

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

SGJ/B&B 19.05.2026

13<sup>th</sup> May 2026

To: ALL MEMBERS OF COUNCIL

Dear Councillor

**YOU ARE HEREBY SUMMONED** to attend the **HYBRID ANNUAL MEETING** of the **BROUGHTON AND BRETTON COMMUNITY COUNCIL** to be held at the Edwin Hall Council Chamber, Brookes Avenue, Broughton on **TUESDAY 19<sup>th</sup> MAY 2026 at 6:30 P.M.**

The agenda and papers are attached.

To join the meeting virtually 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 **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*

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**SWYDDFEYDD Y CYNGOR**

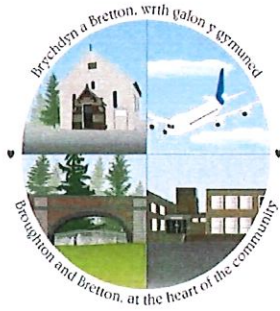
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**COUNCIL OFFICES**

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

**HYBRID ANNUAL MEETING**

**19<sup>th</sup> MAY 2026**

**A G E N D A**

**1. APPOINTMENT OF CHAIRMAN 2026/2027:**

- a) To appoint the Chairman of the Council for the Municipal Year 2026/27.
- b) To receive the Declaration of Acceptance of Office from the Chairman and to receive any remarks.

**2. APPOINTMENT OF VICE-CHAIRMAN 2026/2027:**

- a) To appoint the Vice-Chairman of the Council for the Municipal Year 2026/27.
- b) To receive the Declaration of Acceptance of Office from the Vice-Chairman and to receive any remarks.

**3. APOLOGIES FOR ABSENCE:**

**4. DECLARATIONS OF INTEREST:**

To receive any declarations of interests from Members.

**5. RETIRING CHAIR'S REMARKS:**

To receive the retiring Chair's remarks following her year in office.

**6. MINUTES OF THE PREVIOUS MEETING:**

To receive and approve the minutes of the previous meeting of the Council held on 21<sup>st</sup> April 2026, copy attached.

**7. MATTERS ARISING FROM MINUTES:**

**8. MEMBERS CODE OF CONDUCT:**

To confirm adherence to the Model Code of Conduct as previously adopted by Council. The Council's Code of Conduct can be accessed via the following link:

[http://www.broughtonandbrettoncommunitycouncil.gov.uk/ Use rFiles/Files/Policies/Code%20of%20Conduct%20%202018.pdf](http://www.broughtonandbrettoncommunitycouncil.gov.uk/Use%20rFiles/Files/Policies/Code%20of%20Conduct%20%202018.pdf)

**9. STANDING ORDERS:**

To agree to abide by the Council's Standing Orders, copy attached.

**10. EXPENDITURE POLICY AND FINANCIAL REGULATIONS:**

- i) To review and agree the Council's Expenditure Policy, copy attached.
- ii) To agree to adhere to the Council's Financial Regulations, copy attached.

**11. CIVILITY AND RESPECT PLEDGE (WALES):**

The Council have previously approved the National Civility and Respect Pledge in October 2020.

There is a new requirement for Wales, which is very much based on the national Civility and Respect (C&R) Pledge, but attempts to ensure a similar concept of ensuring that C&R is a central part of the local government "culture" within Wales.

A copy of the pledge and associated statements is attached.

Members are asked to support the statements and sign up the pledge.

**12. GENERAL POWER OF COMPETENCE:**

To resolve that the council continues to be a council with the General Power of Competence (GPoC) subject to the three qualifying criteria as outlined in the Local Government and Elections (Wales) Act 2021.

**13. LOCAL RESOLUTION PROTOCOL:**

To re-adopt, on an annual basis, the Local Resolution Protocol as advised by the Monitoring Officer at Flintshire County Council and subsequently supported by the Public Services Ombudsman for Wales, copy available at:

[BBC Local Resolution Protocol 2019 Complaints Policy.pdf](#)

**14. APPOINTMENT OF STANDING COMMITTEES:**

To designate the standing committees of the Council for the remainder of the municipal year.

