



Minutes of the 'Hybrid' Meeting of  
**BROUGHTON AND BRETTON COMMUNITY COUNCIL**  
held on  
**17 May 2022**

**PRESENT:** Councillor Penny Brett-Roberts (Chairman)

Councillors: Klaus Armstrong-Braun, Jeff Brett-Roberts, Chrissy Gee, Veronica Gay, Barrie Gregory, Ros Griffiths, Donna Lalek, Mike Lowe, Ryan McKeown, Billy Mullin and Gareth Williams

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

**01/22 APPOINTMENT OF CHAIRMAN 2022/2023:**

The previous past Chairman invited nominations for the position of Chair for the Municipal Year 2022/2023. In accordance with the Council's adopted policy of seniority Councillor Penny Brett-Roberts had been the agreed nominee.

On being put to a vote, Councillor Penny Brett-Roberts, was duly elected Chair of Broughton and Bretton Community Council for the Municipal Year 2022/2023.

Councillor Penny Brett-Roberts duly completed her Declaration of Acceptance of Office form, thanked Members for supporting her nomination and conveyed her congratulations to the new and re-elected members of the Community Council.

**IT WAS RESOLVED:** that Councillor Penny Brett-Roberts be appointed Chair of the Community Council for the Municipal year 2022/2023.

1 Chair's signature: \_\_\_\_\_

## **02/22 APPOINTMENT OF VICE-CHAIRMAN 2022/2023:**

The Chair requested nominations for the position of Vice Chairman of the Council for the Municipal Year 2022/2023. Councillors Klaus Armstrong-Braun, Donna Lalek and Billy Mullin had been nominated. On being put to a vote, Councillor Billy Mullin was elected as Chairman for the 2022-23 municipal year.

Councillor Billy Mullin duly completed his Declaration of Acceptance of Office form and thanked Members for supporting his nomination. He congratulated new members on their election and offered the council his good wishes.

**IT WAS RESOLVED:** that Councillor Billy Mullin be appointed Vice Chair of the Community Council for the Municipal year 2022/23.

## **03/22 APOLOGIES FOR ABSENCE:**

An apology for absence had been received from Councillor Klaus Armstrong Braun (illness).

## **04/22 DECLARATIONS OF INTEREST:**

Councillors Chrissy Gee and Ryan McKeown declared an interest in item 24, Planning Applications and duly completed their Declaration of Interest forms.

## **05/22 DECLARATIONS OF ACCEPTANCE OF OFFICE:**

The Clerk and Financial Officer confirmed that all members had signed their Declaration of Acceptance of Office forms.

## **06/22 COUNCILLOR VACANCIES AND CO-OPTION PROCESS:**

The Clerk and Financial Officer advised that following the Local Government elections there remained two vacancies in the Broughton South ward. An advert would be displayed with a closing date of 4pm on Friday 27<sup>th</sup> May 2022. Expressions of interest should be put in writing to the Clerk and the nominees would be invited to the June Council meeting.

**IT WAS RESOLVED:** to approve the process.

### **07/22 RETIRING CHAIR'S REMARKS:**

Councillor Ryan McKeown conveyed his thanks to members for their support during his term in office but said that due to the Covid pandemic he had attended limited civic events. He welcomed newly elected members to the Community Council and said that everyone should work together without any political agenda. He thanked the Clerk and Financial Officer, Sharron Jones and the administrator, Fran Griffiths for their help and support throughout his term of office.

### **08/22 MINUTES OF THE PREVIOUS MEETING:**

**IT WAS RESOLVED:** that the minutes of the previous meeting held on 26<sup>th</sup> April 2022 be approved as a correct record.

### **09/22 MATTERS ARISING FROM THE MINUTES:**

There were none.

### **10/22 MEMBERS' CODE OF CONDUCT:**

Councillor Penny Brett-Roberts reiterated Section 7 of the Code of Conduct

**IT WAS RESOLVED:** to adhere to the Model Code of Conduct.

### **11/22 STANDING ORDERS:**

The Clerk and Financial Officer outlined the two amendments to the Standing Orders. Meeting dates could be changed with the consent of the Chairman of the Council due to inclement weather or illness/absence of the Clerk and Financial Officer.

**IT WAS RESOLVED:** to abide by the council's Standing Orders.

## **12/22 EXPENDITURE POLICY AND FINANCIAL REGULATIONS:**

**IT WAS RESOLVED:** to agree to abide by the Council's Financial Regulations and Expenditure Policy.

## **13/22 APPOINTMENT OF STANDING COMMITTEES:**

**IT WAS RESOLVED:** to approve the Standing Committees of Planning and General Purposes, Lighting and Amenities and Finance and Staffing and to continue to run the committees following council meetings on a 'rolling agenda'.

## **14/22 APPOINTMENT OF CHAIRS OF COMMITTEES:**

**IT WAS RESOLVED:** to appoint the Chairmen for each of the council's standing committees for the municipal year as follows:

Planning and General Purposes – Councillor Donna Lalek  
Lighting and Amenities – Councillor Mike Lowe  
Finance and Staffing – Councillor Ros Griffiths

## **15/22 PAYMENTS TO MEMBERS OF COMMUNITY AND TOWN COUNCILS:**

The Clerk and Financial Officer reminded members that if they wished to forego their mandatory allowances, they would need to confirm to her, in writing.

**IT WAS RESOLVED:** to re-affirm the determinations as agreed at the Community Council meeting on 16<sup>th</sup> November 2021, item 75/21 refers.

## **16/22 REPRESENTATION ON OUTSIDE BODIES:**

### **IT WAS RESOLVED TO:**

- I) Remove Councillor Mike Lowe as the representative at Broughton CP School and replace with Councillor Donna Lalek.
- II) Councillor Chrissy Gee to be added to the South Flintshire Police liaison panel.
- III) That further representations be considered at the next meeting when the co-option of additional members had been completed.

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

## **17/22 APPOINTMENT OF INTERNAL AUDITOR:**

**IT WAS RESOLVED:** to approve the appointment of JDH Business Services Ltd, as Internal Auditor for the financial year 2022/23.

## **18/22 COUNCIL INSURANCE - 1 JUNE 2022 TO 31 MAY 2023:**

The Clerk and Financial Officer had sought three quotes but at the time of the meeting they had not been received. The renewal would be effective from 1<sup>st</sup> June 2022.

**IT WAS RESOLVED:** to give the Clerk and Financial Officer delegated authority, in conjunction with the Chairman of the Council and the Chairman of Finance and Staffing, to review the quotes and renew the insurance prior to the 1<sup>st</sup> June 2022.

## **19/22 CLERK AND FINANCIAL OFFICER'S REPORT:**

The Clerk and Financial Officer confirmed that the cost to the council for the joint maintenance agreement for May amounted to £5,934.98.

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

**20/22 DATES AND TIMES OF MEETINGS FOR THE MUNICIPAL YEAR 2022/23:**

**IT WAS RESOLVED:** to approve the dates of forthcoming meetings as follows:

21 June 2022	17 January 2023
19 July 2022	21 February 2023
20 September 2022	21 March 2023
18 October 2022	18 April 2023
15 November 2022	16 May 2023

**21/22 ACCOUNTS FOR PAYMENT:**

**IT WAS RESOLVED:** that the list of payments in the sum of £7,555.22 for May be approved.

**22/22 BANK RECONCILIATION:**

**IT WAS RESOLVED:** to receive and approve the bank reconciliation for the period ending 30<sup>th</sup> April 2022.

**23/22 MEETING WITH ARRIVA AND BROUGHTON RETAIL PARK:**

**IT WAS RESOLVED:** that Councillors Penny Brett-Roberts, Chrissy Gee, Donna Lalek and Mike Lowe attend the meeting with Alan Barker, Broughton Park and representatives from Arriva.

**24/22 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) That the planning decisions be noted.