommunitycouncil.gov.uk



CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

HYBRID MEETING

21st April 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 17th March 2026, copy attached.

4. MATTERS ARISING FROM THE MINUTES:

5. 2025/26 YEAR END ACCOUNTS AND AUDIT PROCESS:

Report attached.

6. REINSTATEMENT OF A FAIR AND TRANSPARENT ELECTION PROCESS FOR THE ELECTION OF THE COMMUNITY COUNCIL CHAIR:

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 2026-27:

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 2026, copy attached.

17. 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 April.

18. 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 tenders for new play equipment at Brookes Avenue, Broughton.

19. NEW PLAY EQUIPMENT, BROOKES AVENUE:

To consider the tenders received; confidential information will be sent separately to members.



Minutes of the Hybrid meeting of
BROUGHTON AND BRETTON COMMUNITY COUNCIL
held on
17th March 2026

PRESENT: Councillor Ryan McKeown (Chairman)

Councillors: Klaus Armstrong-Braun, Jeff Brett-Roberts, Penny Brett-Roberts, Chrissy Gee, Barrie Gregory, Eileen Gregory, Ros Griffiths, Sara Mason, Billy Mullin and Gareth Williams.

Officers: Ms S G Jones, Clerk & Financial Officer
Ms G S Griffiths

Other: Two members of Public

132/25 APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillor Mike Lowe.

133/25 DECLARATIONS OF INTEREST:

There were none.

134/25 MINUTES OF THE PREVIOUS MEETINGS:

IT WAS RESOLVED: That the minutes of the previous meeting held on 17th February 2026 be approved as a correct record.

135/25 MATTERS ARISING FROM THE MINUTES:

The Clerk and Financial Officer referred to page forty two and said that she would meet with Professor Wayman and the Flood Group to draw up a draft a Flood Plan. Once a draft had been completed, it could be sent to Flintshire County Council for comment and approval and the Flood Snake could be purchased.

The Clerk also advised that on behalf of the Council, she had submitted a response to the draft Planning Enforcement Policy together with comments from Councillors Armstrong-Braun, Penny Brett-Roberts, Ros Griffiths and Gareth Williams. The salient point related to the referral of "Manager's discretion" throughout the policy that could incorporate inconsistent approaches.

IT WAS RESOLVED: to note the updates.

136/25 VACANCY IN THE BROUGHTON SOUTH WARD:

Two local residents had expressed an interest in the vacancy in the Broughton South Ward. The Chairman welcomed them both and invited them to introduce themselves and say why they could like to become a Community Councillor and what they would like to achieve for the local community.

Both applicants provided an excellent case for their desire to become a Community Councillor and shared their respective backgrounds and the council welcomed this.

In accordance with Standing Order no 47, Councillor Ryan McKeown requested a recorded vote, the results of which were as follows:

Councillor	David Brown	Michael Summers
Klaus Armstrong-Braun	✓	
Penny Brett-Roberts		✓
Jeff Brett-Roberts		✓
Chrissy Gee	✓	
Barrie Gregory		✓
Eileen Gregory		✓
Ros Griffiths		✓
Sam Jennings	Absent	
Mike Lowe	Absent	
Sara Mason	✓	
Ryan McKeown	Abstain	
Billy Mullin	✓	
Gareth Williams	✓	

With the vote being tied the Chairman had a casting vote; after much deliberation, he voted for Michael Summers as he had stood for the position previously. He wished to place on record that it had been a very difficult decision as both candidates had provided a really good speech. He went on to say to Mr Brown that he would welcome his application for any future vacancies.

IT WAS RESOLVED: that Councillor Michael Summers be co-opted as a Community Councillor for the Broughton South ward. Councillor Summers duly completed his declaration of acceptance of office form and joined the meeting. The Clerk to provide a formal induction as soon as possible.

137/25 CHAIRMAN'S REMARKS:

The Chairman had recently attended the Mayor of Flintshire County Council's Charity Evening which had been a successful evening and had raised £4,200 for the Chair's chosen charities.

PLANNING AND GENERAL PURPOSES COMMITTEE:

138/25 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.

139/25 POLICE MATTERS:

There was no reports.

IT WAS RESOLVED: to note the information.

140/25 HIGHWAYS/STREETSCENE MATTERS:

Members advised of the following matters to be reported to the County Council's Senior Highways Officer:

- I. Continuous issues with parking at Broughton CP school at school times and residents ignoring the road markings. A member advised that Flintshire County Council had been looking at the feasibility of employing possibly two more Enforcement Officers; he would provide an update in due course.
- II. The road along Broughton Retail Park from the pedestrian lights to Vickers Way had been overgrown and required maintenance.
- III. The pavement towards St. Mary's Church and the roundabout towards the A55 had a number of pot holes.
- IV. The road markings on Broughton Hall Road under the bridge were no longer visible.
- V. The traffic lights outside the new Advanced Manufacturing building at Airbus had a huge pot hole causing drivers to swerve onto oncoming traffic; this presented a risk.

IT WAS RESOLVED: to report the matters to the County Council's Senior Highways Officer.

141/25 COUNTY MEMBERS ITEMS:

The County Members advised of the following:

- 1. The issue at the Airbus roundabout by the Church had subsequently been escalated to a senior officer at the County Council. There would be stronger barriers positioned in place of the fences due to the ongoing incidents with vehicles.

2. The budget report had been approved previously and the Council Tax increase of 4.9% approved. The Chair stated that he did vote for the increase as the money would be going back into services including education, vulnerable children with special education needs and pot holes.

IT WAS RESOLVED: to note the update.

142/25 MEMBERS INFORMATION ITEMS:

A member asked for an update on the overgrown hedge that required maintenance at Broughton CP School. The Clerk and Financial Officer said the school had been contacted via email asked to cut it. Flintshire County Council had also sent them a letter requesting the same.

The Chairman said that the school had recently received confirmation that Flintshire County Council would provide match funding for a new fence to surround school and he anticipated that this section of the hedge would be cut at the same time the fencing had been installed. He had a meeting with the Head Teacher next week and would report back any update in due course.

IT WAS RESOLVED: to note the information

LIGHTING AND AMENITIES COMMITTEE:

143/25 STREET LIGHTING:

There were no faults. The Clerk and Financial Officer informed members that the Maintenance Team had replaced all but fifteen of the old lights to LEDs. Forty two of the council's lighting stock had been the old fashioned concrete columns which required replacement as the next phase of the project.

Members congratulated the Maintenance Team and said the new lighting had seen great improvements and the team had been a credit to the Council.

IT WAS RESOLVED: to note the information and that the Maintenance Team be congratulated on behalf of the council.

FINANCE AND STAFFING COMMITTEE:

144/25 SMALL GRANT APPLICATIONS:

No grant applications had been submitted for consideration.

145/25 ACCOUNTS FOR PAYMENT:

IT WAS RESOLVED: that the list of payments for March be approved in the sum of £16,480.20.

146/25 BANK RECONCILIATIONS:

IT WAS RESOLVED: to receive the bank reconciliation for the period 28th February 2026.

147/25 CLERK AND FINANCIAL OFFICER'S REPORT:

The Clerk and Financial Officer stated that the cost to the council for the Service Level Agreement for February had been £8,019.21.

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

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
1.	FUL/000115/26 Ward: Broughton South	Application for Variation of Condition 2 following Grant of Planning Permission 058793	SMITHY FARM, Broughton Hall Road, Broughton, Chester, CH4 0QS	Reg Date 22.02.2026 Target Date 22.04.2026 James Beattie Information only
2.	OUT/000085/26 Ward: Broughton South	The installation of replacement mechanical plant and associated fence enclosures. A further notification period has been opened as new or amended documents have been received	Land adj. to Smithy Farm, Broughton Hall Road, Broughton, CH4 0QS	Reg Date 25.02.2026 Target Date 26.04.2026 James Beattie No Objections
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
Mar-26

Ref:	Voucher No:	Payee:	Amount	Amount Net	VAT
BACS	BB/25/102	Cllr McKeown - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/103	Cllr Mullin - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/104	Cllr Griffiths - MMA 2026	£208.00	£208.00	£0.00
BACS	BB/25/105	H W Oultram - Van Fuel - Jan	£59.76	£50.09	£9.67
DD	BB/25/106	SSE - Street Lighting - January	£1,523.06	£1,245.16	£253.84
CRD 0734	BB/25/107	DVLA - Litter Collectors Van Tax	£345.00	£345.00	£0.00
BACS	BB/25/108	Litter Collector - March Salary	£1,516.11	£1,516.11	£0.00
BACS	BB/25/109	Clwyd Pension Fund - March Salary	£537.29	£537.29	£0.00
BACS	BB/25/110	HMRC - March Salary	£403.49	£403.49	£0.00
BACS	BB/25/111	HCC - SLA March	£8,019.21	£8,019.21	£0.00
BACS	BB/25/112	H W Oultram - Van Fuel - Feb	£59.17	£47.68	£11.49
BACS	BB/25/113	FCC - CCTV Cameras	£3,137.42	£3,137.42	£0.00
CRD 0734	BB/25/114	The Range - Bird Seeds	£15.69	£15.69	£0.00
CASH	BB/25/115	Cllr Armstrong Braun - MMA 2026 / Chairs Allowance	£240.00	£240.00	£0.00
		TOTAL	£16,480.20	£16,181.14	£275.00

Chairman:



Chair of Finance:



Clerk & Financial
Officer:





CYNGOR CYMUNED BRYCHDYN A BRETTON
BROUGHTON AND BRETTON COMMUNITY COUNCIL

TUESDAY 21ST APRIL 2026

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 2026 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 2026:**

- Internal Audit is undertaken by the Council's Internal Auditor, JDH Business Services Ltd;
- The financial software 'end of year' will be completed by an Independent Accountant on **20th May, 2026**. The annual accounts preparation 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

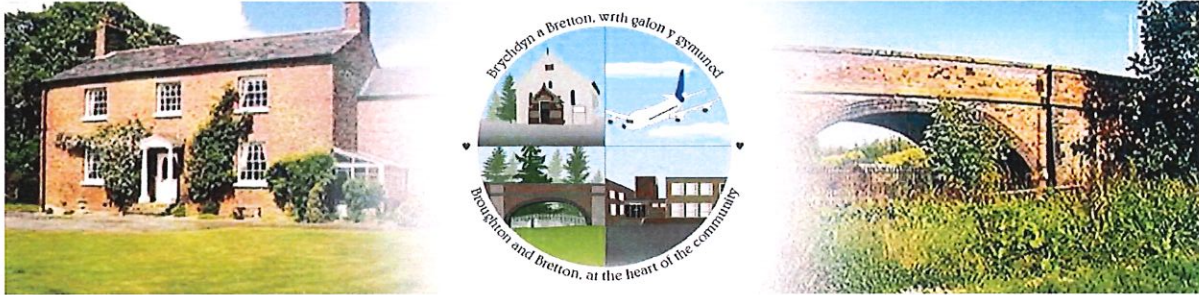
- Assist in the preparation of the variances analysis, if required
- The internal audit will be completed by the Internal Auditors, JDH, on the **21st May, 2025** and will address all transactions up to the end of March 2026 (including any debtors and creditors in April 2026);
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **4th June 2026**;
- Approval of final accounts by the Council will be at its meeting on **16th 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. FINANCIAL IMPLICATIONS:

This method will cost the council £295.00, rather than the higher rate of £379 based on 2025 costs.

4. RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.



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

PROFORMA FOR COUNCILLORS TO ADD ITEMS TO THE AGENDA

Name of Councillor	Councillor Chrissy Gee
Title of Report	Reinstatement of a fair and transparent election process for the election of Community Council Chair and Vice-Chair
Purpose of Report	To formally recommend a return to the previous well established process for the election of the Community Council Chair
Background to this request	<p>For many years the community council followed an established method of electing the Chair of the Community Council. This process was widely regarded as fair, transparent and inclusive, allowing all interested individuals the opportunity to participate.</p> <p>This approach was changed without a vote and without discussion.</p>
Financial Implications	None.
Environmental Implications	None directly related to this report.
Decision sought by Council	To reinstate the existing process for the election of a Community Council Chair
Advantages of this proposal	<p>Ensures fairness and equal opportunity for all councillors.</p> <p>Builds trust in leadership selection process.</p> <p>Encourages wider participation and engagement.</p>

Disadvantages of this proposal	None
Equality implications	Inclusive for all and provides equality of opportunity
Climate Change/Biodiversity impact	None related to this report



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/0326
Our Ref/Ein Cyf MF/0326
Date/Dyddiad 18 March 2026
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 2026/27

I am pleased to advise that Flintshire County Council has allocated £105,000 from its 2026/27 budget for the match-funding of improvement works to children's play areas. For 2026/27, the match-funding scheme will be managed by Gwella, the Local Authority Trading Company (LATCo) wholly owned by Flintshire County Council,

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 2026/27 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.

Should you wish to participate in the match-funding scheme for 2026/27, 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 31 May 2026. The outcome of your expression of interest will then be

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

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,

A handwritten signature in black ink, appearing to read 'P Jones', with a long horizontal flourish extending to the right.

Paul Jones
Head of Business Improvement & Performance (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

Broughton & Bretton Community Council**Bank - Cash and Investment Reconciliation as at 25 March 2026**

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

25/03/2026	16622.28	42,663.22
11/03/2026	Lloyds 30 Day a/c	104,218.39

146,881.61**Receipts not on Bank Statement****0.00****Closing Balance****146,881.61****All Cash & Bank Accounts**

1	Lloyds Current a/c	42,663.22
2	Lloyds 30 Day a/c	104,218.39
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	146,881.61