The Standing Committees are currently:

- Planning and General Purposes
- Lighting and Amenities; and
- Finance and Staffing

**15. APPOINTMENT OF CHAIRS OF COMMITTEES:**

To appoint the Chair of each Committee above for the Municipal Year 2026/27.

**16. REPRESENTATION ON OUTSIDE BODIES:**

To agree the Council's representation on outside bodies as per the attached schedule.

**17. APPOINTMENT OF INTERNAL AUDITOR:**

To confirm the appointment of the Council's current Internal Auditor, JDH Business Services Ltd for the financial year 2026/27.

**18. CLERK AND FINANCIAL OFFICER'S REPORT:**

- (i) To receive a verbal update on the Council's contribution to the Joint Maintenance Agreement for the months of April and May;
- (ii) President of the Society of Local Council Clerks – Report attached.

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

These meetings will be held via a hybrid arrangement following the introduction of the Local Government and Elections (Wales) Act 2021:

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

The above meetings will, if confirmed by the Council, commence at 6:30 p.m. It is customary for the Council to go into recess during August and December, when only urgent business is transacted. For this purpose, relevant Recess Sub-Committees, comprising the Chair of Council, the Chair of the relevant Committee and the Clerk and Financial Officer will be held to approve Planning and Finance matters.

Meeting dates can be changed with the consent of the Chairman of the Council for extenuating circumstances, inclement weather or illness or absence of the Clerk and Financial Officer.

**20. ACCOUNTS FOR PAYMENT:**

To approve the attached list of accounts for payment for May 2026.

**21. BANK RECONCILIATION:**

To receive and note the bank reconciliation for the period ending 31<sup>st</sup> April, 2026, *copy to follow*.

**22. 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 May, (table 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 planning decisions as attached.

**23. 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.

**24. 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  
**21<sup>st</sup> April 2026**

**PRESENT:** Councillor Ryan McKeown (Chairman)

**Councillors:** Klaus Armstrong-Braun, Jeff Brett-Roberts, Penny Brett-Roberts, Chrissy Gee, Ros Griffiths, Samantha Jennings, Sara Mason, Billy Mullin, Michael Summers and Gareth Williams.

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

**Other:** Jo Jenner, PCSO

**148/25 APOLOGIES FOR ABSENCE:**

Apologies for absence had been received from Councillors Barrie Gregory, Eileen Gregory and Mike Lowe.

**149/25 DECLARATIONS OF INTEREST:**

There were none.

**150/25 MINUTES OF THE PREVIOUS MEETINGS:**

**IT WAS RESOLVED:** That the minutes of the previous meeting held on 17<sup>th</sup> March 2026 be approved as a correct record.

55 Chair's signature: \_\_\_\_\_

### **151/25 MATTERS ARISING FROM THE MINUTES:**

THE Clerk and Financial Officer referred to page forty nine where it referred to the Flood Group and advised that she had met with Professor Maureen Waymen who had agreed to write down all her knowledge, experience and mapping so that a formal Flood Plan could be created. Once the Flood Plan has been created the Council could purchase the much needed "*Flood Snakes*".

**IT WAS RESOLVED:** to note the update.

### **152/25 YEAR END ACCOUNTS AND AUDIT PROCESS 2025/26:**

The Clerk and Financial Officer had provided an informative report outlining the year end process and key dates.

**IT WAS RESOLVED:** that the year-end accounts and audit process be approved.

### **153/25 REINSTATEMENT OF ELECTION PROCESS FOR THE ELECTION OF THE COMMUNITY COUNCIL CHAIR:**

A report had been circulated to members, a copy of which had been included with the agenda. The author of the report felt that the council should revert back to the previous process of seniority of members which would enable all members to become Chair. If a Councillor did not wish to be Chair, then the next name on the list would be selected. This should also apply to Committee Chairs.

