



Hawarden Community Council

Minutes of the meeting of the PERSONNEL COMMITTEE

Held on
28th June 2023

Present:

Councillors Joyce Angell (Chairman), Janet Axworthy, Helen Brown, Dave Mackie and Ralph Small.

Councillor Billy Mullin representing Broughton and Bretton Community Council.

Clerk and Financial Officer
Administrative Officer

1.	Appointment of Chair: Councillor Joyce Angell, as Chair of Staffing and General Purposes Committee, had been proposed and seconded and duly elected Chair of the Committee.
2.	Apologies for Absence: Apologies for absence had been received from Councillors Darren Sterry and Sam Swash.
3.	Declarations of Interest: There were none.
4.	Recruitment of New Officer: The Council's Administrative Officer had been due to retire from the Council's employ on 31 st August 2023.

Members of the Committee agreed a job description, personnel specification and a job advert. It had been agreed to include additional policy and project work in the job description.

It had also been agreed to increase the hours of the officer from 21.5 hours per week to 30 hours per week (including evening meetings) and that a daily presence in the office would be desired Monday to Friday. This would provide both the Council and the Clerk and Financial Officer with additional resources and office cover.

It was agreed to call the new officer an Assistant Clerk which might interest more candidates with the view to becoming a Clerk and Financial Officer.

There had been a surplus in the personnel budget from the actuarial variation of the Clwyd Pension fund of £22,200 that would be more than sufficient to cover the additional hours for Hawarden Community Council.

The post would be advertised from 29th June with a closing date of 12 noon on the 17th July. Interviews could take place week commencing 17th July and with one-month notice, the successful applicant could start on Monday 4th September. A period of three days cover would be provided by the existing officer to help with a seamless transition.

IT WAS RESOLVED: to proceed with the appointment as outlined above.

Broughton and Bretton Community Council
Planning Committee – 18th July 2023

Item 8

(11)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	FUL/000545/23 Ward: Broughton North East	Over clad of an existing concrete barrel vaulted roof with an insulated metal standing seam system leading to increase in roof height.	BRITISH AEROSPACE AIRBUS LTD, Chester Road, Broughton	S Connah
2.	FUL/000345/23 Ward: Broughton North East	Erection of three commercial buildings as Phase II of the Vista Business Park development (B1 Business (Light Industrial), B2 General Industrial (Business uses) and B8 Storage and Distribution uses), together with the extension of internal access road, parking, landscaping and installation of associated infrastructure	Vista Business Park, Manor Lane, Hawarden	J Beattie

Broughton and Bretton Community Council
Planning Committee – 18th July 2023

ITEM 8
(iv)

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	ELC/000474/23 Ward: Broughton North East	Installation of roof mounted Solar PV Equipment	Units 7-8, ALS Laboratories, HAWARDEN INDUSTRIAL PARK, Manor Lane, Hawarden,	Z10 Prior Approval Required/ Approved Delegated Officer 30.06.23
----	---	--	---	--

Gareth Owens LL.B Barrister/Bargyfreithiwr
Chief Officer (Governance)
Prif Swyddog (Llywodraethu)



All Town and Community Clerks

Sent via e mail

Your Ref/Eich Cyl
Our Ref/Ein Cyf
Date/Dyddiad
Ask for/Gofynner ar
Direct Dial/Rhif Union
E-mail/E-bost

GO/TC
11th July 2023
Gareth Owens
01352 702344
gareth.legal@flintshire.gov.uk

All Town and Community Clerks

Visits to Town and Community Councils

This is my sixth update regarding the visits by the Independent Members of the Standards Committee to Town/Community Council meetings to observe practice and gain an understanding of how local Council business is conducted.

The findings from 5 further visits undertaken in March, April and May were reported to the Committee on the 3rd July and I am writing with feedback to all Town/Community Councils to give assurance on good practice and procedures.

As in the case of the last reported visits, the Independent Members agreed that these had been positive experiences and praised the level of commitment and contributions by those in attendance. The Independent Members were impressed that all meetings were well chaired and ably supported by clerks. They also noted that as a matter of good practice Declarations of Interest were standing items on all agendas.

Independent Members are themselves commenting that they can see our follow up letters are being shared which is very gratifying and we hope people have found them of use. Members have recently commented on how well chaired meetings appear to be and how they have seen examples of potentially difficult behaviour being resolved.

Since the meeting, there has been some negative press coverage of proposed training. That training had been requested before the complaint which with it is being erroneously linked in the press articles. I will deliver it for my County Councillors first and subsequently run a session for Town and Community Councillors as well.

I have always stressed the fact that Councillors, whilst being able to speak freely about each other, need to be polite in their dealings with the Clerk. We have

County Hall, Mold, CH7 6NB
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug, CH7 6NB
www.siryfflint.gov.uk

We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-oed i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.

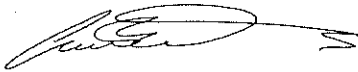


witnessed examples of poor behaviour including shouting and blaming which I would remind Members are not acceptable. If you have concerns or performance issues to raise, it is almost always better to do that outside of, rather than during, a public meeting. Your Council is very likely to have procedures for handling "complaints" which you will need to follow.

We're nearing the end of the programme of visits and I will do a "wrap up" letter to you following the meeting in November.

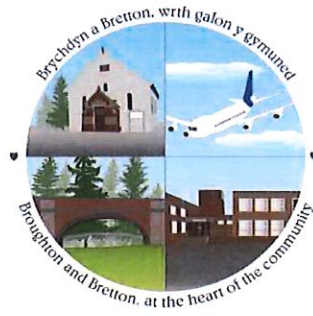
The Committee hopes that this feedback is useful and wishes to acknowledge the dedication and good work undertaken by Town/Community Councillors in their voluntary roles.

