

Annual Return for the Year Ended 31 March 2026

Accounting statement 2025-26 for:

Name of body: **BROUGHTON AND BRETTON COMMUNITY COUNCIL**

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	59,148	60,470	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	144,475	162,863	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	18,328	84,608	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	27,886	29,962	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	133,595	131,097	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	60,470	146,882	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	60,470	146,882	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	60,470	146,882	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	284,587	284,955	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	✓		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	✓		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	✓		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	✓		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	✓		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: - Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts - Maintenance and security of accurate and up to date accounting and other financial records - Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.	✓		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	D
7. We have maintained an adequate system of internal control and management of risk, including: - measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments - assessment and management of risks facing the Council - an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.	✓		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	✓		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	✓		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set	✓		Meets the eligibility criteria to exercise the general Power of	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector.

In 2025-26, the Council made payments totalling £ 7,440 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.

Yes

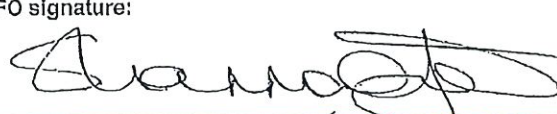
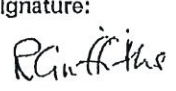
No

N/A

Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026.	Approval by the Council I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
RFO signature: 	Minute ref: <u>31/26</u>
Name: <u>SHARON JONES</u>	Chair signature: 
Date: <u>16th JUNE 2026</u>	Name: <u>ROSALYN GRIFFITHS</u>
	Date: <u>16/6/26</u>

* Please include an explanation for any 'No' answers

Auditor General's report and audit opinion

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2026 of **Broughton and Bretton Community Council**. My audit has been conducted on behalf of the Auditor General for Wales and in accordance with the requirements of the Public Audit (Wales) Act 2004 (the 2004 Act) and guidance issued by the Auditor General for Wales.

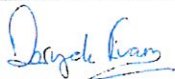
Audit opinion: Unqualified

On the basis of my audit, in my opinion no matters have come to my attention to give cause for concern that, in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislative and regulatory requirements have not been met;
- is not consistent with the Council's governance arrangements; and
- that the Council does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters and recommendations

There are no further matters I wish to draw to the Council's attention.

 Deryck Evans, Audit Manager, Audit Wales For and on behalf of the Auditor General for Wales	Date: 30/09/2026
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Annual internal audit report to:

Name of body: **BROUGHTON AND BRETTON COMMUNITY COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		NO PETTY CASH
7. Salaries to employees and allowances to members were paid in accordance with contracts/minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

* Please include an explanation for any 'No' answers

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated 12/06/2026.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit:

JDM Brunner Services Ltd

Date: 12/06/2026

* Please include an explanation for any 'No' answers

mail@broughtonandbrettoncommunitycouncil.gov.uk

From: Planning Policy (West) <spatialplanning@cheshirewestandchester.gov.uk>
Sent: 14 October 2026 09:44
To: Planning Policy (West)
Subject: Cheshire West and Chester Council new Local Plan – additional 'Call for Sites'

Dear Sir/Madam

The 'Call for Sites' exercise provides an opportunity to suggest further sites that may have the potential for development through the new Local Plan. We are particularly interested in identifying previously developed (brownfield) land with the potential for redevelopment.

This email has been sent to all individuals and organisations who have previously commented on or asked to be updated on the Local Plan, as well as statutory consultees, to make them aware of this opportunity. If you do not wish to submit a site, there is no need to respond, and you can ignore this email.

We are only accepting new sites which have not been previously submitted, however there will be an opportunity to provide updated information on existing sites at a later date.

It is important to note that the submission of a site and its inclusion in the site identification process does NOT mean that the Council supports the site for allocation at this stage in the preparation of the new Local Plan or will approve future development proposals through a planning application.

Each site will be subject to an assessment of site constraints and development potential, and it is the role of the Local Plan to identify land allocations.

New sites should be submitted via the 'Call for Sites' form available at: [Cheshire West and Chester - Call for Sites 2026](#) between Wednesday 14 October and Friday 6 November 2026.

Information on the Local Plan timetable is available at: [Local Plan timetable | Cheshire West Planning Policy](#)

If you have any questions about the 'Call for Sites' exercise or the new Local Plan please get in touch with us at planningpolicy@cheshirewestandchester.gov.uk

Kind regards

Planning Policy Team
 Planning and Place Making
Cheshire West and Chester Council
Email: planningpolicy@cheshirewestandchester.gov.uk
Visit: <https://planningpolicy.cheshirewestandchester.gov.uk/>

 Play your part towards a **Stronger Future**



INVESTORS
IN PEOPLE

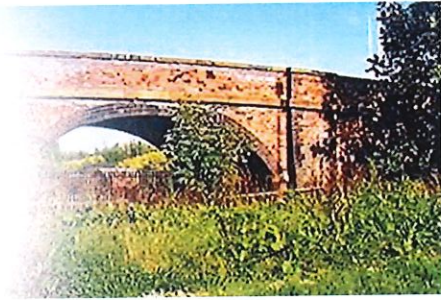
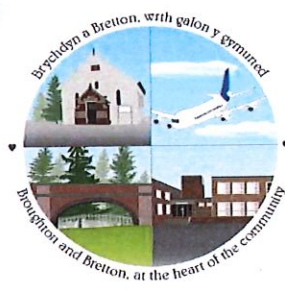
Gold



Cheshire West
and Chester



Disclaimer:



BROUGHTON AND BRETTON COUNTRY PARK MANAGEMENT PLAN STEERING GROUP INCLUDING FRIENDS OF THE COUNTRY PARK TERMS OF REFERENCE

1. Purpose:

The purpose of the Steering Group is to oversee the delivery, monitoring, and review of the Country Park Management Plan.

The group will provide strategic direction, support, and accountability to ensure the park is managed sustainably for nature, people, and the local community.

2. Objectives:

The Steering Group will:

1. Oversee delivery of the actions in the Management Plan and agree work priorities;
2. Monitor progress against targets, budgets, and timelines;
3. Advise on key decisions relating to park management, funding, and partnerships;
4. Facilitate communication between stakeholders, community groups, and statutory bodies;
5. Support fundraising and identify opportunities for grants, volunteers, and projects; and
6. Review and update the Management Plan every **5 years**, or as needed.

7. The Friends of the Country Park will continue to provide appropriate communication / promotional events at the park, to include an invitation to all members of the Community Council.

3. Membership:

Community Council Steering Group members, Clerk to the Council, Maintenance Team, Friends of the Country Park.

By invitation, and on occasion, Countryside Officers, Biodiversity Team representatives, local residents, Natural Resources Wales, local schools and other organisations/representatives as appropriate.

4. Roles & Responsibilities:

Chair: manage meetings, ensure actions are followed up.

Secretary: be main point of contact, circulate agenda, take minutes, track action log.

All Members: Attend meetings, represent the Management plan, deliver agreed actions, promote the park and declare any conflicts of interest

5. Ways of Working:

Meetings: frequency **tbc** with additional meetings as needed. Can be in-person, at the park or online

Quorum: Minimum 25% of members +/-including Chair

Decision making: Only for recommendation to full Broughton and Bretton Community Council as the decision maker. Where vote needed - majority is required with the Chair having a casting vote

6. Reporting & Accountability:

The Steering Group reports to the Community Council.

Annual Report: Progress against Management Plan presented once a year

Action Log: Maintained and reviewed at each meeting.

7. Funding & Resources:

The group has no direct budget. It can make recommendations on spending to full Council and support funding applications.

Any expenditure must be approved by the Community Council.

8. Review:

These Terms of Reference will be reviewed every 12 months.

Date agreed:

Next review date:



**BROUGHTON AND BRETTON
COUNTRY PARK MANAGEMENT PLAN
STEERING GROUP
INCLUDING FRIENDS OF THE COUNTRY PARK**

MEETING NOTES

18th September 2006

1. APPOINTMENT OF CHAIR:

IT WAS AGREED: to appoint Councillor Ros Griffiths as the Chairman for the Steering Group.

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillor Sam Jennings.

3. DECLARATIONS OF INTEREST:

There were none.

4. TERMS OF REFERENCE:

The draft Terms of Reference for the Steering Group, as circulated had been discussed. It had been agreed to add in the following:

- Six monthly updates to council;
- An annual review and update of the Management Plan.
- The budget of £35,156.90 be included.
- An additional objective to “maximise the biodiversity opportunities within the park” be added;
- That the Clerk and the Chairman of the Steering Group be given delegated authority, in line with the Councils’ Financial Regulations, to make decisions on behalf of the group in relation to grant application support, operational issues and smaller scale projects, and
- That a separate objective be added to reference that the Friends of the Country Park, as a separately constituted body, who can apply for grants and spend money on improvements within the park, subject to council approval.

5. COUNTRY PARK MANAGEMENT PLAN:

The Clerk and Financial Officer outlined the structure of the Management Plan and the relevance to each section and sought the views, amendments, deletions and any other comments from members of the Steering Group.

Two quotes had been received to date for the regeneration of the old existing footpaths, a third quote had been awaited. Full council would consider the quotes and the programming of works at its meeting in October 2026.

There was a useful discussion with the Council’s Maintenance Team members about the pond, trees and other improvements.

A quote had been received to fell the trees in the park that had "Ash Dieback" which was supported for council consideration. The amount circa £4k would need to be met from the S106 monies that had been received. Two additional quotes would be required in accordance with the Council's Standing Orders.

During the meeting, Shane Hughes, National Forest for Wales Liaison Officer, North East, had confirmed that the Management Plan was "*fantastic*" and contained the relevant information. He had suggested that the council submit an application to include the Country Park as part of the National Forest for Wales which had been free to join and the deadline for submission had been end of October, 2026.

A general conversation took place about the addition of two picnic benches and a bin at the area between the woodland and the play area.

A discussion also took place about the proposal to add Owl boxes in the park that required a site meeting.

The Chair of the Friends of the Country Park outlined how the "Friends" could assist with promotion of the park within the wider communication, including community involvement and that they would also assist with some maintenance work required, under the direction of the Clerk/Maintenance Manager.

Members of the group thanked the Clerk for the creation of the comprehensive Management Plan.

IT WAS AGREED: that members of this group email their comments direct to the Clerk and Financial Officer, for inclusion or consideration.

6. FREQUENCY OF MEETINGS:

IT WAS AGREED: To agree to the frequency of meetings as every two months during the first twelve months.

7. DATE OF NEXT MEETING:

The next meeting would take place on Friday 20th November, 2026.

8. FOLLOW UP ACTIONS:

- i. Revise plan as discussed, following contributions from all members. (SGJ)
- ii. Complete and submit application form for National Forest for Wales status. (SGJ)
- iii. Contact NMWTRA about broken fence and their land. (SGJ)
- iv. Obtain further quote for footpaths from Dromgoole. (ER and SGJ)
- v. Ask the school and to revisit the wildflower area and bulb planting. (SGJ)
- vi. Pond work required (B&BCC Maintenance Team)
- vii. Two of the "Friends of CP" to enquire about training to receive a newt licence. (ER)

Broughton and Bretton Community Council
Planning Committee – 20th October 2026

Planning applications:

No.	Planning Application Number	Proposal	Address	CASE OFFICER
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1.	FUL/000773/26 Ward: Broughton South	Retrospective planning application for Summerhouse/garden room	33, Mold Road, Broughton, Chester, CH4 0PQ	Reg Date 05.10.2026 Target Date 30.11.2026 Officer Barbara Kinnear
2.	FUL/000817/26 Ward: Broughton South	Proposed side and rear extension and re-model of existing garage	2, Firbeck Close, Broughton, Chester, CH4 0TG	Reg Date Target Date Officer
3.	FUL/000837/26 Ward: Broughton North East	Conversion of the attached garage at Bali Hai, together with a single storey rear extension, to form a small ground floor annex.	BALI HAI, Bretton Lane, Bretton, Chester, CH4 0DW	Reg Date 12.10.2026 Target Date 07.12.2026 Officer Barbara Kinnear
4.	Ward:			Reg Date Target Date Officer
5.	Ward:			Reg Date Target Date Officer
6.	Ward:			Reg Date Target Date Officer

Broughton and Bretton Community Council
Planning Committee – 20th October 2026

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	FUL/000660/26 Ward: Broughton North East	Proposed External Lighting Columns to Existing Trailer Park Area.	BRITISH AEROSPACE AIRBUS LTD, Chester Road, Broughton, Chester, CH4 0DR	Approved 17.09.2026 Barbara Kinnear
2.	FUL/000596/26 Ward: Broughton North East	Proposed new dormer bungalow	DIGBY FARM, Bretton Lane, Bretton, Chester, CH4 0DX	Refused 07.10.2026 Stef Connah
3.	FUL/000249/26 Ward: Broughton North East	The erection of a two storey office Building (class B1 Business) including a health services facility (class D1 non-residential institutions) with associated car parking.	Business Aviation Centre, Flint Road, Saltney Ferry, CH4 0GZ	Approved 17.09.2026 Alison Dean
4.	Ward:			
5.				
6.				