The Chairman said that whilst he accepts the report as a whole, he felt that the title needed to be changed as it inferred that the current process was unfair which was not the case as all members had a right to nominate anyone and a vote would be taken. It was agreed that the words "fair and transparent" be removed from the report. He also requested that the current Vice Chair remain in situ and then the seniority policy be re-enacted.

**IT WAS RESOLVED:** that the election of Chair be based on the council's former seniority list with effect from May 2027.

## **154/25 CHAIRMAN'S REMARKS:**

The Chairman thanked the Clerk and Financial Officer for attending the Mold Mayor's Charity Ball on his behalf.

## **PLANNING AND GENERAL PURPOSES COMMITTEE:**

### **155/25 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.

### **156/25 POLICE MATTERS:**

The Chairman welcomed PCSO Jo Jenna to the meeting. Jo advised members that she was based at the Mold Police Station and was keen to ensure a regular dialogue between the police and the Community Council. She had received an invitation from the Clerk and Financial Officer to attend the meeting, which although wasn't her area, she was keen to ensure a presence.

The Chairman said that the main issues in Broughton and Bretton had been anti-social behaviour on the Broughton Retail Park although the Police had been aware of this and some action taken. Other issues included speeding e-bikes.

A member requested that a Go Safe van be situated along Broughton Hall Road to monitor the speed of cars. He had requested it previously but not received a response. A member also reported cars speeding at Eaton Close, Broughton.

The Chairman asked if it could be shared how much time the PCSO's spend in the Broughton area as when they are allocated to the Broughton area it appears to be mainly at the Retail Park not in the actual village. He also asked if there could be some Police presence at the Annual Broughton Carnival on Saturday 13<sup>th</sup> June 2026.

A member referred to the "Coffee with a Cuppa" meetings and asked if more advance notification could be provided. It was also requested whether they could take place at the Community Centre as they have a 'Coffee Morning' every second Monday of the month and there is a lot of attendance from residents.

PCSO Jo said she would report this back to her Sargeant and advise the Clerk and Financial Officer.

**IT WAS RESOLVED:** to note the information.

#### **157/25 HIGHWAYS/STREETSCENE MATTERS:**

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

- The two street signs on Broughton Hall road need updating as the markings are now incorrect
- The 'way in' and 'way out' signs and the Library signs at Broughton CP School also required changing as the road layout had been changed.

- The overgrown trees at the Offas Dyke Pub still covered the street light and ownership of the three had been unconfirmed.

A member advised that he had been in contact with Dewi Ellis, Flintshire County Council's Tree Surgeon about the oak tree on the righthand side of Broughton Hall Road going towards Forest Drive. Due to the tree being full of decay, it had become a health and safety issue and had subsequently been cut down.

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

### **158/25 COUNTY MEMBERS ITEMS:**

The County Members advised of the following:

Councillor Gee had attended the National Resources Wales Community Flood Volunteer network event. There had been a lot of networking and a lot of different speakers which had made the event very interesting and informative. She had raised the issue of the flood snake barriers and had been advised that they are an effective deterrent.

Councillor Mullin would contact John Griffiths as the roundabout at the top between Hawarden and Broughton required improvements. There was also an old sign that required removal. The pot holes reported last month had been repaired.

Councillor McKeown advised of recent changes at County Hall where some independently elected members had joined the Reform UK Party which had formed a new group/party at the County Council

Together with the Clerk and Financial Officer, Councillor P. Brett-Roberts and Griffiths, he had attended a meeting at Broughton Primary School to review the Management Agreement following the change to Gwella from Aura. It had been an informative meeting with some positive actions taken. He had been particularly concerned about the library, as a commitment had been made that no libraries would close as a result of the move from Aura to Gwella.

**IT WAS RESOLVED:** to note the updates.

### **159/25 MEMBERS INFORMATION ITEMS:**

A member asked if the sign at Eaton Close could be repainted as the markings had disappeared. Another member said they would ask if the Volunteer Group could do this.

The hedge surrounding Broughton CP School would be discussed at a Governors meeting the following week and it would be requested whether the bus stop hedge could be included.

**IT WAS RESOLVED:** to note the information

### **LIGHTING AND AMENITIES COMMITTEE:**

#### **160/25 STREET LIGHTING:**

A member asked for an update on whether lights could be installed along the footpath at Brookes Avenue. The Clerk and Financial Officer advised that at a previous meeting the council had said it would be too costly due to there being no electric supply. The cost of solar lights had been considered which had also been costly and the council had been concerned about potential vandalism

**IT WAS RESOLVED:** to note the information.

#### **161/25 GWELLA – REQUEST FOR MATCH FUNDING 2026-27:**

The Clerk and the Financial Officer had circulated the annual letter from Gwella about match funding for play areas. The Community Council had not requested any the previous year as it retained £10,000 from 2023 and 2024 for the Brookes Avenue play area improvements; an item for this had been included later on in the agenda for approval.

**IT WAS RESOLVED:** that a total of £38,000 match funding be requested.

**FINANCE AND STAFFING COMMITTEE:**

**162/25 ACCOUNTS FOR PAYMENT:**

**IT WAS RESOLVED:** that the list of payments for April be approved in the sum of £19,788.71.

**163/25 BANK RECONCILIATION:**

**IT WAS RESOLVED:** that the Bank Reconciliation for the period ending 31<sup>st</sup> Marc be noted.

**164/25 CLERK AND FINANCIAL OFFICER'S REPORT:**

The Clerk and Financial Officer stated that the cost to the council for the Service Level Agreement for April had been £6112.56

**165/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**166/25 NEW PLAY EQUIPMENT, BROOKES AVENUE:**

**IT WAS RESOLVED:** that this item be deferred to the May meeting, pending a response from Gwella about match funding.

Broughton and Bretton Community Council  
 Planning Committee – 21<sup>st</sup> April 2026

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	ADV/000088/26  Ward: Broughton North East	One illuminated mounted logo sign	Centre Managers Office, BROUGHTON SHOPPING PARK, Chester Road, Broughton, Chester, CH4 0DE	<b>Approved</b> 04.03.2026 Stef Connah  <b>No Objections</b>
2.	FUL/000947/25  Ward: Broughton South	Continuation of Development at Broughton Cottage, Mold Road , Broughton at variance to Conditions 1 (Approved Documents) pursuant to Planning Permission ref: FUL/000514/24; to allow for the installation of wash plant and site layout changes	BROUGHTON COTTAGE, Mold Road, Broughton, Chester, CH4 0EW	<b>Approved</b> 03.03.2026 James Suter  <b>No Objections</b>
3.				
4.				
5.				
6.				

**BROUGHTON AND BRETTON Community Council**  
**Accounts for Payment**  
**Apr-26**

Ref:	Voucher No:	Payee:	Amount	Amount Net	VAT
BACS	BB/26/01	Litter Collector - April Salaries	£1,516.31	£1,516.31	£0.00
BACS	BB/26/02	Clwyd Pension - April Salaries	£522.77	£522.77	£0.00
BACS	BB/26/03	HMRC - April Salaries	£403.29	£403.29	£0.00
BACS	BB/26/04	H W Oultram - Van Fuel - March	£87.19	£70.26	£16.93
BACS	BB/26/05	Gallagher Insurance - Fleet Insurance	£832.03	£832.03	£0.00
BACS	BB/26/06	William Hall & Co - Allotment Land Rent	£500.00	£500.00	£0.00
DD	BB/26/07	SSE Energy - Street Lighting - February	£1,523.06	£1,315.73	£207.33
BACS	BB/26/08	SSE Energy - Street Lighting - March	£1,243.98	£1,044.74	£199.24
BACS	BB/26/09	FCC - CCTV Rent - Adjustment	£730.08	£730.08	£0.00
BACS	BB/26/10	FCC - Public Library Provision	£12,430.00	£12,430.00	£0.00
		<b>TOTAL</b>	£19,788.71	£19,365.21	£423.50

Chairman: 

Chair of Finance: 

Clerk & Financial  
Officer: