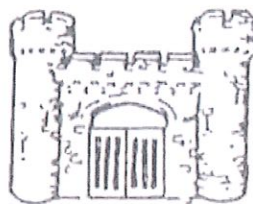
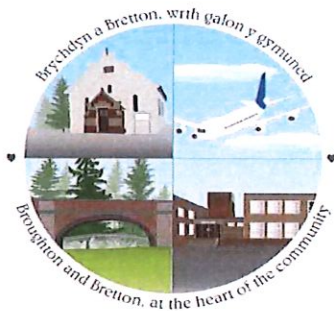


Item 5



**MINUTES of a MEETING of the
JOINT ADMINISTRATION/MAINTENANCE COMMITTEE
held virtually
on
WEDNESDAY 18 JANUARY 2023**

Broughton & Bretton Community Council:

Councillors Penny Brett-Roberts, Ros Griffiths and Mike Lowe.

Hawarden Community Council:

Councillors Joyce Angell, Dave Mackie and Ralph Small.

Shotton Town Council:

Councillors Sean Bibby, Gary Cooper, David Evans, Elwyn Jones and Christopher Risley.

Also in Attendance:

Sharron Jones, Clerk & Financial Officer, Broughton & Bretton and Hawarden Community Councils (SGJ)
Collette Lowry, Clerk and Financial Officer, Shotton Town Council (CL)

1 Chair's signature: _____

1. APPOINTMENT OF CHAIR:

Councillor Ralph Small was nominated to act as Chairman, this was duly seconded and agreed and **IT WAS RESOLVED:** that Councillor Ralph Small be appointed Chairman for the meeting.

Members welcomed Collette Lowry to her first meeting and members of Broughton and Bretton and Hawarden Councils congratulated her on her appointment. Collette provided a short introduction and background which Members welcomed.

2. APOLOGIES FOR ABSENCE:

Apologies for absence had been received from Councillors Janet Axworthy (HCC), Mike Evans (STC) and Angela Phillips (STC).

3. MINUTES OF THE PREVIOUS MEETING:

The Minutes of the previous meeting held on 19th January 2022, copies of which had been circulated with the agenda, were received and approved as a correct record.

4. MATTERS ARISING FROM THE MINUTES:

There were none.

5. JOINT SERVICES:

The Chair referred members to the comprehensive report that had been circulated with the agenda for the meeting. The report outlined the anticipated expenditure for the Joint Agreement for financial year 2022/23 and the budget proposals for 2023/24.

The Clerk and Financial Officer (SGJ) highlighted that together with the Clerk and Financial Officer for Shotton (CL) and the Senior Maintenance Officer, that work had been undertaken with Scottish Power National Grid to ensure that the LED head replacement programme had been accurately reflected on the grid; this has resulted in a reduction in the energy bills for public lighting for each council which had worked out less than anticipated in March 2022 but still showed a substantial rise on the 2021/22 prices.

The Clerk and Financial Officer (SGJ) also referred to the retirement of two experienced and long-serving employees in March and May 2022. The new Senior Maintenance Officer and Maintenance Assistant had proven to be a great asset to the councils with a seamless transition. The Chairman endorsed this comment.

IT WAS RESOLVED: that the budget report and the contributions from each Council be approved.

6. STREET LIGHTING – LED HEAD REPLACEMENT SCHEME:

The Clerk and Financial Officer provided a written report on the number of LED Head replacements, per ward, which was noted.

She also highlighted that the programme had slowed due to the impact of the Covid-19 pandemic and the change in workforce but that work had continued to improve and the programme was progressing at a positive pace.

IT WAS RESOLVED: to note the update.

7. SERVICE LEVEL AGREEMENTS:

Copies of the Service Level Agreements (SLA) had been circulated with the agenda for the meeting for re-approval.

The maintenance of the Harry Weale Memorial garden appeared to have been missed off the SLA and would be added. It was suggested that the word “and” be added to section (r) of the agreement in relation to gullies and back allies. A discussion ensued about the back allies and inspection routine to which the Clerk and Financial Officer (SGJ) responded that monthly inspections were made and a record kept for insurance purposes.

It was also suggested that a half yearly meeting of the Joint Maintenance Committee meet in September which was agreed by all members present.

IT WAS RESOLVED:

- (i) to agree, amend and sign the service level agreements as above;
- (ii) that the joint maintenance committee meet twice a year; and
- (iii) that a “meet the team” event with members of the Maintenance Team and Shotton Town Council Members be held in due course.

8. DATE OF NEXT MEETING:

It was agreed that the next meeting of the Joint Committee would take place during the third week of January 2024 either at a location in Hawarden or virtually.

A meeting would also be held in September 2023 to review the half yearly report.

The meeting concluded at 7.00 p.m.

The Chairman thanked members for their attendance.

Broughton and Bretton Community Council
 Planning Committee – 21 February 2023

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
1.	FUL/000786/22 Ward: Broughton North East	Replace three existing single glazed steel windows	Elms Farm Barn, Bretton Lane, Bretton	A Hinchley
2.	FUL/000800/22 Ward: Broughton North East	RETROSPECTIVE - Replace existing single car sized tarmac driveway and grass area with block paving	24, Cledwen Road, Broughton	S Connah
3.	FUL/000065/23 Ward: Broughton South	Two storey extension to the front of the property & single storey extension to the rear	Tree Tops, Old Warren Broughton	J Roberts
4.	FUL/000803/22 Ward: Broughton North East	Installation of a washwater pumphouse kiosk	Bretton Water Treatment Works, Lesters Lane, Bretton	A Hinchley
5.	FUL/000107/23 Ward: Broughton South?	Erection of an outbuilding to serve as a dog grooming parlor	5, Brook Lane, Hawarden	J Perkins

Ham 9(17)

Broughton and Bretton Community Council
Planning Committee – 21st February 2023

Planning Applications confirmed by FCC

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

1.	FUL/000473/22 Ward: Broughton North East	Erection of a new high-bay industrial building	Electroimpact UK Ltd, Manor Lane, Hawarden	Approved Delegated Officer 11.01.23
----	---	---	--	---

BROUGHTON AND BRETTON Community Council
Accounts for Payment
Feb-23

Ref:	Voucher No:	Payee:	Amount
BACS	BB/22/97	TSJ Services - MOT KK 18 TZW	£ 45.00
BACS	BB/22/98	Rialtas - annual subscription	£ 141.61
BACS	BB/22/99	Vision ICT - host support March 23-April 24	£ 429.60
BACS	BB/22/100	Vision ICT - domain name April 23-March 25	£ 78.00
BACS	BB/22/101	H W Oultram - fuel January	£ 88.24
BACS	BB/22/102	Litter collector - salaries February	£ 1,285.95
DD	BB/22/103	SSE - unmetered supplies - January	£ 840.01
BACS	BB/22/104	HCC - Joint Maintenance - February	£ 6,597.29
BACS	BB/22/105	HMRC - salaries February	£ 229.42
BACS	BB/22/106	Clwyd Pension Fund - salaries February	£ 415.47
		TOTAL	£ 10,150.59

Chairman:

Chair of Finance: