



Minutes of the Hybrid Meeting of  
**BROUGHTON AND BRETTON COMMUNITY COUNCIL**  
held on  
**21 JUNE 2022**

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

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

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

**25/22 APOLOGIES FOR ABSENCE:**

Apologies for absence had been received from Councillors Mike Lowe and Billy Mullin, due to IT connectivity problems.

**26/22 DECLARATIONS OF INTEREST:**

Councillors Chrissy Gee and Ryan McKeown declared an interest in a planning application at item 9 and duly completed their Declaration of Interest forms.

**27/22 MINUTES OF THE PREVIOUS MEETING:**

**IT WAS RESOLVED:** that the minutes of the previous meeting held on 17<sup>th</sup> May 2022 be approved as a correct record.

## **28/22 MATTERS ARISING FROM THE MINUTES:**

**IT WAS RESOLVED:** to accept the 3-year council insurance deal with BHIB as delegated to the Clerk and Financial Officer, Chair of the Council and Chair of the Finance Committee.

## **29/22 VACANCIES FOR CO-OPTION: BROUGHTON SOUTH WARD:**

Councillor Ryan McKeown suggested that the item be deferred as three members had been unable to access the meeting virtually due to technical difficulties. Councillor Chrissy Gee proposed that the item not be deferred.

The Chair sought a proper vote and Councillor McKeown's proposal was seconded but on being put to the vote was lost. Councillor Chrissy Gee's proposal was seconded and on being put to the vote it was agreed not to defer the decision.

The Clerk and Financial Officer confirmed that there had been three applications for the two vacancies in the Broughton South Ward, copies of which had been circulated to all members via email. The Chairman called for a vote in alphabetical order of the three candidates with all members voting except for Councillor Ryan McKeown who felt that this item should have been deferred and therefore abstained from the three votes.

On being put to a vote Samantha Jennings and Sara Mason had been duly co-opted by a majority of voting members. The vote for Lindsay Jones had been lost.

**IT WAS RESOLVED:** to co-opt Councillors Samantha Jennings and Sara Mason on to the council.

Councillor Sara Mason duly signed her declaration of acceptance of office form and had been invited to join the meeting formally.

Some members challenged this decision to which the Clerk and Financial Officer confirmed that although some members had not been content with the decision a legal decision had been made as the council had been quorate.

### **30/22 INTERNAL AUDIT 2021-22:**

The Clerk and Financial Officer had circulated a copy of the internal auditor's report with minor issues. Issue 1 required an adjustment on the allotment rent which had been resolved: issue 2 had been a difference between the Standing Orders and the Financial Regulations which required updating; issue 3 required a letter of receipt for the annual grant from the War Memorial and the Community Centre and issue 4 related to an outstanding issue with HMRC that had been work in progress.

**IT WAS RESOLVED:** to receive and note the Internal Auditor's report.

### **31/22 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2022:**

The Clerk and Financial Officer had circulated a copy of the Council's Annual Return for approval together with the annual governance statement and the minor issues mentioned above.

**IT WAS RESOLVED:** to approve the annual return for the year ending 2021-22 and the annual governance statement for submission to the external auditor.

### **32/22 CHAIR'S REMARKS:**

The Chair commented on the following issues:

- Persons unknown had accessed Councillors email addresses and had sent scam emails to members. Councillors advised to be aware of scams and not open any attachments.
- She had attended the Code of Conduct training on the 24<sup>th</sup> May 2022 provided by the County Council's Monitoring Officer.
- On 25<sup>th</sup> May, she had attended Broughton CP School with her consort, Councillor Jeff Brett-Roberts, Councillor Ros Griffiths and the Clerk and Financial Officer to distribute the commemorate coins purchased for H.M. The Queen's Jubilee.
- She had also attended the opening of the new library facility at St. David's High School.

- On 26<sup>th</sup> May, along with her consort Councillor Jeff Brett-Roberts and Councillor Ros Griffiths, had attended a viewing of platinum jubilee art work prepared by pupils at the Broughton CP School.
- On 12<sup>th</sup> June she had laid a wreath to honour the fallen from the Falklands war and then attended a service at St. Deiniol's Church to commemorate the 40<sup>th</sup> anniversary of the Falklands war.

*Councillor Donna Lalek, Chair of Planning, presented the following items:*

### **33/22 PLANNING APPLICATION 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.

### **34/22 POLICE MATTERS:**

A member advised that traffic enforcement officers had been visible on Broughton Hall Road earlier in the day.

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

### **35/22 HIGHWAYS MATTERS:**

Members raised the following issues:

- Rats had been seen at the rear of Broughton CP School along Herons Close. This had been reported to the County Council.
- A member of the public had been bitten by a dog on Brookes Avenue playing fields. The police had been involved.

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

### **36/22 COUNTY MEMBERS ITEMS:**

There were none.

*Councillor Penny Brett-Roberts, presented the following items:*

### **37/22 STREET LIGHTING:**

There were no issues.

### **38/22 IMPROVEMENTS TO CHILDREN'S PLAY AREAS 2022/23:**

The Clerk and Financial Officer had received a letter from the County Council offering up to £10,000 in match funding for improvements to play areas. The Countryside Park play area had recently been refurbished and the Brookes Avenue play area did not require any new equipment.

**IT WAS RESOLVED:** due to budget implications the council would not progress this offer.

*Councillor Ros Griffiths, Chair of Finance, presented the following items:*

### **39/22 ACCOUNTS FOR PAYMENT:**

**IT WAS RESOLVED:** that the list of payments in the sum of £10,547.35 for June be approved.

#### **40/22 BANK RECONCILIATION:**

**IT WAS RESOLVED:** to receive and approve the bank reconciliation for the period ending 31<sup>st</sup> May 2022.

#### **41/22 CLERK AND FINANCIAL OFFICER'S REPORT:**

The Clerk and Financial Officer confirmed that the cost to the council for the joint maintenance agreement for June amounted to £6,634.92.

She also confirmed that the Good Council's Guide for Town and Community Councils had been re-issued and emailed to members.

The Clerk and Financial Officer outlined the current position in relation to the planters at the entrance to Bretton and asked if any members could assist the small committee responsible for the upkeep of the planters.

**IT WAS RESOLVED:** to note the updates and Councillors Chrissy Gee and Sara Mason would offer their assistance for the upkeep of the planters.

#### **42/22 FINANCIAL POLICIES:**

**IT WAS RESOLVED:** to agree the Financial policies as follows:

- Policy on Income
- Annual Investment Strategy
- Financial Risk Assessment
- Internal Financial Controls