Yours sincerely

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

Gareth Owens
Chief Officer Governance

Item 15

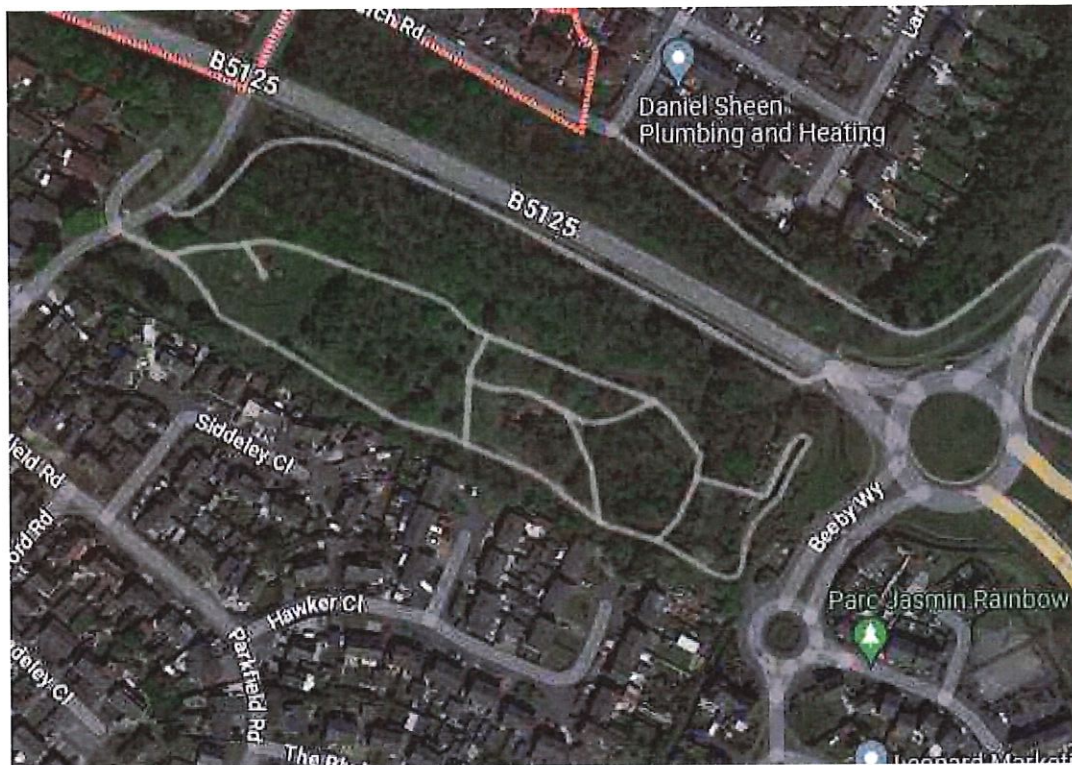


Draft

BROUGHTON COUNTRY PARK MANAGEMENT PLAN 2023

Broughton and Bretton Community Council
Council Offices
113, The Highway
Hawarden
Flintshire CH5 3DN

BROUGHTON COUNTRY PARK



Point F

Grid Reference
SJ 34439 63793

Grid Reference (6 figure)
SJ344637

X (Easting) , Y (Northing)
334439 , 363793

Latitude , Longitude (decimal)
53.167196 , -2.9821497

Latitude , Longitude (degs, mins, secs)
53°10'02"N , 002°58'56"W

What3Words :
avoid.event.gallons

Address (near) :
**Chester Road, Broughton and Bretton,
Broughton, Flintshire, Wales, CH4 0QB,**

Postcode (nearest) :
CH4 0QB

Maps For Point :
[Ordnance Survey](#) | [Google](#) | [Bing](#) | [Streetview](#)

Tools for Point :
[QR Code](#) | [Info](#) | [Zoom here](#)

Share :

includes promoting the establishment and maintenance of adequate reserves of growing trees and an overall 'balancing duty', which is key to the delivery of Sustainable Forest Management.

A member of the National Forest for Wales Liaison team has visited the site and said "he felt really enthusiastic about the future of the site and hoped that it became an even better community asset in the future. He also indicated a number of funding streams that could be accessed to enhance the park.

BIODIVERSITY

Flintshire County Council's Biodiversity Officer has visited the site and commends the Country Park. Together with the County Council's Countryside Management Team they have visited the site and recommended some improvements particularly to the pond areas, subtle signage and interpretation boards etc.

COMPARTMENT

The country park will be separated into compartments in order to address each area appropriately. The compartments will be:

- Compartment 1 – open space
- Compartment 2 – play area
- Compartment 3 – ponds
- Compartment 4 – tree canopy B&BCC
- Compartment 5 – tree canopy NWTRA
- Compartment 6 - butterfly garden
- Compartment 7 – Footways
- Compartment 8 – pedestrian and vehicular bridges

MANAGEMENT PLAN

The following guidance is issued for Management Plan criteria:

NOTE: *Please note the reference to "Forest" refers to the Country Park:*

No.	UKFS Management Plan Criteria	Approval Criteria	Applicant Check
1	Forest management plans should state the objectives of management and set out how the appropriate balance between economic, environmental and social objectives will be achieved.	Have objectives of management been stated? Consideration should be given to economic, environmental and social factors. (Section 2)	√
2	Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Does the management strategy (section 4) consider the forest context and any special features identified within the woodland survey?	√
3	Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	Has consultation happened in line with current FC guidance and recorded as appropriate in section 7	Not yet
4	Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	Has a 5, 3 or 2 year review period been stated and where relevant achievements recorded in the action plan at the end of this report.	Pending
5	New trees should be located and designed to maintain or enhance the visual, cultural and ecological value and character of the landscape.	When new planting is being proposed under this plan it will need to be consistent with trees already in the park	

1. Property Details

Broughton Country Park	Broughton Hall Road Broughton
------------------------	----------------------------------

Name	Sharron Jones	Clerk and Financial Officer Broughton and Bretton Community Council (Owner)	
Email	mail@broughtonandbrettoncommunitycouncil.gov.uk	Contact Number	01244 533692
County	Flintshire	Local Authority	Flintshire County Council
Management Plan Area (Hectares)		TBC	

2. Vision and Objectives

The following vision states the overall direction of management for the Country Park and how we the council envisage it will be in the future, for both the life of this plan and beyond.

2.1 Vision

Maintain and improve the country park in terms of a natural community asset, area of biodiversity and an immense landscape.

Improve the country park resource through good forestry practice.

Ensure that the site is maintained as a diverse and healthy woodland habitat in perpetuity.

Ensure that the trees and hedges are regularly inspected and maintained.

Ensure vehicular access and formal footpaths are regularly maintained.

Ensure the ponds are maintained and enhanced to encourage biodiversity.

2.2 Management Objectives

The following objectives state how the country park management will be achieved. Management objectives are specific and represent what needs to happen to achieve the long-term vision, they encompass environmental and social considerations within the scope of the plan.

No.	Objectives
1	Maintain the current coppice, alleviate ash dieback and plant new trees and shrubs as and when required, for example, new generation trees the Queen's Trees.
2	Improve the access to the woodland by upgrading the main tracks which will enable more efficient access for management to the entire woodland.
3	Manage disease (ash dieback) and climate change.
4	Maintain and enhance wildlife habitats.
5	Maintain and enhance the pond areas in liaison with the County Council's Biodiversity Officer and encourage the wild growth areas.
6	Plant wildflowers in the fringes to encourage biodiversity.
7	Maintain the butterfly garden to encourage and enhance biodiversity.
8	Maintain the open space
9	Manage and maintain the play area and surrounding fence

3. Plan Review – Achievements

The following table lists achievements made against objectives in previous management plans. It will also be used at the 5-year review of this plan and is informed by monitoring action undertaken against the current objectives.

Objectives	Achievement
No previous management plans.	
5 year review point to this plan is 2028.	
Open areas up, remove unnecessary brambles and evasive plants.	

4. Woodland Survey

The following section encompasses the detailed woodland survey information including any statutory constraints and woodland resource characteristics.

4.1 Description of the woodland in the landscape

The park lies alongside Broughton Hall School on Broughton Hall Road, Chester.

The soil is a sandy clay loam. Ground conditions tends towards wet especially along areas of regular use such as main access tracks.

4.2 Woodland resource characteristics

The following details the woodland resource characteristics including species composition, age structure and stocking density:

Country Park:

To be determined but includes:

Dangerous Oak tree to be removed.

Mature ash with ash dieback to be removed.

Under plant hazel under field maple

Beech horn beam

Blue ella

Daffodils

Species Composition: Oak, Ash, Sycamore (broadleaf), conifers (evergreen), wild cherry, goat willow, horse chestnut, field maple (**others to be determined**).

Age Structure: TBC but standards tend to be mature and retained as veteran trees.

4.3 Statutory Information

The following section identifies features present within the woodland or adjacent to the woodland where its presence will inform management. Key features are also shown on the maps associated with this report.

Feature	Within Woodland(s)	Cpts	Adjacent to Woodland(s)	Map No
<u>Biodiversity- Designations</u>				
Site of Special Scientific Interest	No		No	
Special Area of Conservation	No		No	
Tree Preservation Order	No		No	
Conservation Area	No		No	
Special Protection Area	No		No	
Ramsar Site	No		No	
National Nature Reserve	No		No	
Local Nature Reserve	No		No	
Other (please Specify):	No		No	
Notes				

Feature		Within Woodland(s)		Map No	Notes
<u>Biodiversity - European Protected Species</u>					
Bat	Horseshoe or pipistral (tbc)				likely
Field mouse					Likely habitat but not confirmed
Water voles		Likely			
Great Crested Newt		No evidence			Unfavourable habitat
Moorhens		Pond area			
<u>Biodiversity – Priority Species</u>					
<u>Schedule 1 Birds</u>	Species:	No			
Reptiles (grass snake, adder, common lizard etc)		Yes	all		Likely habitat for grass snake and adder but not confirmed
Plants		Yes			
Fungi/Lichens		Yes			
Invertebrates (butterflies, moths, beetles etc)		Yes			
Amphibians (pool frog, common toad)		Yes	13		Both ponds
Other (please Specify):		No			

People				
CROW Access	No			
Public Rights of Way (any)	No			
Public Involvement	No			
Visitor Information	No			Interpretation boards to be updated and added to
Public Recreation Facilities	Play area			
Provision of Learning Opportunities	Yes			With local community group and primary school
Anti-social Behaviour	Yes			Fire starters (Fire warning signs installed) Drugs ASB
Other (please Specify):	No			
Water				
Watercourses	Yes			Stream runs along the northern boundary
Ponds	Yes			2 ponds require attention
Other (please Specify):	No			

4.4 Habitat Types

The following table lists the habitat types within the woodland that will inform future management decisions. This information is a record of habitat as a baseline to future management where we will hope to achieve and maintain a diverse structure of habitat, species and age of trees, appropriate to the context of the woodland.

Feature	Within Woodland			Notes
Woodland Habitat Types				
Ancient Semi-Natural Woodland	No			Planted and semi-natural woodland

Lowland mixed deciduous woodland	Yes	1a,2 b,13		Mixed broadleaf canopy present small areas within these cpts
Mixed ash woods	Yes			
Oakwood	Yes			
Wet woodland	Yes			
Wood-pasture and parkland	Yes			

4.5 Structure

This section provides a snapshot of the current woodland structure across the entire country park. A full inventory of the woodland is included in **section X**. Ensuring woodland has a varied structure in terms of age, species, origin and open space provides a range of benefits for both the biodiversity of the woodland and its resilience.

Woodland Type (Broadleaf, Conifer, Coppice)	Percentage of Mgt Plan Area	Notes (i.e. understory or natural regeneration present)
Broadleaf and coppice	75%	Mature canopy
Play Area	10%	Coppice at various stages within rotation
Open space and footpaths	15%	Significant overgrowth

5. Woodland Protection

This section considers the potential threats and constraints facing the Country Park. It uses a standard risk assessment process as shown below in order to consider any potential threat and whether there is a need to act to protect the woodland.

5.1 Risk matrix

The matrix below was used to score any perceived risks associated with the woodland.

			Impact			
			0	1	2	3
			Acceptable	Tolerable	Unacceptable	Intolerable
			Little or No Effect	Effects are Felt but Not Critical	Serious Impact to Course of Action and Outcome	Could Result in Disasters
Likelihood	Improbable	Risk Unlikely to Occur				
	Possible	Risk Will Likely Occur				
	Probable	Risk Will Occur				

5.2 Grey Squirrels?

Threat – Grey Squirrels	Present
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	Low
Response (inc protection measures)	Natural wildlife no controls

5.3 Livestock and other mammals

Threat (Rabbit etc)	Rabbit
Likelihood of presence (high/medium/low)	Likely habitat but not confirmed
Impact (high/medium/low)	Low
Response (inc protection measures)	Minimum sightings.

5.4 Environmental

Threat (Pollution, Fire, Flood, Wind, Invasive Species, Anti-social Behaviour etc)	Fire
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	High
Response (inc protection measures)	<p>Fire Warning signs continue to be erected with partnership working with North Wales Fire Authority.</p> <p>Neighbouring properties often dump waste over their boundaries which creates a fire risk.</p>

Threat (Pollution, Fire, Flood, Wind, Invasive Species, Anti-social Behaviour etc)	Wind
Likelihood of presence (high/medium/low)	Medium
Impact (high/medium/low)	Low
Response (inc protection measures)	<p>Risk to large conifers in really bad winds. Recent assessment carried out and they are strong and not a risk.</p> <p>Inspections after high winds and every couple of months.</p>

5.5 Additional hazards and constraints

The following section lists any additional hazards or constraints that will impact future country park management:

Management Access: There are two access points; one main access point from Broughton Hall Road and a further access to the rear of the park for residents around the Parc Jasmine area. **Ownership issues for rear access to be determined particularly around maintenance and incidents.**

There is a stream that runs through the park with two “sleeper” bridges, both of which need repair. One is a footbridge and the other is a vehicular bridge.

Some residents appear to be dumping grass, tree and hedge cuttings into the country park which is a fire risk. [Letters have been sent to residents.]

There is a good network of tracks within the woodland but these are mainly suitable for access by foot and degrade quickly with the use by vehicles for maintenance. Over time the vehicular access paths have narrowed over time and could be widened with volunteer work.

Informal intersecting footpaths exist throughout as per the plan on page 1.

Wayleaves or Easements: The old railway land is now within the Council's ownership as shown on the attached plan.

Public rights of way: There are no public rights of way within the Country Park.

Ground conditions: The soil is heavy throughout the site and will be challenging during wet conditions. Tracks are likely to degrade quickly with use and ground compaction will be a consideration during management operations.

Undergrowth: Not applicable as encourages biodiversity particularly with the addition of wild flowers.

SSSI Designations: Nil

Shooting Interest: Nil

6. Management Strategy

This section is a statement of intent, setting out how we intend to achieve the management objectives listed in Section 2. It also considers how any important features identified in previous sections will be managed.

Management Obj/Feature	Management Intention
Determine the inspection frequency of all trees within the country park for maintenance purposes	In progress; out to contract
Improve the access to the woodland by upgrading key tracks which will enable access for management to the entire woodland	Corsican pine, sweet chestnut or scotts pine to be planted. Fruit trees could be planted – cherries, pear, apple, snowberry and eucalyptus
Maintain and enhance wildlife habitats with particular focus on open space and edge habitat	
Ponds	
Play area	
Undergrowth	
Open space	
Benches	
Dog waste bins	

6.1 New Planting

New Planting and establishment
Ash, field maple, willow and conifers to be planted

7. Stakeholder engagement

The following organisations have not yet been contacted but are suggested consultees on the content of the management plan and for future funding opportunities and community involvement.

Organisations	Date of Contact	Feedback	Council's Response	Action to be taken
Local primary school				
Forestry Commission				
County council's biodiversity officer				
County Council's country park management team				
Natural resources wales				
Local community groups				

8. Monitoring and Action Plan

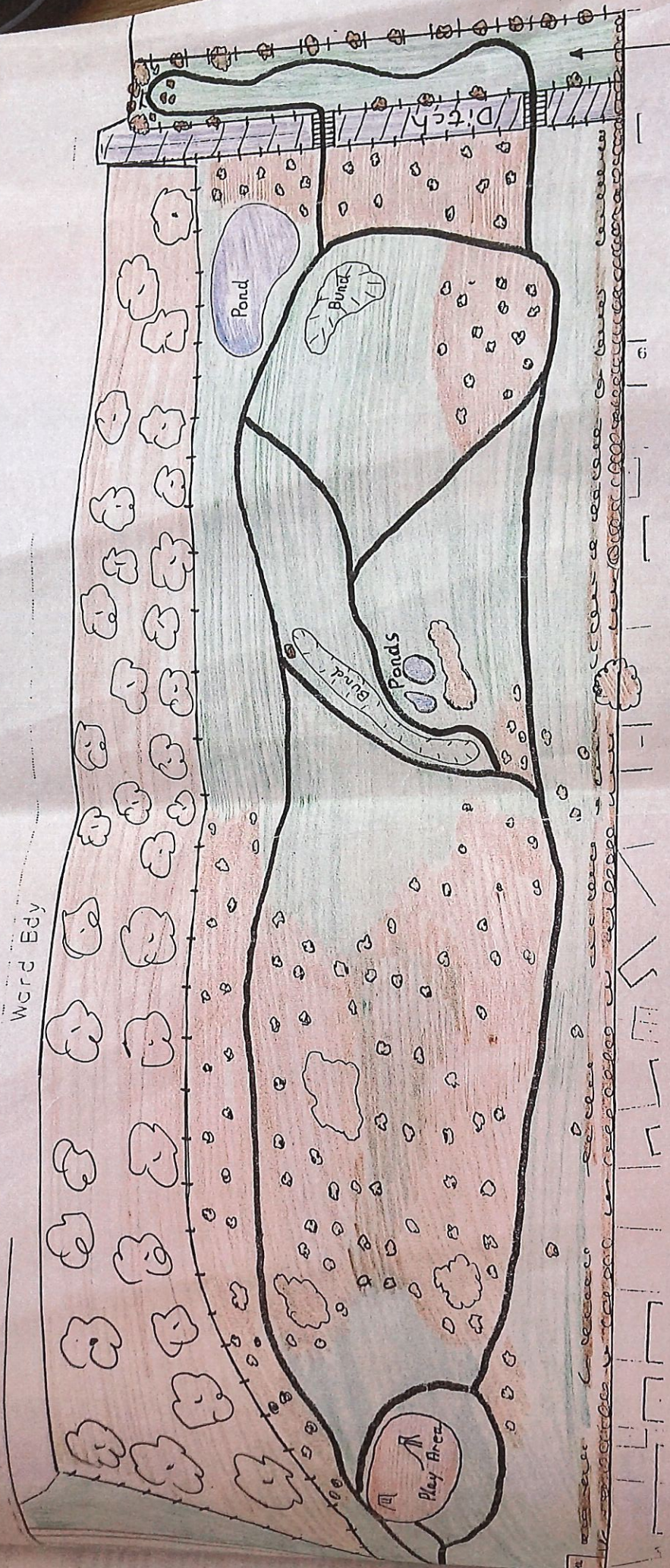
This section identifies indicators of progress/success for each management objective and key management activities proposed within the plan. The data collected helps to evaluate progress against objectives and are checked at regular intervals across the lifetime of the plan.

Management Objective/Activities	Indicator of Progress/ Success	Frequency of Assessment	Assessment Results
Maintain the current coppice rotation to produce regular short and medium term crops.	Harvesting outputs, and monitoring coppice regrowth	Annual	
Improve the access to the woodland by upgrading key tracks which will enable access for management to the entire woodland	Track, access point and stacking area improvements to enable the restoration of unmanaged compartments	5 years	
Increase resilience to disease and climate change by diversifying age structure and species within the woodland	Good stocking levels in any areas of regeneration showing a wide range of broadleaf species either by natural regeneration or the planting of improved stock	Every 2 years	
Maintain and enhance wildlife habitats with particular focus on open space and edge habitat along rides	Maintain habitat diversity and improve species diversity. Monitor habitat quality of non-intervention areas.	5 years	

Reduce invasive species in the understory to improve the habitat and allow easier access to compartments for management.	Reduction in the percentage cover of Rhododendron over 5-10 years towards eradication on site	Annually following intervention	
--	---	---------------------------------	--

U me tree.

Word Edy



NEW EXTENSION

FACE LINE

LEAF BRIDGE

W TREE PLANTING

MEADOW AREAS

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Jul-23

Ref:	Voucher No:	Payee:	Amount
BACS	BB/23/15	N.D.-plants for planters-issue with BBCC card	£ 11.98
BACS	BB/23/16	Clwyd Pensions - salaries July	£ 452.04
BACS	BB/23/17	HMRC - salaries July	£ 241.84
BACS	BB/23/18	Litter collector - salaries July	£ 1,302.88
BACS	BB/23/19	HCC - Joint Maintenance July	£ 4,957.36
BACS	BB/23/20	Cllr VG-SLCC mileage/subsistence 05.07.23	£ 83.75
		TOTAL	£ 7,049.85

Chairman:

Chair of Finance: